



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

Application for an Animal Welfare Licence

I am applying for a: <i>(tick one)</i> See notes 1 and 2.	<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. 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> <i>(must be within the Borough)</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. See note 3.)</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	<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 3 or more litters of puppies in any 12-month period; and/or breeding dogs and 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)?	<input type="checkbox"/> Yes – permission granted <input type="checkbox"/> Yes – permission not required <input type="checkbox"/> No

Section 3: Applicant(s) detailsThe application is made by:
(tick one)

- A single individual
 Multiple individuals
 A limited company

*Please give details in part A**Please give details in parts A & B**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:

Email address:

Part B: Second individual applicant *(if any)* Mr Mrs Ms Other _____

Full name:

Home address:

Date of birth:

/ /

Daytime phone number:

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:

Company registration number:

- UK: Companies House
 Other: _____

VAT No.:

Daytime phone number:

Email address:

Part D: Alternative address for correspondence, if different from above

Name:

Address:

Daytime phone
number:

Email address:

Section 4: Accommodation and animal husbandry

See note 4.

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*See note 4.*

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 7: Fire safety*See note 4.*

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*See note 4.*

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*See note 4.*

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*See note 4.*

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*See note 5.*

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"/>		£	/ /

(Copies of Certificates can be forwarded with the application)

Section 13: Licence conditions

There are general conditions, and specific conditions for each type of licensable activity, which are set out in the legislation. These can be viewed on our website, www.pendle.gov.uk/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:

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:

Yes No

- a) A person who has at any time held a licence which was revoked under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations;
- b) A person who has at any time held a licence which was revoked under the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014;
- c) A person who has at any time held a licence which was revoked under the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012;
- d) A person who is disqualified under section 33 of the Welfare of Animals Act (Northern Ireland) 2011;
- e) A person who has at any time held a licence which was revoked under the Welfare of Racing Greyhounds Regulations 2010;
- f) A person who is disqualified under section 34 of the Animal Welfare Act 2006;
- g) A person who is disqualified under section 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006;
- h) A person who is disqualified under section 4(1) of the Dangerous Dogs Act 1991;
- i) A person who is disqualified under Article 33A of the Dogs (Northern Ireland) Order 1983;
- j) A person who is disqualified under section 6(2) of the Dangerous Wild Animals Act 1976 from keeping a dangerous wild animal;
- k) A person who is disqualified under section 3(3) of the Breeding of Dogs Act 1973 from keeping a breeding establishment for dogs;
- l) A person who is disqualified under section 4(3) of the Riding Establishments Act 1964 from keeping a riding establishment;
- m) A person who is disqualified under section 3(3) of the Animal Boarding Establishments Act 1963 from keeping a boarding establishment for animals;
- n) A person who is disqualified under section 5(3) of the Pet Animals Act 1951 from keeping a pet shop;
- o) A person who is disqualified under section 1(1) of the Protection of Animals (Amendment) Act 1954 from having custody of an animal;
- p) A person who is disqualified under section 4(2) of the Performing Animals (Regulation) Act 1925;
- q) A person who is disqualified under section 3 of the Protection of Animals Act 1911 from the ownership of an animal.

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 under the above-mentioned legislation or any similar animal welfare legislation, where that conviction or caution is not considered to be 'spent' at this time?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 of the pieces of legislation mentioned above?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 Welfare 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

As a minimum, please enclose the following documents

Please tick to confirm

I enclose a scale plan, showing the layout of the premises (*see guidance notes*).

I enclose a copy of the business' written emergency plan (*condition 10 of the General Conditions*).

Application fee

Please tick one of the following options

I enclose a cheque for £____, payable to Borough of Pendle (*see guidance notes for fees*).

I have made payment by an alternative method (*see guidance notes for payment methods*).

Section 16: 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:	

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), a scale plan of the premises (see below for requirements), the written emergency plan and any other relevant enclosures, to:

Licensing Services, Pendle Borough Council, Town Hall, Market Street, NELSON, Lancashire BB9 7LG

Data Protection – PLEASE READ THIS NOTICE CAREFULLY

We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in such public registers as the Council may be required to maintain.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about that that another person has provided, with other information we hold. We may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information,
- Prevent or detect crime, or
- Protect public funds.

We will not give your information to anyone else, or use information about you for other purposes, unless the law requires us to.

