

Animal Welfare Act 2018
Licensing of Activities Involving Animals Regulations
Licence Application



Applicant 1:

Details of person applying for the licence or renewal	
Title	
Surname	
First names	
Address	
National insurance number	
Daytime telephone number	
Mobile number	
Date of birth	

Applicant 2:

Details of person applying for the licence or renewal	
Title	
Surname	
First names	
Address	
National insurance number	
Daytime telephone number	
Mobile number	
Date of birth	

Details of the business	
Trading name	
Business address	
Business telephone number	
Business email	
Business website address	
No of employees	

Application Type	
New or renewal	New <input type="checkbox"/> Renewal <input type="checkbox"/>
If renewal, licence number	AWL
If new, what activities are you applying for	Dog Breeding <input type="checkbox"/> Cattery <input type="checkbox"/> Dog Kennels
	Selling animals <input type="checkbox"/> Doggy day care <input type="checkbox"/> Hiring out horses
	Home Boarding <input type="checkbox"/> Keeping or training animals for exhibition

Applicant Declarations		Applicant 1		Applicant 2	
Have you ever held a licence which was revoked under the Licensing of Activities Involving Animals (Regulation 15)		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever held a licence which was revoked under the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014 (Reg 17)		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Have you ever held a licence which was revoked under The Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012 (Reg 13)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been disqualified under Section 33 of the Welfare of Animals act 2011	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever held a licence which was revoked under the Welfare of Racing Greyhounds Regulations 2010 (Reg 12)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been disqualified under Section 34 of the Animal Welfare Act 2006	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been disqualified under section 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been disqualified under section 4(1) of the Dangerous Dogs Act 1991	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been disqualified under Article 33A of the Dogs (Northern Ireland) Order 1983	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been disqualified under section 6(2) of the Dangerous Wild Animals Act 1976 from keeping a dangerous animal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been disqualified under section 3(3) of the Breeding of Dogs Act 1973 from keeping a breeding establishment for dogs	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been disqualified under section 4(3) of the Riding Establishments Act 1963 from keeping a boarding establishment for animals	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been disqualified under section 5(3) of the Pet Animals Act 1951 from keeping a pet shop	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been disqualified under section 1(1) of the Protection of Animals (Amendment) Act 1954 from having custody of an animal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been disqualified under section 4(2) of the Performing Animals (Regulations) Act 1925	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been disqualified under section 3 of the Protection of Animals Act 1911 from the ownership of an animal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Other Matters	
Details of your arrangements for the disposal of excreta	
Name and full address of the veterinary practice you are registered with	
Name and full address of the spare key holder for the licensed premises	
Details of any formal qualifications obtained relevant to the licensable activities applied for	
If no formal qualifications, please explain your knowledge and experience in caring for the animals relevant to your application and meeting their welfare needs	

Section 1 (Dog Breeding)

Breeds to be bred	
Number of breeding bitches	
Number of dogs on premises	
Accommodation used – ie, indoor, outdoor, combination	
Details of outdoor accommodation if used	
Are you a member of the Kennel Club's Assured Breeder Scheme	

Section 2 (Boarding of cats)

No of units	
Description of units	
Details of isolation facilities	

Section 3 (Boarding of dogs in kennels)

No of units	
Description of units	
Details of isolation facilities	

Section 4 (Home boarding of dogs)

Is the application made as the arranger of home boarding	
If yes, how many hosts do you wish to apply for	
<i>Please provide full names and full addresses for all hosts in the space provided at the end of this application form</i>	
If yes, will you provide home boarding yourself from your premises	
If yes and if your premises falls outside of Rossendale, please provide licence details from your home authority	

Section 5 (Doggy Day Care)

Details of the premises used to provide daycare	
No of dogs you wish to accommodate	

Section 6 (Hiring out Horses)

No of horses normally present on the premises	
No of horses used for the licensable activity	

Section 7 (Selling Animals as Pets)

Details of animals to be sold from the premises	
Details of enclosures including sizes	
Proposed stocking densities	
Details of fire prevention and equipment at the premises	

Section 8 (Keeping or Training Animals for Exhibition)

Animals to be used for the licensable activity	
Details of the proposed activity	

Additional Information

Please use this space to detail any other information you believe may be useful or relevant

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Checklist

The following items are required with your application form. Please tick confirmation that they are attached to your application.

