



COTSWOLD
DISTRICT COUNCIL

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

APPLICATION FOR AN ANIMAL ACTIVITY LICENCE

ARE YOU APPLYING FOR THIS LICENCE AS:			
An individual (please complete Section A)		A limited company (please complete Section B)	
Other (please specify) (please complete box B)		New Application	
		Renewal Application	

A	DETAILS OF INDIVIDUAL APPLICANTS	
First Name(s):		
Surname:		Title:
Postal Address:		
Phone (Home):		Phone (Mobile):
Email address:		
Date of Birth:		National Insurance No.:

B	DETAILS OF LIMITED COMPANY OR OTHER APPLICANTS	
Trading Name:		
Company number (if applicable):		
Address of Premises		
Phone (Office):		Phone (Mobile):
Email address:		

C		DETAILS OF PREMISES TO BE USED IN RELATION TO THE ACTIVITY / ACTIVITIES
Trading Name:		
Address of Premises:		
Is your company registered with companies house	YES/NO	
Registration Number		
Is your business registered outside the UK	YES/NO	
VAT Number		
Legal status of the business		
Your position in the business		
The country where your head office is located.		

D	LICENSABLE ACTIVITIES Please indicate which activity/activities you are applying for	
Breeding dogs	<input type="checkbox"/>	Please complete Section E of this form
Hiring out horses	<input type="checkbox"/>	Please complete Section F of this form
Selling animals as pets	<input type="checkbox"/>	Please complete Section G of this form
Providing boarding for cats	<input type="checkbox"/>	Please complete Section H of this form
Providing boarding in kennels for dogs	<input type="checkbox"/>	Please complete Section H of this form
Providing home boarding for dogs	<input type="checkbox"/>	Please complete Section H of this form
Providing day care for dogs	<input type="checkbox"/>	Please complete Section H of this form
Keeping or training animals for exhibition	<input type="checkbox"/>	Please complete Section I of this form

E	BREEDING DOGS	
NUMBER OF DOGS/BITCHES ON PREMISES		
Breeding Bitches	<input type="checkbox"/>	Owned by the applicant
	<input type="checkbox"/>	Co-owned by the applicant
	<input type="checkbox"/>	On breeding terms
Stud Dogs	<input type="checkbox"/>	Owned by the applicant
	<input type="checkbox"/>	Co-owned by the applicant
	<input type="checkbox"/>	On breeding terms
Retired Bitches/Dogs	<input type="checkbox"/>	
Bitches less than 12 months old	<input type="checkbox"/>	

F	HIRING OUT HORSES	
NUMBER OF HORSES		
How many horses/ponies are kept under the terms of the Act at the present time?		
How many horses/ponies is it intended to keep under the terms of the Act during the year?		
ACCOMMODATION AND FACILITIES		
Stalls <i>(please give the number)</i>		
Boxes <i>(please give the number)</i>		
Covered yard <i>(please give dimensions)</i>		
Open yard <i>(please give dimensions)</i>		
Grazing <i>(please describe land available)</i>		
Instructing or demonstrating <i>(please describe land available)</i>		
Exercise <i>(please describe land available)</i>		
Forage and bedding <i>(please describe accommodation available)</i>		
Equipment and saddlery <i>(please describe accommodation available)</i>		
Water supply and watering horses <i>(please describe arrangements in place)</i>		
Disposal of animal waste <i>(please describe arrangements in place)</i>		
Protection of horses in event of a fire, and fire precautions <i>(please describe arrangements in place)</i>		
MANAGEMENT OF THE ESTABLISHMENT		
Name & Address of the manager/person with direct control of the establishment		
Does the manager have any of the following certificates? <i>(tick all that apply)</i>	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 Horses	
	None of the above	
Please give details of the manager's experience in the management of horses		

What are the arrangements in the event of an emergency?	
Does a responsible person live at the establishment?	YES/NO
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
INSURANCE	
Are you the holder of a valid certificate of public liability insurance which –	
(i) insures you against liability for any injury sustained by, and the death of, any client, and	YES/NO
(ii) 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
Does this policy	
Insure against liability for any injury sustained by those who hire a horse from you for riding and those who use a horse in the course of receiving instruction in riding, provided by you in return for payment?	YES/NO
Insure against liability arising out of such hire or use of a horse?	YES/NO
Insure such hirers or users in respect of any liability which may be incurred by them in respect of injury to any person caused by, or arising from, such hire or use?	YES/NO
Please also complete Schedule I at the end of this form in order to provide details of the horses that will be used in relation to the licensable activity.	

