



**Animal Welfare Act 2006**

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

**APPLICATION FOR A LICENCE FOR KEEPING OR TRAINING ANIMALS FOR EXHIBITION**

**Please ensure that you have read the ‘general’ and ‘specific’ licence conditions contained within the regulations as well as the DEFRA guidance that relates to your application before completing this form. These documents can be accessed via the Council’s website.**

<b>APPLICANT DETAILS</b>		
<b>(Applicant must be the individual(s) who will carry on the licensable activity)</b>		
<b>Please complete all the questions in this form using BLACK ink</b>		
Full Name of Applicant(s):	Please indicate title: (Mr, Mrs, Miss, Ms etc)	
Full Address Including Postcode of Applicant(s):		
Date of Birth for each Applicant:		
Contact Numbers for Applicant(s):		
Email Address for Applicant(s):		
	<b>YES</b>	<b>NO</b>
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping a pet shop?		
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping a dog?		
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping an animal boarding establishment?		
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from having custody of animals?		
Has the applicant(s), or any person who will have control or management of the establishment, been convicted of any offences under the animal Welfare Act 2006?		
Has the applicant(s), or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?		

Has any person named in this application ever been convicted of a crime?		
If Yes, to any of the above then please provide details:-		
	<b>YES</b>	<b>NO</b>
Do you have planning consent for business use? If no, please check with the planning department whether it is required		
Is your business certified by a UKAS-accredited body with 3 or more years of compliance history?		
Do you have three or more years of compliance history with a Local Authority		
Do you have public liability insurance?		
If NO please state the steps you are taking to obtain public liability insurance		
If YES please provide the following details:-		
Policy Number:		
Period of Cover:		
Amount to Cover (£m):		
<b>PREMISES TO BE LICENSED</b>		
Name of Business/Trading Name (if any)		
Address of Premises to be licensed including postcode (if different to applicant details)		
Premises contact Numbers (if different to applicant details)	Landline:	
	Mobile:	
Premises/Business Email (if different to applicant details)		
Premises/Business Website Address		
Will the premises be operative throughout the year?	Please provide details:	
What are the opening times of the premises?		

Please indicate type of business, exhibition or performance:-	<b>YES</b>	<b>NO</b>
Television/Film/Social Media		
Theatre		
Circus Using Domestic Animals		
Animal Encounters		
Birds of Prey/Exhibits		
Other (please state) .....		
Other (please state) .....		

**ACCOMMODATION AND FACILITIES**

Please complete the boxes below for each kind of animal to be **trained** and the number of each kind

Kind of Animal	Maximum Number	Details of Accommodation and Size

Please complete the boxes below for each type of animal to be **exhibited/encounter** and the number of each kind

Kind of Animal	Maximum Number	Details of Accommodation and Size

### PERFORMANCES/ENCOUNTERS

Please describe the nature of the performance(s) in which the animals will be exhibited or for which they are to be trained, mentioning any apparatus which is used for the purpose of the performance. The description must be sufficient to give a general idea of what is being 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.

Please state approximate duration of the performance(s)

Please state the number of times the performance will be given in one day

Please explain how the animals will be transported

Please state where the animals are to be kept when not performing or being exhibited

### VETERINARY SURGEON

Name of usual veterinary surgeon:

Company Name:

Full Address including Postcode:

Telephone Number:

Email Address:

<b>EMERGENCY KEY HOLDER</b>		
	<b>YES</b>	<b>NO</b>
Do you have an emergency key holder? If YES please provide details below:-		
Name:		
Position/Job Title:		
Address:		
	Postcode:	
Daytime Tel No:		
Evening/Other Tel No:		
Email Address:		
Distance from the licensed premises:	Miles	Minutes

## DECLARATION

- I am aware of the provisions of the relevant Act, Regulations and Statutory Guidance.
- The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.
- I understand that a person authorised by the Council will inspect the premises before a licence is granted.
- I understand that a person authorised by the Council may inspect the premises either by appointment or unannounced at any reasonable time.
- I understand that a person authorised by the Council may take photographs or video footage whilst carrying out inspections or visits to the premises.
- I am aware a fee is payable for this application.
- I accept that all veterinary fees incurred by the Council in respect of this application will be recoverable at cost.
- I accept that the licence fee is subject to change.
- I accept that in the event of my application being refused or withdrawn, the application fee will not be refunded.
- I apply under the legislation above to carry on the activity of **Keeping or Training Animals for Exhibition** at the above premises.
- I accept that on occasions the Council is required to provide information to third parties made under the Environmental Information Regulations 2004, the Data Protection Act 1998 and the Freedom of Information Act 2000.
- I agree by signing this application that I have read and understood this declaration.

<b>Date</b>		<b>Signature of Applicant(s)</b>	
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**Please provide the following information with your application:**

- Plan of the premises
- Insurance policy
- Standard Operating procedures
- Emergency Response Plan
- Infection Control Procedure
- Qualifications
- Training Records
- UKAS accredited certification

Please send your application, along with the required part of the fee, which can be found on the Council's website <https://my.northtyneside.gov.uk/category/1340/animal-welfare-licences> to:

North Tyneside Council, Environmental Health, Cobalt Business Park, The Quadrant, 16 The Silverlink N, North Tyneside, NE27 0BY. Alternatively you can submit your application by email to: [animal.licensing@northtyneside.gov.uk](mailto:animal.licensing@northtyneside.gov.uk)

To make payment of the required fee by credit or debit card over the phone please call admin Services on 0191 643 6100.

## **Guidance notes on applying for an Animal Activities 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 any invoice relating to vet inspection fees (if applicable)
5. Once the vet inspection fees have been received (if applicable), 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 11 states 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.

### **Guidance Note 3 – 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.