

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

**APPLICATION FOR AN ANIMAL ACTIVITY LICENCE**

<b>ARE YOU APPLYING FOR THIS LICENCE AS:</b>			
<b>An individual</b> (please complete Section A)		<b>A limited company</b> (please complete Section B)	
<b>Other (please specify)</b> (please complete Section B)			
<b>IS THIS APPLICATION FOR:</b>			
<b>A new licence?</b> (if this is your first application since the regulations came in to force on 1 October 2018, it will be a <b>new</b> licence)		<b>A renewal?</b> Please provide existing licence number  _____	
<b>A</b>	<b>DETAILS OF INDIVIDUAL APPLICANTS</b>		
First Name(s):			
Surname:			Title:
Postal Address:			
Phone (Home):		Phone (Mobile):	
Email address:			
Date of Birth:		National Insurance No.:	

<b>B</b>		<b>DETAILS OF LIMITED COMPANY OR OTHER APPLICANTS</b>	
Trading Name:			
Named individual authorised to act on behalf of the company assumed to take responsibility for ensuring that licence conditions can be met (please state name and role):			
Company number (if applicable):			
Address of Premises			
Phone (Office):		Phone (Mobile):	
Email address:			

<b>C</b>		<b>DETAILS OF PREMISES TO BE USED IN RELATION TO THE ACTIVITY / ACTIVITIES (to be completed by all applicants)</b>	
Trading Name:			
Address of Premises:			

<b>LICENSABLE ACTIVITIES</b>		
<b>Which activity or activities are you applying for a licence to carry on? (tick as many as necessary)</b>		
Breeding dogs	<input type="checkbox"/>	Please complete <b>Section D</b> of this form
Hiring out horses	<input type="checkbox"/>	Please complete <b>Section E</b> of this form
Selling animals as pets	<input type="checkbox"/>	Please complete <b>Section F</b> of this form
Providing boarding for cats	<input type="checkbox"/>	Please complete <b>Section G</b> of this form
Providing boarding <b>in kennels</b> for dogs	<input type="checkbox"/>	Please complete <b>Section H</b> of this form



<b>E     HIRING OUT HORSES</b>	
<b>NUMBER OF HORSES</b>	
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?	
<i>Please also complete Schedule 1 at the end of this form in order to provide details of the horses that will be used in relation to the licensable activity.</i>	
<b>INSURANCE</b>	
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	<b>YES            NO</b>
(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?	
Please enclose a copy of this policy.	

<b>F     SELLING ANIMALS AS PETS</b>							
<b>TYPE OF BUSINESS</b>							
Pet Shop		Internet sales		Third party sales		Sale of animals as pets by means of fixed or min. donation	
Home sales		Wholesales		Hobby sales		Other (please state)	
<b>DETAILS OF ANIMALS THAT IT IS PROPOSED TO OFFER FOR SALE</b>							
Type of Animals	Proposed Numbers	Details of Accommodation				Proposed age at sale	
Chipmunks							
Rabbits and Cavies							
Hamsters							

Rats			
Mice			
Gerbils			
Larger domesticated mammals, e.g. goats, pot-bellied pigs			
Primates, e.g. marmosets			
Parrots, parakeets & macaws			
Other large birds (please specify)			
Pigeons			
Budgerigars, Finches and other Small Birds			
Fish	Tropical		
	Marine		
	Cold Water		
Snakes and Lizards			
Tortoises			
Any other species (please specify)			

<b>G</b>	<b>NUMBER OF CATS TO BE ACCOMMODATED AT ANY ONE TIME</b>	
How many cats do you propose to provide or arrange to provide accommodation for at any one time?		

<b>H</b>	<b>NUMBER OF DOGS TO BE ACCOMMODATED AT ANY ONE TIME</b>			
<b>TYPE OF APPLICATION</b>				
Commercial Boarding		Home Boarding		Day Care
How many dogs do you propose to provide or arrange to provide accommodation for at any one time? For home boarders, this figure should include dogs that normally reside in your house.				

<b>I</b>	<b>KEEPING OR TRAINING ANIMALS FOR EXHIBITION</b>					
<b>TYPE OF BUSINESS</b>						
TV/Film/Social Media		Circus using domestic animals		Animal encounters		Other (Please state)
Theatre		Exhibiting animals		Birds of Prey shows/exhibits		
<b>PROPOSED PERFORMANCE OR ENCOUNTER</b>						
Describe the nature of the performance(s) in which the animal will be exhibited or for which they are to be trained. Please mention apparatus which is used for the purpose of the performance. The description must be sufficient enough to give a general idea of what is done by the animals taking part in the performance. If it is an animal encounter, please give details of what type of encounter and where these are to take place.						

