



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

Application for an Animal Activity Licence

Please complete all the questions on the form.

If you have nothing to record, please state "Not applicable" or "None"

I am applying for a: (tick one) See notes 1 and 2.	<input type="checkbox"/> New licence <input type="checkbox"/> Renewal of a licence <input type="checkbox"/> Variation of a licence
---	--

Please write legibly in **block capitals**, and ensure that your answers are inside the boxes and written in **black ink**. **All questions must be answered. Incomplete applications will not be processed.**

Before completing, please read the guidance notes at the end of the form. You may wish to keep a copy of the completed form for your records.

Section 1: Current licence		<i>This section should be left blank on new applications</i>	
Licence number		Expiry date of current licence	
Section 2: Business details			
Trading name (if any)			
Full address (including postcode)			
Telephone number(s)			
Business website (if any)			
Which licensable activities do you intend to carry on? (tick all that apply and complete the appropriate section of the form as indicated. See note 3.)			
<input type="checkbox"/> Selling animals as pets in the course of a business			
<input type="checkbox"/> Providing or arranging for provision of accommodation for cats or dogs in the course of a business			
<input type="checkbox"/> Hiring out horses in the course of a business			
<input type="checkbox"/> Breeding 3 or more litters of puppies in any 12-month period; and/or breeding dogs and advertising a business of selling dogs			
<input type="checkbox"/> Keeping or training animals for exhibition in the course of a business for educational or entertainment purposes			

Nature of premises:	<input type="checkbox"/> Commercial / retail unit	<input type="checkbox"/> Private dwelling			
	<input type="checkbox"/> Other please describe: _____				
Has the premises been granted planning permission for this use(s) (or has it been confirmed that planning permission is not required)?	<input type="checkbox"/> Yes – permission granted <input type="checkbox"/> Yes – permission not required <input type="checkbox"/> No				
ONLY COMPLETE IF APPLYING AS INDIVIDUAL(S)					
Part B: First individual applicant	Mr	Mrs	Ms	Other _____	
Full name:					
Home address:					
Date of birth:	/	/			
Daytime phone number:					
Email address:					
Second individual applicant (if any)		Mr	Mrs	Ms	Other _____
Full name:					
Home address:					
Date of birth:	/	/			
Daytime phone number:					
Email address:					

Part C: Limited company applicant (only complete if applicant is a limited company)

Registered name:	
Registered office address:	
Company registration number:	
VAT number:	
Position in the business:	
Daytime phone number:	
Email address:	

Part D: Management of premises

Please give details of an individual responsible for the management of the premises (*we will contact this person to arrange the pre-licensing inspection, and for any enforcement or compliance issues*).

Full name	
Daytime telephone number	
Email address (<i>if any</i>)	

Section 3: Resident animals

How many pet animals are ordinarily resident at the premises, or will otherwise be present during the operation of the business (e.g. owner's pets, animals belonging to staff members)?

Dogs	Cats	Others (<i>please list</i>)

Section 4: Accommodation and facilities

4.1	Details of the quarters used to accommodate animals, including number, size and type of construction	
4.2.	Exercise facilities and arrangements	
4.3	Heating arrangements:	

Section 4: Accommodation and facilities

4.4	Method of ventilation of premises	
4.5	Lighting arrangements (natural & artificial)	
4.6	Water supply	
4.7	Facilities for food storage & preparation	
4.8	Arrangements for disposal of excreta, bedding and other waste material	
4.9	Isolation facilities for the control of infectious diseases	
4.10	Fire precautions/equipment and arrangements in the case of fire	
4.11	Do you keep and maintain a register of animals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.12	How do you propose to minimise disturbance from noise?	

