# Green Melton Borough Logo with black writing

# Application for an Animal Welfare Licence

# Animal Welfare Act 2006

# The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

# Persons who may not apply for a licence

**Before completing this application, please read the following statements. If any of these apply to you, you would not be able to apply for an animal welfare licence. If none apply, please continue to section 1.**

1. A person who has at any time held a licence which was revoked under regulation 15 of these Regulations.
2. A person who has at any time held a licence which was revoked under regulation 17 of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014([**1**](http://www.legislation.gov.uk/uksi/2018/486/schedule/8/made#f00023)).
3. A person who has at any time held a licence which was revoked under regulation 13 of the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012([**2**](http://www.legislation.gov.uk/uksi/2018/486/schedule/8/made#f00024)).
4. A person who is disqualified under section 33 of the Welfare of Animals Act (Northern Ireland) 2011([**3**](http://www.legislation.gov.uk/uksi/2018/486/schedule/8/made#f00025)).
5. A person who has at any time held a licence which was revoked under regulation 12 of the Welfare of Racing Greyhounds Regulations 2010([**4**](http://www.legislation.gov.uk/uksi/2018/486/schedule/8/made#f00026)).
6. A person who is disqualified under section 34 of the Act.
7. A person who is disqualified under section 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006([**5**](http://www.legislation.gov.uk/uksi/2018/486/schedule/8/made#f00027)).
8. A person who is disqualified under section 4(1) of the Dangerous Dogs Act 1991([**6**](http://www.legislation.gov.uk/uksi/2018/486/schedule/8/made#f00028)).
9. A person who is disqualified under Article 33A of the Dogs (Northern Ireland) Order 1983([**7**](http://www.legislation.gov.uk/uksi/2018/486/schedule/8/made#f00029)).
10. A person who is disqualified under section 6(2) of the Dangerous Wild Animals Act 1976([**8**](http://www.legislation.gov.uk/uksi/2018/486/schedule/8/made#f00030)) from keeping a dangerous wild animal.
11. A person who is disqualified under section 3(3) of the Breeding of Dogs Act 1973([**9**](http://www.legislation.gov.uk/uksi/2018/486/schedule/8/made#f00031)) from keeping a breeding establishment for dogs.
12. A person who is disqualified under section 4(3) of the Riding Establishments Act 1964([**10**](http://www.legislation.gov.uk/uksi/2018/486/schedule/8/made#f00032)) from keeping a riding establishment.
13. A person who is disqualified under section 3(3) of the Animal Boarding Establishments Act 1963([**11**](http://www.legislation.gov.uk/uksi/2018/486/schedule/8/made#f00033)) from keeping a boarding establishment for animals.
14. A person who is disqualified under section 5(3) of the Pet Animals Act 1951([**12**](http://www.legislation.gov.uk/uksi/2018/486/schedule/8/made#f00034)) from keeping a pet shop.
15. A person who is disqualified under section 1(1) of the Protection of Animals (Amendment) Act 1954([**13**](http://www.legislation.gov.uk/uksi/2018/486/schedule/8/made#f00035)) from having custody of an animal.
16. A person who is disqualified under section 4(2) of the Performing Animals (Regulation) Act 1925([**14**](http://www.legislation.gov.uk/uksi/2018/486/schedule/8/made#f00036)).
17. A person who is disqualified under section 3 of the Protection of Animals Act 1911([**15**](http://www.legislation.gov.uk/uksi/2018/486/schedule/8/made#f00037)) from the ownership of an animal.

# Section 1 – Applicant details

If you are completing this from by hand, please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

**Title:** Mr  Mrs  Miss  Ms  Other If other, please state

**Name of applicant:**

(must be an individual)

**Company or corporate body:**

(if applicable)

**Company number:**

(if applicable)

**Home address:**

**Postcode:**

**Telephone number:**

**Email address:**

**Correspondence address**(If different to above - we will use this address to send your licence, and any invoices issued):

## Right to work

**Do you have the right to live and work in the UK?** You may be asked for documentary evidence i.e. Passport, ID card, Residency permit etc

Yes No (Mark as applicable)

# Section 2 – Premises details

**Trading name:**

**Address of premises for which the licence is required:**

**Premises telephone number:**

**Key holder/emergency contact details (name and number.)**

# Section 3 – Licence details (for renewals)

**The licence holder must apply for a renewal at least 10 weeks before their current licence expires if they wish to continue to operate the licensable activity without a break.**

**Existing licence number:**

**Expiry date:**

# Section 4 – Veterinarian registration

The licence holder must register with a veterinarian with an appropriate level of experience in the health and welfare requirements of any animals specified in the licence and the contact details of that veterinarian must be readily available to all staff on the premises on which the licensable activity is carried on.

