



**Animal Welfare Act 2006
Animal Welfare (Licensing of Activities Involving Animals) (England)
Regulations 2018**

Application for an Animal Activity Licence

I am applying for a: <i>(tick one)</i>	<input type="checkbox"/> New licence <input type="checkbox"/> Renewal of a licence <input type="checkbox"/> Variation of a licence
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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. If you have nothing to record, please state "Not applicable" or "None". 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 licence applications</i>	
Licence number:		Expiry date of current licence:	

Section 2: Business details	
Trading name <i>(if any)</i> :	
Full address: <i>(including postcode)</i>	
Telephone number(s):	
Business website <i>(if any)</i> :	
Which licensable activities do you intend to carry on? <i>(tick all that apply and complete the appropriate section of the form as indicated.)</i>	
<input type="checkbox"/> Selling animals as pets in the course of a business	<i>Complete Schedule 1</i>
<input type="checkbox"/> Providing or arranging for provision of accommodation for cats or dogs in the course of a business (Boarding for Dogs / Cats, and Dog day care)	<i>Complete Schedule 2</i>
<input type="checkbox"/> Hiring out horses in the course of a business	<i>Complete Schedule 3</i>
<input type="checkbox"/> Breeding of dogs and / or advertising a business of selling dogs	<i>Complete Schedule 4</i>
<input type="checkbox"/> Keeping or training animals for exhibition in the course of a business for educational or entertainment purposes	<i>Complete Schedule 5</i>
Nature of premises:	<input type="checkbox"/> Commercial / retail unit <input type="checkbox"/> Private dwelling <input type="checkbox"/> Other <i>(please describe: _____)</i>

Has the premises been granted planning permission for this use(s) (or has it been confirmed that planning permission is not required)?

- Yes – permission granted
 Yes – permission not required
 No

Section 3: Applicant(s) details

The application is made by:
(tick one)

- A single individual *Please give details in part A*
 Multiple individuals *Please give details in parts A & B*
 A limited company *Please give details in part C*

Part A: First individual applicant

Mr Mrs Ms Other _____

Full name:

Home address:

Date of birth:

/ /

Daytime phone number:

Mobile:

Email address:

Part B: Second individual applicant (if any)

Mr Mrs Ms Other _____

Full name:

Home address:

Date of birth:

/ /

Daytime phone number:

Mobile:

Email address:

If there are more than two individual applicants, please give the details of further individuals on a separate sheet.

Part C: Limited company applicant

Registered name:

Registered office address, Phone number and email address:

Company registration number:

- UK: Companies House
 Other: _____

Section 4: Accommodation and animal husbandry

Please describe the accommodation being provided for animals. Where multiple types of accommodation are available, please describe each of them (use additional pages if necessary).

What steps do you intend to take to secure that animals will, at all times, be kept in accommodation which is suitable in construction, size, occupancy, temperature, lighting, ventilation and cleanliness?

What steps do you intend to take to secure that animals will be adequately supplied with suitable food and drink, provided with clean bedding material, are adequately exercised, provided with appropriate environmental enrichment and visited regularly?

Section 5: 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 6: 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:		Mobile:
Email address: (<i>if any</i>)		

Section 7: Fire safety

What steps do you intend to take to ensure that animals will be protected in case of fire or other emergency? (please include a list of any fire prevention/detection equipment which is operated)

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Please note: All animal businesses are subject to the provisions of the Regulatory Reform (Fire Safety) Order 2005, which requires businesses to take general fire precautions, to carry out a fire safety risk assessment, and if necessary to install fire detection and fire-fighting equipment.

Further information is available at www.gov.uk/workplace-fire-safety-your-responsibilities

Section 8: Disease control

What steps will be taken to prevent and control the spread of infectious or contagious disease among animals kept at the premises? (please include a list of any quarantine/isolation facilities provided)

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Section 9: Veterinary treatment

Please give the details of a veterinary surgeon or practitioner who provides services to this business:

Name:

Address:

Telephone number:

Section 10: Security

What steps will be taken to prevent unauthorised access to the premises (or parts of the premises to which the public are not to be admitted), unauthorised removal of animals, or escape by animals?

Section 11: Waste disposal

What measures will be used for the disposal of waste produced in the course of the business? (this may include soiled bedding materials, empty packaging, food remnants, or animal excreta)

Please note: Waste produced in the course of a business may be considered to be commercial waste, which should not be disposed of via domestic waste bins or public litter bins. Where no alternate disposal arrangements are in place, businesses should consider contracting a commercial waste carrier to provide this service.

Section 12: Liability insurance details

Please detail any relevant liability insurance policies held in respect of your business:

Type	Held?	Name of insurer(s):	Amount insured	Policy expiry date
Public liability	<input type="checkbox"/>		£	/ /
Employer's liability	<input type="checkbox"/>		£	/ /
Other: _____	<input type="checkbox"/>		£	/ /

Section 13: Licence conditions

There are general conditions, and specific conditions for each type of licensable activity, which are set out in the legislation/guidance from DEFRA. These can be viewed on our website, <https://www.ipswich.gov.uk/content/animal-licensing>

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:

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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 deferred until such time as you have achieved compliance, or rejected.

Section 14: Offences, disqualifications, etc.

Convictions or cautions which are considered 'spent' under the Rehabilitation of Offenders Act 1974 need not be disclosed.

Is the applicant (or are any of the applicants, or any of the directors/officers of a limited company applicant) currently disqualified from applying for a licence by virtue of any of the following circumstances:

Keeping a pet shop?

