

Application for a Licence to Keep or Train Animals for Exhibition

- Before applying for a Keeping or Training Animals for Exhibition Licence, you must familiarise yourself with the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 (as amended) and their associated guidance.
- You may submit your application in the following ways:

Email: licensing@herefordshire.gov.uk

Post: Herefordshire Council
Licensing Team
Plough Lane
Hereford
HR1 2PJ

- Applications must be accompanied by the appropriate application fee.
Please call 01432 261761 (between 9:00am – 4:15pm) to make a card payment over the phone.
Alternatively, cheques can be sent to Herefordshire Council, Licensing Team, Plough Lane, Hereford, HR4 0LE, and made payable to Herefordshire Council.
- Once your application has been accepted and validated, you will be contacted by a Licensing Officer to arrange the necessary inspection(s).
- Once the Council is in receipt of the Inspecting Officers' report, and providing everything is satisfactory and the licence fee has been paid, the licence will be issued.

If any part of the application is incomplete, the required documentation detailed in section 14 of the application is not submitted, or the application fee is not paid, the application will not be processed. We will hold the application for a maximum of 28 days and if the missing information, documentation and/or fee is not submitted within the 28 day holding-period, the application will be rejected and the fee/s will be refunded, minus a £25.00 admin fee.

If you require further guidance we offer a chargeable Pre-Application Advice and Assistance Service. Please see our website for more details:

<https://www.herefordshire.gov.uk/business-1/changes-animal-related-licensing/2>

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

Application for a Licence to Keep or Train Animals for Exhibition

**Please complete all the questions on the form.
If you have nothing to record, please state "Not Applicable", "N/A" or "None"**

1 Type of Application							
1.1	New Grant		Renewal		Variation		If applying for a new grant, go to 2
1.2	Existing licence number						
1.3	Existing licence expiry date						

2 Agent								
2.1	Are you an agent acting on behalf of the applicant?			Yes		No		If No, go to 3a
2.2	Name							
2.3	Address							
2.4	Email							
2.5	Main telephone number							
2.6	Other telephone number							

3a Individual Applicant Details 1					If applying as a business, go to 4a			
3.1	Name							
3.2	Address							
3.3	Email							
3.4	Main telephone number							
3.5	Other telephone number							
3.6	Date of birth							
3.7	Nationality							
3.8	Capacity (e.g. owner / manager / etc.)							
3.9	Have you been registered/licenced before			Yes		No		If No, go to 3b
3.10	Local Authority where registered/licenced							
3.11	Give details of previous registration e.g. type and numbers of animals and type of performance or exhibition.							

3b Individual Applicant Details 2 (If more applicants wish to be a licence holder, please continue on a separate sheet of paper)		
3.12	Name	
3.13	Address	
3.14	Email	
3.15	Main telephone number	
3.16	Other telephone number	
3.17	Date of birth	
3.18	Nationality	

3b Individual Applicant Details 2 (If more applicants wish to be a licence holder, please continue on a separate sheet of paper)	
3.19	Capacity (e.g. owner / manager / etc.)
3.20	Have you been registered/licenced before <input type="checkbox"/> Yes <input type="checkbox"/> No If No, go to 4a
3.21	Local Authority where registered/licenced
3.22	Give details of previous registration e.g. type and numbers of animals and type of performance or exhibition.

4a Business Applicant Details	
4.1	Is your company registered with Companies House? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, go to 5
4.2	Registration number
4.3	Is your business registered outside the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No
4.4	VAT number
4.5	Legal status of the business
4.6	Name of business owner
4.7	Name of applicant
4.8	Applicant's position in the business
4.9	The country where your head office is located

4b Business Address – This should be the official address at which it is required of you by law to receive all communication	
4.10	Building name/number
4.11	Street
4.12	District
4.13	City or town
4.14	County or administrative area
4.15	Postcode
4.16	Country