**Please provide details of the veterinarian with whom you registered:**

**Name:**

**Address including postcode:**

**Telephone number:**

# Section 5 – UKAS registration

**If you are currently registered with UKAS please provide details;**

# Section 6 - Licensable activities

| Please indicate below which licensable activities you are applying for: | ***tick those applicable*** |
| --- | --- |
| **Selling animals as pets** (please complete section 7) |  |
| **Providing or arranging for the provision of boarding for cats or dogs**  *-* Including day care for dogs (please complete section 8) |  |
| **Hiring out horses** (please complete section 9) |  |
| **Breeding dogs** (please complete section 10) |  |
| **Keeping or training animals for exhibition** (please complete section 11) |  |

**All applicants must complete section 12 and 13. You must also complete the relevant section to the licensable activities you wish to apply for.**

# Section 7 - Selling animals as pets

1. Selling animals as pets (or with a view to their being later resold as pets) in the course of a business including keeping animals in the course of a business with a view to their being so sold or resold.
2. The activity described in paragraph 2 does not include—

(a)selling animals in the course of an aquacultural production business authorised under regulation 5(1) of the Aquatic Animal Health (England and Wales) Regulations 2009([**1**](http://www.legislation.gov.uk/uksi/2018/486/schedule/1/made#f00015)), or

(b)the activity described in paragraph 8.

1. Puppies and kittens can only be sold if bred by the licence holder and evidence is produced to the inspecting officer to confirm this is the case.

**Against each type of animal below please indicate the numbers which are intended to be accommodated at the premises:**

| **Type of animal** | **Species and Intended numbers of each** |
| --- | --- |
| **Dogs** |  |
| **Cats** |  |
| **Rabbits** |  |
| **Guinea Pigs** |  |
| **Ferrets** |  |
| **Domestic small rodents**  (hamsters, gerbils, rats, mice, chinchillas, degus) |  |
| **Other non-domestic species (mammals)**  (includes any other mammal that is offered for sale, excluding those already listed in the guidance, or is any mammal not normally domesticated in Great Britain) |  |
| **Birds** |  |
| **Reptiles and amphibians** |  |
| **Fish** (coldwater, tropical freshwater, tropical marine) |  |

# Section 8 - Providing or arranging for the provision of boarding for cats or dogs

1. Providing or arranging for the provision of accommodation for other people’s cats or dogs in the course of a business on any premises where the provision of that accommodation is a purpose of the business by—

(a)providing boarding for cats; (b)providing boarding in kennels for dogs; (c)providing home boarding for dogs; or (d)providing day care for dogs.

1. The activity described in paragraph 4 does not include keeping a dog or cat on any premises pursuant to a requirement imposed under, or having effect by virtue of, the Animal Health Act 1981([**2**](http://www.legislation.gov.uk/uksi/2018/486/schedule/1/made#f00016)).

**Against each type of animal below please state the numbers which are intended to be**

**accommodated at the premises**

|  |  |
| --- | --- |
| **Type** | **Intended numbers of each type of animal** |
| **Boarding for cats** |  |
| **Providing boarding in kennels for dogs** |  |
| **Providing home boarding for dogs overnight** |  |
| **Providing home boarding for dogs through daytime** |  |
| **Providing day care for dogs** (non-domestic businesses only – for those in a home environment please complete ‘providing home boarding for dogs’) |  |

# Section 9 - Hiring out horses

1. Hiring out horses in the course of a business for either or both of the following purposes— (a) riding;
   1. Instruction in riding.
2. The activity described in paragraph 6 does not include any activity— (a) solely for military or police purposes, or
   1. involving the instruction of students at a university on a course of study and examinations leading to a veterinary degree to which a recognition order under section 3 of the Veterinary Surgeons Act 1966([**3**](http://www.legislation.gov.uk/uksi/2018/486/schedule/1/made#f00017)) relates and for as long as such an order is in force.

**Number of horses available for hire:**

## Eligibility and public liability insurance

1. The licence holder must—
   1. hold an appropriate formal qualification, or have sufficient demonstrable experience and competence, in the management of horses, and
   2. hold a valid certificate of public liability insurance which—
      1. insures the licence holder against liability for any injury sustained by, and the death of, any client, and
      2. insures any client against liability for any injury sustained by, and the death of, any other person, caused by or arising out of the hire of the horse.
2. The certificate mentioned in sub-paragraph (1)(b) must be clearly and prominently displayed on the premises.

Please enclose with this application evidence that you hold such qualifications and insurance.

If you do not, please state below what steps you are taking to obtain such insurance:

# Section 10 - Breeding dogs

1. Either or both of the following—

(a)breeding three or more litters of puppies in any 12-month period; (b)breeding dogs and advertising a business of selling dogs.

2.The activity described in paragraph 8 does not include—

(a)keeping a dog on any premises pursuant to a requirement imposed under, or having effect by virtue of, the Animal Health Act 1981,

(b)breeding only assistance dogs or dogs intended to be used as assistance dogs within the meaning of section 173 of the Equality Act 2010([**4**](http://www.legislation.gov.uk/uksi/2018/486/schedule/1/made#f00018)), or

(c)breeding three or more litters of puppies in any 12-month period if the person carrying on the activity provides documentary evidence that none of them have been sold (whether as puppies or as adult dogs).