Pendle Borough Council is the data controller for the purposes of the Data Protection Act. If you would like to know more about what information we hold about you, or the way we use it, please contact us.

Office use only			
Date received:		Fee received:	£
App. Fee paid:	YES / NO	Receipt number:	
App. Complete:	YES / NO	Lic. approved:	YES / NO
Remaining fee paid:	YES / NO	Fee received:	£
Star rating:		Receipt number:	
Licence valid from:		Licence expires:	
IDOX Ref.:		Lic. No.:	
Notes:			

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: _____				
<i>Please give details of any other species on an additional page, if necessary</i>				
Type of business:				
Pet Shop <input type="checkbox"/>	Home Sales <input type="checkbox"/>	Internet Sales <input type="checkbox"/>	Wholesales <input type="checkbox"/>	
Third-party sales <input type="checkbox"/>	Hobby sales <input type="checkbox"/>	Sale of animal to the public as pets by means of fixed/minimum donation <input type="checkbox"/>	Other, please state: <input type="checkbox"/>	

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:

- 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 an additional page if necessary.

How do you propose to minimise disturbance from noise? Continue on an additional 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? <i>See note 2.</i>		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: <i>(copies can be sent with the application)</i>	<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:	

No. of stalls:		No. of boxes:	
Covered yard (dimensions):		Open yard (dimensions):	

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?

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: *See note 3*

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 an additional 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

Guidance notes for applicants

Under the Animal Welfare (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 Welfare Licences'.

1. Legislation 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 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 an additional 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. A copy of a Certificate(s) can also be submitted.

Qualifications / Training Certificates

If the applicants, or any other staff members, hold any qualifications or training certificates for any licensable activities, copies can be included with the application.

Scale plan requirements (Section 15)

If you are applying for a new licence, 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

If you have previously submitted a scale plan of your premises (i.e. if you are applying to renew an existing licence), and no changes have been made to the layout or structure of the premises since your licence was granted, it is not necessary to submit a further plan with this application.

Fees for applications:

Please pay the application fee ONLY when you submit your application. The grant fee is payable immediately prior to the issue of the licence, dependent on the length of the licence to be issued.

Applicants applying to carry on the activities of Breeding Dogs or Hiring out Horses will be required to pay an additional fee for inspections carried out by an appropriate Veterinary Surgeon.

	Application Fee (£)	1 Year Grant Fee (£)	2 Year Grant Fee (£)	3 Year Grant Fee (£)	
1	Hiring out horses – 0-5 animals	275	186	303	420
2	Hiring out horses – 6-15 animals	275	186	303	420
3	Hiring out horses – 16-30 animals	275	186	303	420
4	Breeding dogs	275	147	147	147
5	Keeping/ training animals for exhibition	131	147	147	147
6	Selling animals as pets	136	109	109	109
7	Home boarding for dogs	155	147	147	147
8	Boarding cats or dogs	155	147	147	147
9	Day care for dogs	155	147	147	147
10	Activities 5, 6, 7, 8, 9 plus breeding dogs	276	147	147	147
11	Activities 5, 6, 7, 8, 9 plus 1, 2 or 3 will be charged at the rate for 1, 2 or 3 plus the rate of the individual activity.				
12	Appeals		266		
13	Rescoring request		106 (plus any Vets fees necessary)		
	Vets charges per visit (for any licence involving hiring out horses or breeding dogs).		250		

Payment Methods

- **By cheque** – Made payable to ‘Borough of Pendle’ and sent with the application and enclosures to:
 - Licensing Services, Pendle Borough Council, Town Hall, Market Street, NELSON BB9 7LG
 - If renewing, please quote your licence number on the reverse of the cheque.
- **By BACS** – Using the following details:
 - Bank Name: Lloyds Bank plc
 - Sort Code: 30-11-48
 - Account No.: 00846389
 - Account Name: Borough of Pendle
 - Remittance email: creditors@pendle.gov.uk
 - Remittance Fax: 01282 697228
 - Please quote the reference: 2224E / 9303.
- **By card** – Over the phone on: 01282 661818
 - Please quote the reference: 2224E / 9303.
- **Online** – At: http://www.pendle.gov.uk/pay_for_it
 - Select ‘Make an online payment’.
 - Select ‘Licensing & Land Charges’ from the ‘Payment Type’ section on the left.
 - Select the licence type (Animal Welfare Licensing) from the drop-down list.
 - Complete the rest of the form and submit.