**DETAILS OF THE ANIMALS KEPT OR TRAINED FOR EXHIBITION**

Common Name of Species	Scientific Name of Species	Numbers to be kept / trained

**INSURANCE**

Do you hold valid public liability insurance in respect of the licensable activity of keeping or training animals for exhibition? **YES** **NO**

Please enclose a copy of this policy.

**ALL APPLICANTS SHOULD COMPLETE ALL THE REMAINING SECTIONS OF THIS FORM**

**DISQUALIFICATIONS**

<p>Are you or any person connected with the application who may have control or management of the business/establishment, 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?</p> <p><b>PLEASE REFER TO GUIDANCE NOTE 2.</b></p>	<b>YES</b>	<b>NO</b>
--	------------	-----------

**VETERINARY SURGEON DETAILS**

Name and address of veterinary surgeon:

Email address:

Telephone number:

**EMERGENCY KEY HOLDER DETAILS**

Name and address of emergency key holder:

Position/job title:

Email address:

Telephone number:

**PUBLIC LIABILITY INSURANCE DETAILS**

Insurance Company:

Policy number:

Period of Cover:

Amount of cover:

If no insurance is in place yet, please state what steps you will take to obtain it should a licence be granted:



<b>DECLARATIONS</b>	
I have read and understood the model licence conditions and guidance issued by the CIEH relevant to this application	
I enclose a plan of the premises	
I enclose a copy of my public liability insurance policy (or I undertake to do so before any licence is granted)	
I enclose copies of any qualification certificates held by me or by any person connected with this application	
I have enclosed details of any planning permission required for the business, or details confirming that it is not required	
I am aware of the provisions of the relevant legislation and guidance notes	
I have paid the relevant application fee, and if any licence is granted, will undertake to pay any further fees owed	

<p><b>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.</b></p> <p><b>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.</b></p> <p><b>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.</b></p>	
Signature:	
Print Name:	Date:

Please return your completed form with any relevant supporting documents and the appropriate application fee (cheques must be made payable to **City of Wolverhampton Council**) to:

**The Licensing Team  
City of Wolverhampton Council  
Civic Centre  
St Peters Square  
Wolverhampton  
WV1 1SH**

Email: [licensing@wolverhampton.gov.uk](mailto:licensing@wolverhampton.gov.uk)  
Telephone : 01902 553834





## **APPLICATION FEES**

Cheques should be made payable to City of Wolverhampton Council (CofWC) and must accompany the application.

### **INITIAL FEE FOR A NEW/RENEWAL ANIMAL APPLICATION**

1 Year	2 Years	3 Years
£173.00	£173.00	£173.00

Licence expiry can be up to 3 years; the duration of licence will be determined via environmental health or vet upon inspection

### **VET FEES**

Some animal application types require a veterinary inspection these costs will be payable directly to the veterinary and additional to the licence fee.

Breeding dogs
Hiring out horses

### **FEES PAYABLE UPON GRANT**

Compliance and enforcement fees will be payable upon grant of licence.

1 Year	2 Years	3 Years
£100.00	£134.00	£167.00

### **ADDITIONAL LICENCE TYPE**

If you are applying to be registered for more than one activity there is an additional fee of £67.00 per additional licence type.

### **FEES TO AMEND LICENCE**

Re-evaluation of premises	67.00
Variation of Licence <b>without</b> inspection	£28.00
Variation of Licence <b>with</b> inspection	£61.00
Transfer of Licence	£26.00

## **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).
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 pays the relevant licence fee for the length of licence they have qualified for along with any invoice relating to vet inspection fees (if applicable)
5. Once the licence fee and any applicable vet inspection fees have been received, the licence will be issued for the relevant period of time.

### **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 of the regulations is shown on the following page:

## **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.

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	<b>1 Star</b> 1yr licence  Min 1 unannounced visit within 12-month period	<b>3 Star</b> 2yr licence  Min 1 unannounced visit within 24-month period	<b>5 Star</b> 3yr licence  Min 1 unannounced visit within 36-month period
	Higher Risk	<b>1 Star</b> 1yr licence  Min 1 unannounced visit within 12-month period	<b>2 Star</b> 1yr licence  Min 1 unannounced visit within 12-month period	<b>4 Star</b> 2yr licence  Min 1 unannounced visit within 24-month period

### **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 [licensing@wolverhampton.gov.uk](mailto:licensing@wolverhampton.gov.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.