Section 5: Veterinary surgeon

5.1	Name of usual veterinary surgeon	
5.2	Company name	
5.3	Address	
5.4	Telephone number	
5.5	Email address	

Section 6: Designated key holder(s)

6.1	Name	
6.3	Position/job title	
6.4	Address	
6.5	Daytime telephone number	
6.6	Evening/other telephone number	
6.7	Email address	
6.8	Add another person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		If no, go to 7.1
6.9	Name	
6.10	Position/job title	
6.11	Address	
6.12	Daytime telephone number	

6.13	Evening/other telephone number	
6.14	Email address	

Section 7: Public liability insurance

7.1	Do you have public liability insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, go to 7.6
7.2	Insurance company		
7.3	Policy number		
7.4	Period of cover		
7.5	Amount of cover (£)		
7.6	Please state what steps you are taking to obtain such insurance		

Section 8: Disqualifications and convictions

Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:

8.1	Keeping a pet shop?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.2	Keeping a dog?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.3	Keeping an animal boarding establishment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.4	Keeping a riding establishment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.5	Having custody of animals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.6	Has the applicant, or any person who will have control or management of the establishment, been convicted of any offences under the Animal Welfare Act 2006?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.7	Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.8	If yes to any of these questions, please provide details,	

Section 9: Additional details

Please check local guidance notes and conditions for any additional information which may be required

9.1	Additional information which is required or may be relevant to the application	
-----	--	--

Section 10: Licence conditions

There are general conditions, and specific conditions for each type of licensable activity, which are set out in the legislation. Please read these conditions which can be viewed on our website, www.bedford.gov.uk before answering the question below.

Does the accommodation and care you intend to provide satisfy the relevant licence conditions for the licensable activities to be provided

Yes
 No

If no, please detail any conditions below which you would not be able to satisfy, and what steps you intend to take to achieve compliance with these requirements:

Please note: The Council does not have the power to exempt businesses from the statutory conditions. If your business does not comply with any of the requirements, your application may be rejected.

Section 11: Enclosures

Please tick to confirm

I enclose the following documents

- A scale plan, showing the layout of the premises
- Valid insurance policy
- Operating procedures
- Risk assessments (including fire)
- Infection control procedure
- Certificates for qualifications
- Training records
- Schedule below relating to the activity applied for has been completed

Application Fee (*Please note that a grant fee is payable before licence will be granted, see fee schedule on website*)

Please tick one of the following options

- I enclose a cheque payable to Bedford Borough Council
- I have made payment online. Receipt No:

Section 12: Declaration and signatures*Every applicant must sign the form*

- I/we hereby apply for a licence to carry on the licensable activities specified above, pursuant to Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, and declare that to the best of my/our knowledge and belief, the above particulars are true in every respect.
- I/we understand that a licence may be refused or revoked if information supplied by the applicant(s) is found to be false or misleading.
- I/we understand that the above-mentioned premises will be inspected by an authorised inspector, prior to any decision being made in respect of this application, and agree to facilitate this.
- I/we have read the applicable general and activity-specific licence conditions and undertake in the event of a licence being granted to observe and adhere to such conditions.

Signed		Print Name		Date	
Signed		Print Name		Date	

Schedule 1: Selling animals as pets in the course of a business

Please give details of the animals which are [proposed to be] sold, including the maximum number of each type to be stocked at any one time, the minimum age at which animals will be sold, and the accommodation provided at the premises (use additional pages if necessary):

Type of animal	To be sold?	Maximum number stocked	Minimum age at which sold	Details of accommodation
Large mammals				
Dogs & puppies	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Cats & kittens	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Large domesticated mammals	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<i>Please specify species:</i>			
Primates	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<i>Please specify species:</i>			
Other:				
Small mammals				
Hamsters	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Guinea pigs (cavies)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Rabbits	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Rats, mice & gerbils	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Chinchillas & degus	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Chipmunks	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Sugar gliders	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Pygmy hedgehogs	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other:				

Type of animal	To be sold?	Maximum number stocked	Minimum age at which sold	Details of accommodation
Reptiles				
Tortoises & turtles	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Snakes & lizards	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other:				
Birds				
Budgerigars, finches & other small birds	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Parrots, parakeets & macaws	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Pigeons	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other large birds	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<i>Please specify species:</i>			
Other:				
Fish				
Tropical fish	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Marine fish	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Coldwater fish	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other:				
Any other species (please specify)				

Schedule 2: Providing or arranging for provision of accommodation for cats or dogs in the course of a business

Please indicate the type(s) of accommodation intended to be provided by the business. Please note day care for dogs is for commercial premises only:

- Boarding for cats
- Boarding in kennels for dogs
- Home boarding for dogs
- Day care for dogs

Please specify the maximum number of animals that you propose to offer accommodation for:

(prior to completing the following section, please see the statutory conditions relating to accommodation of animals from multiple households and minimum enclosure sizes, conditions, etc)

	Daytime	Overnight
Dogs		
Cats		

Describe the enclosures to be used for accommodating animals in the course of the business. Please ensure that you include the size and details of the construction materials used. Where enclosures include runs or open areas which may be accessed by animals, please describe these, including details of how the animals will gain access to the enclosures from their accommodation. Continue on a blank page if necessary.