G SELLING ANIMALS AS PETS			
DETAILS OF ANIMALS PROPOSED TO OFFER FOR SALE			
Type of Animals	Proposed Numbers	Details of Accommodation	Proposed age at sale
Dogs			
Cats			
Rabbits			
Guinea Pigs			
Hamsters			
Ferrets			
Rats			
Mice			
Hamsters			
Gerbils			

Degus				
Chinchillas				
Parrots, Cockatoos, Parakeets and Macaws				
Cockatiels, Love Birds and other large birds				
Budgerigars, Finches, Canaries and other small birds				
Type of Animals		Proposed Numbers	Details of Accommodation	Proposed age at sale
Fish	Cold Water			
	Tropical Freshwater			
	Tropical Marine			
Frogs and Toads				
Newts and Salamanders				
Snakes				
Lizards				
Terrapins and Turtles				
Tortoises				
Crocodilians				
Any other species (please specify)				

ACCOMMODATION AND FACILITIES	
Number and size of rooms to be used	
Heating arrangements	
Method of ventilation of premises	
Lighting arrangements (natural & artificial)	
Water supply	
Facilities for food storage & preparation	
Arrangements for disposal of excreta, bedding and other waste material	
Isolation facilities for the control of infectious diseases	
Fire precautions/equipment and arrangements in the case of fire	
Do you keep and maintain a register of animals?	
When the premises are closed what arrangements are in place to ensure the welfare of animals?	

H	PROVIDING OR ARRANGING THE PROVISION OF BOARDING FOR CATS OR DOGS	
	NUMBERS TO BE ACCOMMODATED	
	How many cats do you propose to provide/arrange to provide accommodation for at any one time?	
	How many dogs do you propose to provide/arrange to provide accommodation for at any one time?	
	Home Boarding - how many dogs are kept permanently at the premises (<i>own dogs(pet)</i>)	
	ACCOMMODATION AND FACILITIES	
	Details of the quarters used to accommodate animals, including number, size and type of construction	
	Exercise facilities and arrangements	
	Heating arrangements:	
	Method of ventilation of premises	

ALL APPLICANTS MUST COMPLETE THIS SECTION

DISQUALIFICATIONS

Are you or any person connected with the application, disqualified from applying for a licence for any reason set out in Schedule 8 of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018?

YES/NO

PLEASE REFER TO GUIDANCE NOTE 2.

VETERINARY SURGEON DETAILS

Practice Name:

Postal Address:

Phone No.

Email address:

EMERGENCY KEY HOLDER DETAILS

First Name(s):

Surname:

Title:

Postal Address:

Phone (Home):

Phone (Mobile):

Email address:

Position/Job Title

DECLARATIONS (This section must be completed by the applicant)

I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to immediate suspension or revocation.

I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent.

I agree that I have read and understood the model licence conditions and guidance <i>(please tick appropriate boxes)</i>	
<input type="checkbox"/>	Breeding dogs
<input type="checkbox"/>	Hiring out horses
<input type="checkbox"/>	Selling animals as pets
<input type="checkbox"/>	Providing boarding for cats
<input type="checkbox"/>	Providing boarding in kennels for dogs
<input type="checkbox"/>	Providing home boarding for dogs
<input type="checkbox"/>	Providing day care for dogs
<input type="checkbox"/>	Keeping or training animals for exhibition
Full Name <i>(please print)</i>	
Signature:	
Capacity:	
Date:	

ADDITIONAL INFORMATION	
Please attach the following documents with your application	
<input type="checkbox"/>	Plan of the premises
<input type="checkbox"/>	Insurance Policy
<input type="checkbox"/>	Operating Procedures
<input type="checkbox"/>	Risk Assessments (including fire)
<input type="checkbox"/>	Infection Control Procedure
<input type="checkbox"/>	Qualifications
<input type="checkbox"/>	Training Records

I understand that I will not be permitted to operate my business until such time as I have been granted an animal activity licence. If I am found to be operating prior to receipt of my licence I understand that I will be committing an offence and if found guilty of this will be liable to prosecution. I also understand that this could result in the refusal of my licence

Please return your completed form with any relevant supporting documents and the appropriate application fee. (Cheques must be made payable to **Cotswold District Council**) to

Environmental and Regulatory Services
 Cotswold District Council
 Trinity Road
 Cirencester
 Gloucestershire
 GL7 1PX

Schedule I – Hiring Out Horses

LIST OF HORSES TO BE INSPECTED BY THE VETERINARY INSPECTOR

TO BE COMPLETED BY THE APPLICANT						TO BE COMPLETED BY THE VETERINARY INSPECTOR				
NAME & I.D	WORK TYPE	AGE	COLOUR	SEX	APPROX HEIGHT	CONDITION SCORE	CONDITION OF		SUITABLE TO WORK	ADDITIONAL COMMENTS
							FEET	SHOE		
1 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
2 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
3 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
4 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
5 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
6 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	