**Number of breeding bitches (current or**

**intended) to be accommodated on the premises:**

**Details of bitches being used or intended for breeding (current or intended):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Microchip**  **number** | **Age** | **Breed** | **Details of any previous litters (note any**  **caesareans)** |
|  |  |  |  |  |
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|  |  |  |  |  |

**Maximum number of litters on site at one time:**

**Total number of stud dogs on site:**

**Total number of dogs on site not associated**

**with breeding licensable activity:**

# Section 11 - Keeping or training animals for exhibition

1. Keeping or training animals for exhibition in the course of a business for educational or entertainment purposes— (a)to any audience attending in person, or

(b)by the recording of visual images of them by any form of technology that enables the display of such images.

1. The activity described in paragraph 10 does not include—

(a)keeping or training animals solely for military, police or sporting purposes,

(b)any activity permitted under a licence to operate a travelling circus under the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012([**5**](http://www.legislation.gov.uk/uksi/2018/486/schedule/1/made#f00019)), or

(c)any activity permitted under a licence for a zoo under the Zoo Licensing Act 1981([**6**](http://www.legislation.gov.uk/uksi/2018/486/schedule/1/made#f00020)).

## List of animals

| **Please provide details of type of animal** | **Number** | **Please describe the nature of training or exhibition** |
| --- | --- | --- |
|  |  |  |

## Public liability insurance

The licence holder must hold valid public liability insurance in respect of the licensable activity of keeping or training animals for exhibition.

Please enclose with this application evidence that you hold such insurance.

If you do not, please state below what steps you are taking to obtain such insurance:

# Section 12 – Declarations

## For all licences

|  |
| --- |
|  |
| I have checked and can confirm I have the necessary authorisation under the Planning Acts to operate this business.  I understand that I will be subject to the General Conditions prescribed in the Regulations. |
| I understand that I will be subject to the relevant Specific Conditions prescribed in the Regulations. |
| I understand that I will be subject to the Guidance issued by the Secretary of State. |
| I understand that the licence must be displayed in a clear and prominent position on the licenced premises. |
| I understand that I will be subject to a minimum of 1 unannounced inspection within the lifetime of the licence. |
| I understand that I am required to arrange an inspection by Melton Borough Council upon first application and renewal. |
| I understand that I must enclose the fee with my application (see [Animal licensing fees – Melton Borough Council](https://www.melton.gov.uk/licensing/animal-licences/animal-licensing-fees/)) |
| I have read the [Council’s Privacy Notices](https://www.melton.gov.uk/your-council/data-security-and-access/privacy-notices/). |
| I enclose a plan of the premises (see downloads panel on our website for example).  (The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police). |

**Please tick**

## For hiring out horses only

|  |
| --- |
| I understand that a vet’s inspection is required as detailed below; the associated fees for this inspection will be invoiced separately. |
| * On grant or renewal in the company of Melton Borough Council’s appointed Officer. |
| * Once annually by the vet. This must be conducted within 12 months from the date of licence issue. |
| * Where the annual inspection falls in line with the renewal date (dependent on the length of licence in place) the inspection will be conducted in the company of Melton Borough Councils appointed Officer. |

Please tick the following to **confirm** whether you wish the Vet Inspection invoice(s) to be raised to the applicant or company or corporate body indicated in section one.

**Individual applicant  Company or Corporate Body**

## For breeding dogs only

|  |
| --- |
| I understand that a vet’s inspection is required as detailed below; the associated fees for this inspection will be invoiced separately. |
| Premises licensed for this activity will require an inspection by an appointed veterinarian on first application in the company of Melton Borough Council’s appointed Officer. |

**Please tick one of the following to confirm whether you wish the Vet Inspection invoice to be raised to the individual or company or corporate body indicated in section one.**

**Individual applicant  Company or Corporate Body**

# Section 13 - Declaration of convictions and signature

You must answer Yes or No to the following questions: -

| **Are you, or any person who will have control or management of the Establishment, disqualified for the time being from:** | **Yes or no** |
| --- | --- |
| (a) Keeping a riding establishment? |  |
| (b) Keeping a dog? |  |
| (c) Keeping a pet shop? |  |
| (d) Having custody of animals? |  |
| (e) Keeping a boarding establishment for animals? |  |

**Signature of applicant:**

**Print name:**

**Date:**

# Please return the completed application form and your payment to:

Licensing Department, Melton Borough Council, Parkside, Station Approach, Burton Street, Melton Mowbray, LE13 1GH, Telephone 01664 502502, [Licensing@melton.gov.uk](mailto:Licensing@melton.gov.uk)

*Data Protection Act:*

*Individuals are entitled to a copy of any personal data held about them and have the right to have incorrect data corrected or erased (subject to the terms of the Data Protection Act 2018).*

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*A printed version of the Privacy Notice is available upon request.*

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