(Home boarders only):

How many rooms in the premises may be utilised as designated rooms, to be accessed only by a single dog?

Designated rooms must include:

- *a secure window to the outside that can be opened and closed as necessary;*
- *a clean, comfortable and warm area for rest and sleep;*
- *the capability for access to the room by other dogs to be restricted;*
- *sufficient space for the dog to sit and stand at full height, stretch, wag its tail and walk around without touching the sides, with a clear floor area of at least twice that required for the dog to lay out flat.*

(Dogs from a single household may be kept together in a suitably-sized designated room with the written consent of their owner)

Ground floor	Other floors

Schedule 3: Hiring out horses in the course of a business

How many horses do you intend to keep, if a licence is granted? <small>See note 2.</small>		Riding	Instruction in riding
Renewals and variations only Is this:		<input type="checkbox"/> The same number as permitted by my/our current licence <input type="checkbox"/> An increase from the number permitted by my/our current licence <input type="checkbox"/> A decrease from the number permitted by my/our current licence	
If the riding establishment will operate only for part of the year, please state the period(s) during which it is intended to operate:			

Please give the details of relevant qualification(s) held by the person applying for this licence:		
Qualifications held:	<input type="checkbox"/> Instructor's Certificate of the British Horse Society <input type="checkbox"/> Intermediate Instructor's Certificate of the British Horse Society <input type="checkbox"/> Assistant Instructor's Certificate of the British Horse Society <input type="checkbox"/> Fellowship of the British Horse Society <input type="checkbox"/> Fellowship of the Institute of the Horse <input type="checkbox"/> None of the above (<i>please summarise experience in management of horses below</i>)	
	Relevant experience:	
Please detail any qualifications held by other applicants or staff members employed at the premises:		

In the case of any horses maintained at grass, what steps do you intend to take to secure that, while so maintained, adequate pasture, shelter and water will be available, and supplementary feeds will be provided as and when required?

<div style="height: 100px; border: 1px solid black; min-height: 100px;"></div>
--

If not detailed above, please describe the accommodation / storage provided for forage, bedding, stable equipment and saddlery?

<div style="height: 100px; border: 1px solid black; min-height: 100px;"></div>
--

Details of horses to be kept at the premises

Please give the details of any horse which is [proposed to be] kept at the premises. Please continue on an additional page where necessary.

Name of horse	Sex M/F	Age in years	Passport no.	Description, including size	Purpose for which kept e.g. riding instruction, let out on hire for riding	Age range of people who ride this horse

Schedule 4: Breeding 3 or more litters of puppies in any 1-month period; and/or breeding dogs and advertising a business of selling dogs

If dogs bred by the applicant will not be sold directly to members of the public, please describe the arrangements by which dogs bred at this establishment will be sold:

--

Please give details of all dogs currently kept by the applicant(s) or otherwise kept at these premises which will be used for breeding purposes. Continue on a blank page if necessary.

Bitches				
Name	Date of birth	Breed	Microchip details	No. of litters in lifetime

Stud dogs				
Name	Date of birth	Breed	Microchip details	

Schedule 5: Keeping or training animals for exhibition in the course of a business for educational or entertainment purposes

Please give details of all animals intended to be kept by the applicant(s) for the above-mentioned purposes. Continue on a blank page if necessary.

Name	Species / Breed	Age	Sex M/F	Purpose / Exhibition type

Describe briefly the general nature of the performance or performances in which the animals are to be exhibited, or for which they are to be trained. The description must be sufficient to give a general idea of what is done by the animals taking part in the performance but need not give details which would divulge any professional secret.