TO BE COMPLETED BY THE APPLICANT						TO BE COMPLETED BY THE VETERINARY INSPECTOR				
NAME & I.D	WORK TYPE	AGE	COLOUR	SEX	APPROX HEIGHT	CONDITION SCORE	CONDITION OF		SUITABLE TO WORK	ADDITIONAL COMMENTS
							FEET	SHOE		
7 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
8 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
9 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
10 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
11 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
12 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
13 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	

TO BE COMPLETED BY THE APPLICANT						TO BE COMPLETED BY THE VETERINARY INSPECTOR				
NAME & I.D	WORK TYPE	AGE	COLOUR	SEX	APPROX HEIGHT	CONDITION SCORE	CONDITION OF		SUITABLE TO WORK	ADDITIONAL COMMENTS
							FEET	SHOE		
14 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
15 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
16 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
17 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
18 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
19 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
20 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	

TO BE COMPLETED BY THE APPLICANT							TO BE COMPLETED BY THE VETERINARY INSPECTOR				
NAME & I.D	WORK TYPE	AGE	COLOUR	SEX	APPROX HEIGHT	CONDITION SCORE	CONDITION OF		SUITABLE TO WORK	ADDITIONAL COMMENTS	
							FEET	SHOE			
21 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No		
22 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No		
23 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No		
24 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No		
25 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No		
26 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No		
27 Name: Passport No. Microchip No.	All Rounder Trekking Light Other			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No		

Guidance notes on applying for an Animal Activity Licence

Guidance Note 1 – Application process

The steps involved in the application process are set out below. Wherever possible, we aim to complete the application process within 10 weeks of receiving the application.

1. The applicant submits their application form and the relevant application fee to the local authority.
2. A suitably qualified inspector will arrange to visit the relevant premises and carry out an inspection to establish if a licence can be granted and what star rating will apply to the premises concerned (the length of licence to be issued will depend on the star rating awarded by the inspector. In the case of a new application you will automatically be considered as high risk.).
3. The applicant is informed of the outcome of the inspection, the star rating that will apply and the length of licence that they have been deemed eligible for.
4. The applicant will receive an invoice relating to the vet inspection fees (if applicable).
5. Once the fee and any applicable vet inspection fees have been received, the licence will be issued for the relevant period of time.

LICENCE APPLICATION FEES FROM 1 ST APRIL 2019		
Breeding of dogs + recharge of veterinary fees		£265.00
Hiring out horses + recharge of veterinary fees		£265.00
Selling animals as pets		£220.00
Keeping or training animals for exhibition		£220.00
Providing home boarding for dogs (<i>day-time or overnight care within the home environment</i>)		£220.00
Providing boarding in kennels for dogs	Up to 50 dogs	£220.00
	Over 50 dogs	£265.00
Providing day care for dogs (<i>This applies to doggy day care centres providing day care only and not premises that are boarding in a home environment or licensing as providing boarding in kennels</i>)	Up to 50 dogs	£220.00
	Over 50 dogs	£265.00
Providing boarding for cats	Up to 50 cats	£220.00
	Over 50 cats	£265.00

MISCELLANEOUS FEES FROM 1 ST APRIL 2019	
Franchise Licence (<i>Dog Boarding only</i>)(<i>Host fees will also be required in addition to the Franchise licence</i>) *see example below	£105.00
Host Fee (<i>Required per each host family of a Dog Boarding Franchise</i>) * See example below	£125.00
Additional Activity (<i>This fee is in addition to the above licence application fees if more than one activity is undertaken at the same premises</i>) **See example below	£ 42.00
Variation Fee e.g Amendment to a licence	£ 25.00
Inspection Fee (<i>This fee is payable if an inspection is required in addition to the initial inspection included within the licence application fee.</i>)	£115.00
Re-Rating Fee (<i>Inspection and licence amendment for re-rating of the current star rating</i>)	£125.00

* Franchise/Host Fees

If a Franchise company has 4 host families within the Forest of Dean District the fee would be **£105.00** (franchise licence fee) + **£500.00** (4 x £125.00 host fee) therefore the total fee payable would be **£605.00**. Each time an additional host family is added throughout the term of the licence a host fee of **£125.00** + a variation fee of **£25.00** would be payable which would be a total of **£150.00**

** Additional Activity Fees

If a premise is undertaking more than one activity the higher fee of the two activities must be paid together with an additional activity fee of £42.00. Therefore if you are providing boarding in kennels for 52 dogs and providing boarding for 30 cats you are required to pay **£265.00** (kennels) + **£42.00** (cattery) therefore the total fee payable would be **£307.00**. The higher fee of the two activities is always required as the main activity and the lower fee of the two activities is charged at the additional fee rate.

