



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

Animal Activity Application Form

Section 1: Activity	Please tick all that apply
Cat boarding (cattery)	☐
Dog boarding (kennels)	☐
Home boarding	☐
Dog Day care	☐
Selling animals as pets	☐
Hiring out horses	☐
Keeping or training animals for exhibition	☐
Dog breeding	☐

Section 2: Type of application	
Grant Application	☐
Renewal Application	☐

Section 3: Applicant's details	
Title:	Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)
First name (s):	
Surname:	
Trading name of business:	
Business Address:	
Postcode:	

Home Address:			
Post Code:			
Daytime phone number:		Mobile phone number:	
Email address:			
Website			

Section 4: Are you applying on behalf of a business which arranges for the provision of accommodation (franchises) for other people's dogs or cats?

	Yes ☐	No ☐
If Yes, please provide details of the how the arrangements are made and provide a list of associated premises with your application form:		
Please provide a list of premises and the host's full names.		

Section 5: How many animals are proposed to be kept at the premises for the purpose of the licensable activities? Please complete a separate sheet if necessary

Cat boarding (cattery)	
Dog boarding (kennels)	
Home boarding	
Dog day care	
Selling animals as pets (see guidance note 1)	
Hiring out horses (see guidance note 1)	

Keeping or training animals for exhibition (see guidance note 1)	
Dog breeding (please provide details of breed(s) and number(s) of each)	
Dog breeding (please provide microchip details for each dog)	
Section 6: How many animals are resident at the premises and will share the same accommodation as animals at the premises for licensable activities? (please see guidance note 2)	

Section 7: Home boarding only: Does anyone aged 16 or under live at the address you are applying to licence? If yes, please provide their age and gender.

Section 8: Details of accommodation to be used for the licensable activity. (please see guidance note 3)

Section 9: Hiring out Horses Only. Applicant's relevant experience and/or qualification(s). Please provide copies of certificate(s). (please complete section 9)

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Section 10: Hiring out Horses - Management of the Establishment

Name, address, contact number and email address of the manager/person with direct control of the establishment

Does the manager have any of the following certificates (tick all that apply)?

Assistant Instructor's Certificate of the British Horse Society	☐
Intermediate Instructor's Certificate of the British Horse Society	☐
Instructor's Certificate of the British Horse Society	☐
Fellowship of the British Horse Society	☐
Fellowship of the Institute of the Horse	☐
None of the above	☐

Please give details of the manager's experience in the management of horses

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Does a responsible person live at the premises?	Yes ☐	No ☐
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Section 13: Hiring out Horses - Management of the Establishment

Section 12: Insurance details.

Riding establishments: do you have public liability insurance which insures the licence holder against liability for any injury sustained by, and the death of, any client, and 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?	Yes ☐	No ☐
All other activities: Do you hold public liability insurance?	Yes ☐	No ☐
Please provide details of:		
Insurance company		
Details of cover		
Period of cover		
Amount of cover (£)		
If no, please state the steps you are taking to obtain insurance:		
Will a person who is under 16 years of age be left in charge of the establishment at any time?	Yes ☐	No ☐
Will a responsible person (of 16 years or over) provide supervision at all times while horses from the establishment are used for riding instruction or are hired out for riding (except in the case of the hirer being competent to ride without supervision)?	Yes ☐	No ☐

Section 14: Name and address of the Veterinary Practice the business is registered with

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Section 15: Emergency Key Holder

Do you have an emergency key holder?	Yes ☐ No ☐
Name	
Position/job title	
Address	
Daytime telephone number	
Evening/other telephone number	
Email address	

Add another person?	Yes ☐	No ☐	If yes, please provide details on a separate sheet
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Section 16: Are you a member of an UKAS accredited scheme?		
	Yes	No
	☐	☐
If yes, please provide details:		

Section 17: Are you disqualified:		
	Yes	No
under section 33 of the Welfare of Animals Act (Northern Ireland) 2011	☐	☐
under section 34 of the Animal Welfare Act 2006	☐	☐
under sections 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006.	☐	☐
under section 4(1) of the Dangerous Dogs Act 1991	☐	☐
under Article 33A of the Dogs (Northern Ireland) Order 1983	☐	☐
under section 6(2) of the Dangerous Wild Animals Act 1976 from keeping a dangerous wild animal	☐	☐
under section 3(3) of the Breeding of Dogs Act 1973 from keeping a breeding establishment for dogs	☐	☐
under section 4(3) of the Riding Establishments Act 1964 from keeping a riding establishment.	☐	☐
under section 3(3) of the Animal Boarding Establishments Act 1963 from keeping a boarding establishment for animals	☐	☐
under section 5(3) of the Pet Animals Act 1951 from keeping a pet shop	☐	☐
under section 1(1) of the Protection of Animals (Amendment) Act 1954 from having custody of an animal.	☐	☐
under section 4(2) of the Performing Animals (Regulation) Act 1925.	☐	☐
under section 3 of the Protection of Animals Act 1911 from the ownership of an animal	☐	☐

Section 18: Has a licence held by you ever been revoked and the appeal period has expired, or the appeal was unsuccessful?		
	Yes	No
under regulation 15 of The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018	☐	☐
under regulation 17 of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014	☐	☐

under regulation 13 of the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012	☐	☐
under regulation 12 of the Welfare of Racing Greyhounds Regulations 2010	☐	☐

Section 19: Has the applicant or any person who has control or management of the premises ever had an application refused, cancelled or revoked with any Licensing Authority?