Please ensure you mention the approximate duration of the performance, the number of times for which it is usually to be given in one day, the number of animals of each kind taking part in the performance and any apparatus used for the purpose of the performance

Guidance notes for applicants

Under the Animal Welfare Act 2006 (Licensing of Activities Involving Animals) (England) Regulations 2018, businesses that intend to carry on the following licensable activities:

- Selling animals as pets in the course of a business;
- Providing or arranging for provision of accommodation for cats or dogs in the course of a business;
- Hiring out horses in the course of a business;
- Breeding 3 or more litters of puppies in any 12-month period; and/or breeding dogs and advertising a business of selling dogs; and
- Keeping or training animals for exhibition in the course of a business for educational or entertainment purposes

must be licensed by the applicable local council. These licences are known as 'Animal Activity' Licences.

1. The Act requires that licences are issued for a period of between 1 and 3 years, dependent on the outcome of the inspection of the premises and the star rating it is awarded.
2. Renewed licences will follow the same process.
3. Please complete Sections 1 to 7 of the application form, then select the relevant Schedule(s) for which your proposed licensable activity/activities apply
4. Should you need additional space to complete your response to these questions, please continue on a blank page, indicating clearly which question you are responding to. We may also accept copies of documents (e.g. operational manuals) in place of individual responses to these questions, providing that they cover all required matters.
5. The licensing authority advises that an appropriate level of public liability insurance should be held by every business. Where the business employs other persons, employer's liability insurance should also be held. As every business is different we do not consider it appropriate to specify minimum coverage levels, which should be discussed with a suitable insurance adviser.

Scale plan requirements

Please provide a scale plan, which clearly shows the internal layout of your premises and the external layout where relevant to the application.

Plans may be drawn to any appropriate scale (please indicate what scale you have used). There is no requirement to have plans professionally drawn – we will accept any reasonable plan, which shows all areas of your premises to be used in the course of the boarding business, including animal accommodation, food preparation areas, isolation facilities and exercise areas, and which includes, as a minimum:

- All internal and external walls or fences, and the boundary of your premises
- Access and egress points to and from the premises
- Location of emergency escape routes from the premises (if different to above)
- Areas used for accommodating animals (including any permanent enclosures, structures or pens)
- Areas used for exercising animals (including any permanent enclosures, structures or pens)
- Areas used for storage/preparation of food for animals
- Location of fire detection/safety equipment
- Location of any medical equipment/isolation facility
- Location of any heating/ventilation sources

Completed application forms should be submitted, together with payment of the appropriate fee(s) and supporting documents to:

**Licensing Team,
Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP
or
as PDF attachments to an e-mail (not photographs) licensing@bedford.gov.uk**

DATA PROTECTION PRIVACY ADVICE

Through the relevant application/notice forms, accompanying documentation and payment facilities associated with this licensing function the Council (the data controller) collects personal data. Personal data may also be collected in respect of further related requests for information from the applicant/person submitting the notice. This is necessary for the performance of legal obligations on it in respect of the relevant licensing function or otherwise necessary for the performance of a task carried out in the public interest or in the exercise of official authority. These also form the basis for the further processing of the personal data by the Council in connection with the application/notice, any determination of the same and any subsequent authorisation/appeal and issues that arise during the period of the authorisation/appeal. Beyond that, the Council will retain the records for 5 years and then destroy them securely. The Council will maintain and retain public registers and these are not destroyed. The Council may from time to time extract information itself from those public registers. The Council will share with and receive information from the following:

- **Council's appointed Veterinary Surgeon**
- **Council's Environmental Health & Trading Standards Service**

in respect of data subjects who are applicants/notice givers and those who hold authorisations. It holds the personal data in a way designed to secure it from unauthorised use, loss or destruction. These measures include recruitment and training of staff, procurement of services and physical/cyber security. The Council's privacy statement for this function is available at www.bedford.gov.uk or upon request from the Council using the address and telephone contact details elsewhere on this form. The Council will update its privacy statement from time to time and you are urged to read that statement. You have information rights that are explained at <https://tinyurl.com/y7uccndm>. You can exercise your information rights by contacting the Council's Data Protection Officer at dpo@bedford.gov.uk or writing to Information Governance, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP. If you believe that the Council has failed to comply with its data protection obligations you may contact the ICO at 0303 123 1113 or at www.ico.org.uk. Further contact details are available upon request. The full Privacy Statement for Animal Boarding Licences can be viewed here: www.bedford.gov.uk/gdprprivacy

FREEDOM OF INFORMATION

Information held by the Council may need to be disclosed in response to a request for it within the terms of the Freedom of the Information Act 2005. This information excludes that which is in any other way already in the public domain.