

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

## Application to register for the exhibition/encounters or training of performing animals

### Applicant profile

Please complete all the questions in the form.  
If you have nothing to record, please state "Not applicable" or "None"

<b>1</b>	<b>Agent</b>					
1.1	Are you an agent acting on behalf of the applicant	yes		No		If no go to 2
<b>1b</b>	<b>Further information about the Agent</b>					
1.2	Name					
1.3	Address					
1.4	Email					
1.5	Main telephone number					
1.6	Other telephone number					

<b>2</b>	<b>Applicant details</b>					
2.1	Name (Please list names of all applicants)					
2.2	Applicants date of birth – (Please give DOB for all applicants)					
2.3	Address					
2.4	Email					
2.5	Main telephone number					
2.6	Other telephone number					
2.7	Applying as a business or organisation, including a sole trader	Yes		No		
2.8	Applying as an individual	Yes		No		

<b>3</b>	<b>Applicant Business</b>					
3.1	Is your company registered with companies house	yes		No		
3.2	Registration Number					
3.3	Is your business registered outside the UK					
3.4	VAT Number					

<b>3</b>	<b>Applicant Business</b>		
3.5	Legal status of the business		
3.6	Your position in the business		
3.7	The country where your head office is located.		
<b>3b</b>	<b>Business Address – This should be your official address – The address required of you by law to receive all communication</b>		
3.8	Building name or number		
3.9	Street		
3.10	District		
3.11	City or Town		
3.12	County or administrative area		
3.13	Post Code		
3.14	Country		

### Application to register for the exhibition/encounters or training of performing animals

Please complete all the questions in the form.  
If you have nothing to record, please state "Not applicable" or "None"

<b>1</b>	<b>Type of business/performance (please tick)</b>		
1.1	TV/Film/Social Media		
1.2	Theatre		
1.3	Educational purposes		
1.4	Circus using domestic animals		
1.5	Exhibiting Animals		
1.6	Animal Encounters		
1.7	Birds of Prey shows/exhibits		
1.8	Other please state		

<b>2</b>	<b>Application Details</b>			
2.1	Have you been registered/licenced before	yes	No	If no go to 2b
2.2	Local Authority where registered/licenced			
2.3	Give details of registration e.g. type and numbers of animals, type of performance or exhibition.			

<b>2</b>	<b>Application Details</b>		
<b>2b</b>	<b>Further information about the applicant</b>		
2.4	Stage name (if any)		
2.5	Nationality		
2.6	Date of birth		

<b>3</b>	<b>Animals to be kept at</b>		
3.1	Name of premises/trading name		
3.2	Address of premises		
3.3	Telephone number of premises		
3.4	Email address		
3.5	Do you have planning permission for this business use?	Yes/No	
3.6	Is the premises rented?	Yes/No If yes has permission been granted by the landlord Yes/No	

<b>4</b>	<b>Species of animals to be trained</b>		
4.1	Please list below the species of animals you train and the number of each species		

<b>5</b>	<b>Species of animals for exhibition / encounter</b>		
5.1	Please list the species of the animals for exhibition / encounter and the number of each species		

<b>6 Proposed Performance or Encounter</b>		
6.1	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.	
6.2.	Approximate duration of the performance (s)	
6.3	Number of times the performance will be given in one day.	
6.4	How will the animals be transported	
6.5	Where are the animals to be kept when not performing or being exhibited whilst at the exhibition / encounter site.	

<b>7 Veterinary surgeon</b>		
7.1	Company name	
7.2	Name of usual veterinary surgeon	
7.3	Address	
7.4	Telephone number	
7.5	Email address	

<b>6 Emergency key holder</b>		
6.1	Do you have an emergency key holder?	Yes / No
6.2	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?	Yes / No – Please provide same details as points 6.2-6.7 for each additional person.	
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<b>7 Public liability insurance</b>				
7.1	Do you have public liability insurance?	Yes / No	If no, go to question 6.6	
If yes, please provide details of the policy				
7.2	Insurance company			
7.3	Policy number			
7.4	Period of cover			
7.5	Amount of cover (£m)			
7.6	Liability insurance is a requirement for a licence. Please state what steps you are taking to obtain such insurance			

<b>8 Disqualifications and convictions</b>					
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?	Yes/No			
8.2	Keeping a dog?	Yes / No			
8.3	Keeping an animal boarding establishment?	Yes/No			
8.4	Keeping a riding establishment?	Yes/No			
8.5	Having custody of animals?	Yes/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?	Yes/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?	Yes / No			
8.8	If yes to any of these questions, please provide details,				

<b>8</b>	<b>Additional details</b>		
	Please check local guidance notes and conditions for any additional information which may be required		
8.1	Additional information which is required or may be relevant to the application		

### Declaration statement

<b>1</b>	<b>Payment</b>		
1.1	As soon as we have received your completed application we will send out an invoice to you. Invoices will be issued to the applicant unless you advise otherwise. Invoices should be paid within two weeks of receipt. Please follow instructions on the reverse of the invoice on how to pay.		

<b>2</b>	<b>Model Licence Conditions &amp; Guidance</b>		
	All applicants to tick that they have read the applicable model licence conditions & guidance		
2.1	Selling of animals		
2.3	Animal Boarding		
2.4	Performing Animals		
2.5	Riding Establishments		
2.6	The Breeding and Sale of Dogs		

<b>3</b>	<b>Additional Information</b>		
	Please enclose the following Information/documents with your application		
3.1	A plan of the premises (this can be hand drawn)		
3.3	Insurance policy		
3.4	Operating procedures		

<b>3</b>	<b>Additional Information</b>	
3.5	Risk Assessments (including Fire)	
3.6	Infection control procedure	
3.6	Qualifications	
3.7	Training records	

<b>4</b>	<b>Public register</b>	
4.1	<p>The authority are regularly sent requests for information on animal licenses. This can be from individuals for their own purpose i.e. if they are looking for a business to use and also from businesses under the freedom of information requests for marketing purposes.</p> <p>We will be creating a public register to fulfil these requirements.</p> <p>Please indicate whether you wish for a) all of your details including name, full address and telephone number on the register or b) your name and first part of your post code only</p> <p>a) <input type="checkbox"/>                      b) <input type="checkbox"/></p>	

<b>5</b>	<b>Declaration</b>	
5.1	This section must be completed by the applicant(s). If you are an agent please ensure this section is completed by the applicant(s).	
5.2	I am aware of the provisions of the relevant Act and model licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.	
5.3	Ticking this box indicates you have read and understood the above declaration	
5.4	Full Name	
5.5	Capacity	
5.6	Date	

### Check list

1	Applicant profile complete	
2	Application forms for each activity undertaken – Please tick forms enclosed	
	Selling of animals	
	Animal Boarding - Commercial boarding / home boarding / day care	
	Performing Animals	
	Riding Establishments	
	The Breeding and Sale of Dogs	
3	Additional Information	
	A plan of the premises (this can be hand drawn)	
	Insurance policy	

	Operating procedures	
	Risk Assessments (including Fire)	
	Infection control procedure	
	Qualifications	
	Training records	
4	Declaration statement	

NB: An application is not complete unless all of the appropriate documentation (as above) and full payment has been received. As per the declaration document we will invoice you accordingly when we have received and assessed your application pack. If you have not received an invoice within 14 days of submitting your application pack please contact us on 01283 508548/508522

PLEASE RETURN COMPLETED FORM AND DOCUMENTS TO:

Environmental Health  
East Staffordshire Borough Council  
The Town Hall  
Burton upon Trent  
Staffordshire  
DE14 2EB