5 Premises to be Licensed	
5.1	Name of premises/trading/stage name
5.2	Address
5.3	Telephone number
5.4	Email
5.5	Do you have planning permission for this business use? <input type="checkbox"/> Yes <input type="checkbox"/> No
5.6	Do you keep and maintain a register of all animals? <input type="checkbox"/> Yes <input type="checkbox"/> No

6 Type of Business/Performance (Please tick)	
6.1	TV/film
6.2	Theatre
6.3	Social media
6.4	Exhibiting animals

6	Type of Business/Performance (Please tick)	
6.5	Animal encounters	
6.6	Birds of prey shows/exhibits	
6.7	Performing dogs shows/exhibits	
6.8	Circus using domestic animals	
6.9	Other (please state)	

7a	Animal 1 to be Trained and/or Exhibited			
7.1	Animal species			
7.2	Number of animals			
7.3	Accommodation at premises:			
7.3.a	Details of the quarters used to accommodate animals, including number, size and type of construction			
7.3.b	Exercise facilities and arrangements			
7.3.c	Water supply at the premises and for the animals			
7.3.d	Facilities for food storage and preparation			
7.3.e	Arrangements for disposal of excreta, bedding and other trade waste material			
7.4	Accommodation at events:			
7.4.a	Details of the quarters used to accommodate animals, including number, size and type of construction			
7.4.b	Exercise facilities and arrangements			
7.4.c	Water supply at events and for the animals			
7.4.d	Facilities for food storage and preparation			
7.4.e	Arrangements for disposal of excreta, bedding and other trade waste material			
7.5	Add another kind of Animal?	Yes	No	If No, go to 8

7b	Animal 2 to be Trained and/or Exhibited			
7.6	Animal species			
7.7	Number of animals			
7.8	Accommodation at premises:			
7.8.a	Details of the quarters used to accommodate animals, including number, size and type of construction			
7.8.b	Exercise facilities and arrangements			
7.8.c	Water supply at the premises and for the animals			
7.8.d	Facilities for food storage and preparation			
7.8.e	Arrangements for disposal of excreta, bedding and other trade waste material			
7.9	Accommodation at events:			
7.9.a	Details of the quarters used to accommodate animals, including number, size and type of construction			
7.9.b	Exercise facilities and arrangements			

7b		Animal 2 to be Trained and/or Exhibited			
7.9.c	Water supply at events and for the animals				
7.9.d	Facilities for food storage and preparation				
7.9.e	Arrangements for disposal of excreta, bedding and other trade waste material				
7.10	Add another kind of Animal?	Yes		No	If No, go to 8

7c		Animal 3 to be Trained and/or Exhibited			
7.11	Animal species				
7.12	Number of animals				
7.13	Accommodation at premises:				
7.13.a	Details of the quarters used to accommodate animals, including number, size and type of construction				
7.13.b	Exercise facilities and arrangements				
7.13.c	Water supply at the premises and for the animals				
7.13.d	Facilities for food storage and preparation				
7.13.e	Arrangements for disposal of excreta, bedding and other trade waste material				
7.14	Accommodation at events				
7.14.a	Details of the quarters used to accommodate animals, including number, size and type of construction				
7.14.b	Exercise facilities and arrangements				
7.14.c	Water supply at events and for the animals				
7.14.d	Facilities for food storage and preparation				
7.14.e	Arrangements for disposal of excreta, bedding and other trade waste material				
7.15	If you intend to train and/or exhibit further animal species, please attach a separate list with the information requested in questions 7.1 to 7.5 for each species.				

8		Proposed Performance or Encounter			
8.1	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 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.				
8.2	Approximate duration of the performance(s)				
8.3	Number of times the performance will be given in one day.				
8.4	How will the animals be transported?				