Keeping a dog?

Keeping an animal boarding establishment?

Keeping a riding establishment?

Having custody of animals?

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?

Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?

Yes No

Has the applicant (or have any of the applicants, or any of the directors/officers of a limited company applicant) been convicted or cautioned for an offence connected to the above or any similar animal welfare legislation, where that conviction or caution is not considered to be 'spent' at this time?

Yes No

To their knowledge, is the applicant (or are any of the applicants, or any of the directors/officers of a limited company applicant) currently subject to legal proceedings under any pieces of legislation connected to the above circumstances?

Yes No

Has the applicant (or have any of the applicants, or any of the directors/company officers of a limited company applicant) ever been refused an Animal Activity licence, by this or any other authority, or had such a licence cancelled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If any of the above questions have been answered 'yes', please provide further details in respect of those matters in the space below:	

Section 15: Enclosures	
Documents	<i>Please tick to confirm</i>
<input type="checkbox"/> I enclose a scale plan, showing the layout of the premises (<i>see guidance notes</i>).	
<input type="checkbox"/> I enclose a copy of the business' written emergency plan (condition 10 of the General Conditions)	
Application fee	<i>Please tick one of the following options</i>
<input type="checkbox"/> I wish to pay by BACS transfer- Lloyds Bank, PO Box 4, 13 Cornhill, Ipswich, IP1 1DG. Sort Code 30-94-55. A/C Number 04900414. Quote reference: LIC 325 with your Payee name.	
<input type="checkbox"/> I wish to pay the application fee(s) by credit or debit card – please contact me to arrange payment.	

Section 16: Declaration and signatures		<i>Every applicant must sign the form</i>
<ul style="list-style-type: none"> 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 the application fee is non-refundable. 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 Procedural Guidance Notes & relevant guidance on 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:
Signed:		Print name:
		Date:
		Date:
If there are more than two applicants, a copy of this page should be taken to allow all applicants to sign. Where the application is made by a limited company, the form should be signed by an officer of the company.		

Completed application forms should be submitted, along with payment of the appropriate fee(s) and a scale plan of the premises (see guidance notes), to:

Licensing, Ipswich Borough Council, Grafton House, 15-17 Russell Road Ipswich Suffolk IP1 2DE

Data Protection – PLEASE READ THIS NOTICE CAREFULLY

National Fraud Initiative (NFI) and Data Matching

This authority is under a duty to protect the public funds it administers, and to this end may use the information that you have provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Further information about this can be found at www.ipswich.gov.uk/privacy

Office use only

Date received:		Fee received:	£
Receipt number:			<input type="checkbox"/> BACS <input type="checkbox"/> Card
Applicationn complete:		Licence approved:	
Licence valid from:		Licence expires:	

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 Business	
Pet Shop	
Home Sales	
Internet Sales	
Wholesales	
Third Party Sales	
Hobby Sales	
Sale of animals to the public as pets by means of a fixed or minimum donation	
Other please state	

Type of Application				
Type of Application	New		Renewal	
Existing licence number				
Further details about the applicant				
Do you have any training certificates or qualifications?	Yes / No		If no, provide details of experience below	
Please provide details of training certificates and qualifications				
Please provide details of relevant experience				

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- including dog day care

Please indicate the type(s) of accommodation intended to be provided by the business:

- Boarding for cats (Cattery)
- 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		

Do you keep and maintain a register of animals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How do you propose to minimise disturbance from noise?	

(Home boarders only):

How many rooms in the premises may be utilised as designated rooms, to be accessed by dogs

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 may be kept together in a suitably-sized designated room with the written consent of their owners)

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?		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?

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

Horses		
Please provide details of all the horses currently kept		
Horse 1		
Name of horse		
Description including size		
Sex		
Age		
Horse passport number		
Purpose for which horse is kept		
Age range of people who ride this horse		
Add another horse?	Yes / No	
Horse 2		
Name of horse		
Description including size		
Sex		
Age		
Horse passport number		
Purpose for which horse is kept		
Age range of people who ride this horse		
Add another horse?	Yes / No	
Horse 3		
Name of horse		
Description including size		
Sex		
Age		
Horse passport number		
Purpose for which horse is kept		
Age range of people who ride this horse		
Add another horse?	Yes / No	
<p>If you intend to hire out further horses please attach a separate list of these, with the information requested in questions above for each additional horse.</p>		

Schedule 4: Breeding 3 or more litters of puppies in any 12-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.

To see if your animal activity is within scope of these regulations (and needs to be licensed) please check the guidance notes provided by the Department for Environment Food and Rural Affairs (DEFRA) which can be accessed via our website

<https://www.ipswich.gov.uk/content/animal-licensing>

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. Granting of a licence will be subject to satisfactory compliance to the 'General' and 'Specific' conditions relating to the activity you are seeking a licence for. These are within the DEFRA guidance as mentioned above, and **you need to satisfy yourself that you can comply with them. Once an application is made your application fee cannot be refunded , even if you licence is refused**
2. Renewed licences will follow the same process.
3. Please complete Sections 1 to 16 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

If you are applying for a licence under the 2018 for the first time, or have made significant changes to the layout of the premises since your last licence was granted, please provide a scale plan, which clearly shows the (internal) layout of your premises.

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 which will 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

For all renewals of a licence under these Regulations, there will be no need to re-submit a plan unless there have been significant changes.