Guidance Note 2 – Persons who may not apply for a licence

Regulation 11 sets out details of those persons who may not apply for a licence in respect of any licensable activity. Regulation says that the following persons may not apply:

- (a) a person listed as a disqualified person in paragraph 4 or any of paragraphs 6 to 17 of Schedule 8 where the time limit for any appeal against that disqualification has expired or where, if an appeal was made, that appeal was refused;
- (b) a person listed in any of paragraphs 1 to 3 and 5 of Schedule 8 as having held a licence which was revoked where the time limit for any appeal against that revocation has expired or where, if an appeal was made, that appeal was refused.

SCHEDULE 8

Persons who may not apply for a licence

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.
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.
4. A person who is disqualified under section 33 of the Welfare of Animals Act (Northern Ireland) 2011.
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.
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.
8. A person who is disqualified under section 4(1) of the Dangerous Dogs Act 1991.
9. A person who is disqualified under Article 33A of the Dogs (Northern Ireland) Order 1983.
10. A person who is disqualified under section 6(2) of the Dangerous Wild Animals Act 1976 from keeping a dangerous wild animal.
11. A person who is disqualified under section 3(3) of the Breeding of Dogs Act 1973 from keeping a breeding establishment for dogs.
12. A person who is disqualified under section 4(3) of the Riding Establishments Act 1964 from keeping a riding establishment.
13. A person who is disqualified under section 3(3) of the Animal Boarding Establishments Act 1963 from keeping a boarding establishment for animals.
14. A person who is disqualified under section 5(3) of the Pet Animals Act 1951 from keeping a pet shop.
15. A person who is disqualified under section 1(1) of the Protection of Animals (Amendment) Act 1954 from having custody of an animal.
16. A person who is disqualified under section 4(2) of the Performing Animals (Regulation) Act 1925.
17. A person who is disqualified under section 3 of the Protection of Animals Act 1911 from the ownership of an animal.

Guidance Note 3 – Star rating and length of licences

The regulations and associated guidance introduce a risk-based system that must be used when issuing animal activities licences under the regulations, with the exception of “Keeping or Training Animals for Exhibition” where all licences are issued for three years. This system is used to determine both the length of licence and the star rating to award. These are expected to be followed in full.

The purpose is to ensure consistency in implementation and operation of the licensing system by local authorities, and to ensure that consumers can be confident that the star rating applied to businesses is an accurate reflection of both their risk level and the animal welfare standards that they adopt. The scoring matrix is shown below:

Scoring Matrix		Welfare Standards		
		Minor Failings (existing business that are failing to meet minimum standards)	Minimum Standards (as laid down in the schedules and guidance)	Higher Standards (as laid down in the guidance)
Risk	Low Risk	1 Star 1yr licence Min 1 unannounced visit within 12 month period	3 Star 2yr licence Min 1 unannounced visit within 24 month period	5 Star 3yr licence Min 1 unannounced visit within 36 month period
	Higher Risk	1 Star 1yr licence Min 1 unannounced visit within 12 month period	2 Star 1yr licence Min 1 unannounced visit within 12 month period	4 Star 2yr licence Min 1 unannounced visit within 24 month period

Further detailed information on the risk-based system and the standards that are required to be met can be found on our website. <https://www.cotswold.gov.uk/business/licences-permits/animal-licences/>

Guidance Note 4 – Appeals against star ratings and requests for re-inspections

There is an appeal process if you are not satisfied with the star rating your business is awarded. Further details of the appeal process are available on request. Please email ers@publicagroup.uk if you wish to receive further information.

If a business takes steps to improve the welfare standards it adopts and wishes to apply for a re-inspection in an attempt to achieve a higher star rating, this is also possible. You will need to make a request for a re-inspection in writing outlining the case for re-inspection. This written request should indicate the actions that have been taken by the business to improve the level of compliance or welfare since the inspection and, where appropriate, should include supporting evidence. Those requesting a re-inspection will also need to pay the relevant inspection fee.

Guidance Note 5 – Refusal of licences

If the applicant is failing to meet the required standards to enable a licence to be granted, we will work with them to explain the issues and assist them in meeting the standards. However if the required minimum standards are not subsequently met then the application will have to be refused. If an application for a licence is refused, the applicant has the right to appeal against the decision to the First-Tier Tribunal.

More information

Further information on the Regulations and associated guidance can be found on the Council's website <https://www.cotswold.gov.uk/business/licences-permits/animal-licences/>