Evidence of right to work in the UK (<i>see Appendix A for list of acceptable documents</i>)	<input type="checkbox"/>
Fee (<i>the total fee is payable upon application. Please note that the licence fee portion will be refunded to you if your application is refused or withdrawn prior to the granting of a licence. In withdrawn cases, other fees, such as vet visits will still be payable.</i>)	<input type="checkbox"/>
Electrical Testing Certificates (<i>kennels and catteries only</i>)	<input type="checkbox"/>

Relevant training certificates/diploma's etc	<input type="checkbox"/>
Written procedure as follows:	<input type="checkbox"/>
Feeding regime	<input type="checkbox"/>
Cleaning regime	<input type="checkbox"/>
Transportation	<input type="checkbox"/>
Prevention of and control of the spread of disease	<input type="checkbox"/>
Monitoring and ensuring the health and welfare of all animals	<input type="checkbox"/>
Death or escape of an animal (including the storage of carcasses)	<input type="checkbox"/>
Procedures covering the care of animals following suspension or revocation of the licence or during or following an emergency	<input type="checkbox"/>

Declarations and Privacy Information

The information you provide is confidential and subject to the requirements of the Data Protection Act 2018. This personal data will be held and processed by Rossendale Borough Council for the purpose(s) of licensing and enforcement and protection of public funds.

The personal details you provide may also be shared with a veterinary surgeon / practitioner, DEFRA, RSPCA, UKAS-accredited body, internal council departments and the licensing committee for the purposes of or as part of any statutory duties requiring such disclosure and to protect the public funds it collects and administers.

Any data may be used to prevent fraud or the misuse of resources. For further information of our privacy notice, please visit our website https://www.rossendale.gov.uk/info/210157/your_council/10821/privacy_notice.

I understand that I am not entitled to be issued with a licence if I do not have an entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity).

I declare that the details contained in the application form and the attached documentation is correct to the best of my knowledge. It is an offence to make a false statement in or in connection with this application. Those who make a false statement may be committing fraud.

I also confirm that I have read the statutory licence conditions that will be imposed on any licence granted and confirm that I will comply with them at all times.

Signature:		Date:	
Print Name:		Capacity:	

Applicant 2 (if applicable)

Signature:		Date:	
Print Name:		Capacity:	

Public Register

The Authority is required to maintain a public register of all licences issued on the Council's website. This register will contain information about the licence but will not contain business contact information. If you would like to have this published on the list, you must provide the information required below and must sign to indicate your authority for the Council to make the information available on its website. The Council will not be held responsible for the accuracy of this as any errors or changes must be notified in writing to the Licensing Authority.

Business Name:		Contact Info* :	
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Signature:		Print Name:	
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* A contact telephone number or email address.

Host Details – Home Boarding of Dogs

Host 1:

Full Name		Address	
No of resident animals in the home			
Details of resident animals			
Contact daytime			

Host 2:

Full Name		Address	
No of resident animals in the home			
Details of resident animals			
Contact daytime			

Host 3:

Full Name		Address	
No of resident animals in the home			
Details of resident animals			
Contact daytime			

Host 4:

Full Name		Address	
No of resident animals in the home			
Details of resident animals			
Contact daytime			

Host 5:

Full Name		Address	
No of resident animals in the home			
Details of resident animals			
Contact daytime			

List of acceptable documents for right to work checks

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A current Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a

condition preventing the holder from doing work relating to the carrying on of a licensable activity when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A Certificate of Application, less than 6 months old, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to the licensing authority. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.