8	Proposed Performance or Encounter	
8.5	Where are the animals to be kept when not performing or being exhibited?	

9	Veterinary Surgeon	
9.1	Name of usual veterinary surgeon	
9.2	Company name	
9.3	Address	
9.4	Telephone number	
9.5	Email	

10	Emergency Key Holder – You must have at least one emergency key holder who lives within 30 minutes' drive of the premises	
10.1	Name	
10.2	Position/relationship to applicant	
10.3	Address	
10.4	Daytime telephone number	
10.5	Evening/other telephone number	
10.6	Email	

11	Public Liability Insurance – This is a mandatory requirement	
11.1	Please provide details of the policy	
11.2	Insurance company	
11.3	Policy number	
11.4	Period of cover	
11.5	Amount of cover (£)	

12	Disqualifications and Convictions			
Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:				
12.1	Keeping a pet shop?	Yes		No
12.2	Keeping a dog?	Yes		No
12.3	Keeping an animal boarding establishment?	Yes		No
12.4	Keeping a riding establishment?	Yes		No
12.5	Having custody of animals?	Yes		No
12.6	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?	Yes		No
12.7	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
12.8	If yes to any of these questions, please provide details:			

13	Additional Details – Please check the statutory licence conditions and guidance notes for any additional information which may be relevant to the application
13.1	

Declarations

14	Additional Information (Supporting Documents / Written Procedures)
Please attach the following information to your application and tick to confirm it has been enclosed:	
14.1	Operating procedures (see Part A, General Condition 9.0)
14.2	Emergency procedures (see Part A, General Condition 10.0)
14.3	Relevant qualifications/experience (see Part A, General Condition 4.0)
14.4	Training/continued professional development (CPD) records (see Part A, General Condition 4.0)
14.5	Valid public liability insurance certificate (see Part B, Specific Condition 1.0)
14.6	A plan of the premises (please provide measurements in metric)
14.7	For renewal applications only – If you have previously submitted all of the aforementioned supporting documentation/written procedures (with the exception of the public liability insurance certificate) and there are no changes to any of these documents, please tick this option.

15	Declaration
This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant	
15.1	I/We have read the statutory licence conditions and guidance notes prior to making this application.
15.2	I/We agree to allow an inspector and/or vet authorised by the Council to inspect the premises which are the subject of this application before any licence is granted.
15.3	I/We enclose the receipt for payment of the appropriate fee.
15.4	I/We declare that the details contained in the application form and any attached documentation are correct to the best of my/our knowledge and belief/s. I/We have read and understood the conditions of licence and will abide by them.

If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information, they shall be guilty of an offence.

16a	Signature – Applicant 1
This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
16.1	Signature Signing this box indicates you have read and understood the above declaration and privacy notice below
16.2	Full Name (Please PRINT)
16.3	Date

16b	Signature – Applicant 2 (If more applicants wish to be a licence holder, please continue on a separate sheet of paper)	
This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.		
16.4	Signature Signing this box indicates you have read and understood the above declaration and privacy notice below	
16.5	Full Name (Please PRINT)	
16.6	Date	

General Data Protection Regulations and Data Protection Act 2018

This notice covers the treatment of personal data that Herefordshire Council may collect when you e-mail us, complete an application form, or when you complete and submit an online form on our web site.

When completing forms you may be asked for personal information such as name, address, postcode etc. from which you can be personally identified. Herefordshire Council is registered with the Information Commissioner’s Office for the purpose of processing personal data in the performance of its legitimate business and is the Data Controller for the information that you supply. The legal basis for processing this data is our legal obligations under licensing legislation. We will keep your data for 6 years after the expiry of the licence.

We are obliged by legislation to make some of your information available as part of a public register. If you have valid reasons for your data not to be made public, please let us know. The data that is included in the public register is the Licence Holder, Licence Number, Licensable Animal Activity, Premises of Licensable Animal Activity, Species of Animals, Number of Animals, Star Rating and Licence Dates.

Where necessary we may have to share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner’s Office <https://ico.org.uk/>

Further information about the processing of your personal data by the council is available on the council web site at <https://www.herefordshire.gov.uk/info/200148/your-council/15/access-to-information/4> or you can contact the council’s Data Protection Officer at Information Compliance & Equality, Herefordshire Council, Plough Lane, Hereford, HR4 0LE or email informationgovernance@herefordshire.gov.uk