	Yes ☐	No ☐
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Section 20: Additional details

Please check local guidance notes and conditions for any additional information which may be required and please detail any additional information in support of your application below (please use a separate sheet if necessary):

Section 21: Payment

The application fee is payable when the application is submitted covering the cost of processing and determining the application. If granted, the licence fee will be due. You may pay both the application and licence fee together.

In addition, a veterinary inspection is required for an initial dog breeding application and an annual veterinary inspection is required for hiring out horses. The cost of the inspection is not included in the application or licence fees and will be due separately.

I enclose the application fee	☐
I have paid the application fee over the telephone	☐ Auth code

Section 22: Additional information

Please ensure the completed application is accompanied by the following:

A plan of the premises	☐
Insurance policy	☐

Operating procedures and policies	☐
Risk assessments (including fire)	☐
Infection control procedure	☐
Qualifications	☐
Training records	☐
Photographic ID for each applicant	☐
Right to work for each applicant (passport or birth certificate)	☐
Basic DBS certificate (less than one month old) www.gov.uk/request-copy-criminal-record	☐

Section 23: Declaration

The applicant must complete this section.

If you are an agent, please ensure the applicant completes this section.

I am aware of the provisions of the relevant Act and Guidance. I confirm I have read the relevant guidance.

I confirm I have not received any convictions under any of the above Acts.

The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.

Signed	
Full name	
Position	
Date	

Section 24: Privacy notice

How is your information used?

We collect information to assess your suitability to be issued with a licence. We may also use your contact details in the event that we need to contact you in relation to your licence.

Who has access to your information?

Information is shared with other regulatory and enforcement authorities including, but not limited to, other Council services; Councillors; the Police; the Fire Authority; Trading Standards; HM Revenues and Custom; veterinary surgeons, and other local authorities when allowed to by law for the purposes of the administration and enforcement of authorisations, and for the purposes of the prevention and detection of crime, public safety, public health, protection of the environment and prevention of fraud.

Certain information about licences (including in particular your name and the address of any premises to which a licence applies) may be published on a public register on our website when we are required to by law. Licences that have to be determined by our Councillors will be published in minutes on our website.

For further information about your personal information will be used, please visit www.southderbyshire.gov.uk where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from licensing@southderbyshire.gov.uk

Guidance:

Guidance note 1: For keeping and training animals for exhibition please provide information about the proposed performance(s) the animals will be exhibited or for which they are trained, including the apparatus which is used for the performance. If it is an animal encounter, please give details of what type of encounter and where they take place. Approximate duration of the performances, number of times the performance will be given on one day, how the animals are transported.

Selling animals as pets: please provide information about the type of business e.g. pet shop, home sales, internet sales, wholesales, third party sales etc.

Hiring out horses: please provide information about the type of business e.g. riding school, trekking, hiring hunters, donkey rides.

Guidance note 2: Please provide information about the animals that will be kept in the licensed area, for example the number and breed of dogs that normally live in the home for a home boarding establishment, the number and breed of dogs that live in a premises used for dog breeding but are not use for breeding, or horses kept for livery that are not using for riding lessons.

Guidance note 3: Please provide details of the accommodation (continue on a separate sheet if required):

Dog and cat boarding (kennel/cattery): number and size of kennels/units, details of kitchen, food storage, isolation facilities, heating, lighting and ventilation and food storage and removal of waste.

Home boarding: description and size of rooms that the dogs will be kept in, food storage, information about isolation facilities and removal of waste.

Dog breeding: if the dogs are kept in the home, kennels or a combination. Number and size of kennels, heating, lighting and ventilation and isolation facilities. If the dogs used for breeding are accommodated in the home, a description of the rooms they live in and removal of waste.

Hiring out horses: number of stables, stalls or size of covered yard, details of grazing, tack and food storage and removal and storage of waste.

Selling animals as pets: details of type and size of accommodation, heating (general and requirements for specific animals), lighting (general and requirements for specific animals), filtration (where applicable), details about isolation facilities and removal of waste.

Day care: details of the room(s) available to dogs, including size, heating, lighting and ventilation (where not in a domestic setting), information about isolation facilities and removal of waste.

Keeping or training animals for exhibition: information about the type and size of accommodation, any particular requirements in terms of heating, lighting, filtration, general lighting and ventilation details, isolation facilities and removal of waste.