

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

**Application for a licence to keep or train animals for  
exhibition**

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

<b>Section 1: Applicant Details</b>			
Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state) _____		
First name (s):			
Surname:			
Date of Birth:			
Address:			
Post Code:			
Daytime phone number:		Mobile phone number:	
Email address:			
Website Address:			
Applying as a business or organisation, including a sole trader		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applying as an individual		<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Section 2a: Applicant Business</b>				
2.1	Is your company registered with companies house?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.2	Registration Number			
2.3	Is your business registered outside the UK?			
2.4	VAT Number			
2.5	Legal status of the business			
2.6	Your position in the business			
2.7	The country where your head office is located.			

**2b Business Address -**  
**This should be your official address - The address required of you by law to receive all communication**

Building name or number	
Street	
District	
City or Town	
County or administrative area	
Post Code	
Country	

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

<b>Section 3: Details of premises to be used in relation to the activity</b>	
Trading Name	
Address of Premises	
Telephone number of Premises	

<b>Section 4: Type of business/performance (please tick all that apply)</b>			
TV/Film/Social Media	<input type="checkbox"/>	Exhibiting Animals	<input type="checkbox"/>
Theatre	<input type="checkbox"/>	Animal Encounters	<input type="checkbox"/>
Circus using domestic animals	<input type="checkbox"/>	Birds of Prey shows/exhibits	<input type="checkbox"/>
Other, please state			

<b>Section 5a: Application Details</b>			
Have you been registered/licensed before	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If <b>NO</b> please go to 5b
Local Authority where registered/licensed			
Give details of registration e.g type and numbers of animals, type of performance or exhibition.			
<b>Section 5b: Further information about the applicant</b>			
Stage name (if any)			
Nationality			
Date of birth			

<b>Section 6: Details of the Animals Kept or Trained for Exhibition (please continue on separate sheet if necessary)</b>			
Common Name of Species	Scientific Name of Species	Numbers Trained	Numbers Exhibited

<b>Section 7: Proposed Performance or Encounter</b>	
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.	
Approximate duration of the performance (s)	
Number of times the performance will be given in one day.	

### Section 7: Proposed Performance or Encounter

How will the animals be transported	
Where are the animals to be kept when not performing or being exhibited.	

### Section 8: Veterinary surgeon

Name of usual veterinary surgeon	
Company name	
Address	
Telephone number	
Email address	

### Section 9: Emergency key holder

Do you have an emergency key holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If <b>NO</b> please go to Section 10
Name		
Address		
Contact telephone number		
Email address		
Is there another key holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please include details in the Additional Information Section 12

### Section 10: Public liability insurance

10.1	Do you have public liability insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, go to question <b>10.6</b>
If yes, please provide details of the policy			
10.2	Insurance company		
10.3	Policy number		
10.4	Period of cover		
10.5	Amount of public liability cover?	<input type="checkbox"/> £5m <input type="checkbox"/> £10m <input type="checkbox"/> over £10m	
10.6	Please state what steps you are taking to obtain such insurance		

### Section 11: Disqualifications and convictions **NB: Please read Schedule 8 of the attached notes**

Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:

Keeping a pet shop?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Keeping a dog?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Keeping an animal boarding establishment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Keeping a riding establishment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Having custody of animals?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the applicant, or any person who will have control or management of the establishment, been disqualified or convicted of any offences under:  Animal Welfare Act 2006 Animal Welfare (Scotland) Act 2006 Dangerous Dogs Act 1991 Any other legislation listed in Schedule 8 of the LAIA Regulations 2018	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes to any of these questions, please provide details:		

**Section 12: Additional details**

Please check local guidance notes and conditions for any additional information which may be required

Additional information which is required or may be relevant to the application

**Section 13: Statutory Guidance**

All applicants to tick that they have read the applicable statutory guidance and conditions relating to Animal Boarding

**Section 14: Additional Information**

Please attach the following Information

A plan of the premises	<input type="checkbox"/>	Infection Control Procedure	<input type="checkbox"/>
Insurance policy (minimum £5million)	<input type="checkbox"/>	Qualifications	<input type="checkbox"/>
Standard Operating procedures	<input type="checkbox"/>	Training records	<input type="checkbox"/>
Emergency Response Plan	<input type="checkbox"/>	Other documents may be required specific to the type of activity	<input type="checkbox"/>
Basic DBS Certificate	<input type="checkbox"/>	Basic DBS Certificate to Follow	<input type="checkbox"/>

**Section 15: Declaration**

I am aware of the provisions of the relevant Act, Regulations and Statutory Guidance.

The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.

I understand that a person authorised by the council will inspect the premises before a licence is issued.

I understand that a person authorised by the council may inspect the premises either by appointment or unannounced at any reasonable time.

I understand that a person authorised by the council may take photographs or video footage whilst carrying out inspections or visits to the premises.

I am aware that a fee is payable for this licence application.

I accept that all veterinary fees incurred by the authority in respect to the licence application will be recoverable at cost.

I accept that in the event of my application being refused or I withdraw it, I will not be refunded the application part of the licence fee.

I apply under the above legislation for a licence to carry on the activity of **Keeping or Training of Animals for Exhibition** from the above premises..

I consent to my business details being published on the Hastings Borough Council website.

I accept that on occasion the council has to provide information to third parties in response to requests made under the Environmental Information Regulations 2004, Data Protection Act 1998 and Freedom of Information Acts.

**Ticking this box indicates you have read and understood the above declaration**

Signature		Date
Full Name		
Capacity/Position of Signatory		

**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 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 information about you to anyone else, or use information about you for other purposes, unless the law allows us to. Hastings 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.

# Guidance notes on applying for an Animal Activity Licence

## Guidance Note 1 – Application process

The steps involved in the application process are set out below. Wherever possible, we aim to complete the application process within 10 weeks of receiving the application.

1. The applicant submits their application form and the relevant application fee to the local authority.
2. A suitably qualified inspector will arrange to visit the relevant premises and carry out an inspection to establish if a licence can be granted.
3. The applicant is informed of the outcome of the inspection.
4. Once the licence fee and any applicable vet inspection fees have been received, the licence will be issued for the relevant period of time.

## Guidance Note 2 – Persons who may not apply for a licence

Regulation 11 sets out details of those persons who may not apply for a licence in respect of any licensable activity. Regulation says that the following persons may not apply:

- (a) a person listed as a disqualified person in paragraph 4 or any of paragraphs 6 to 17 of Schedule 8 where the time limit for any appeal against that disqualification has expired or where, if an appeal was made, that appeal was refused;
- (b) a person listed in any of paragraphs 1 to 3 and 5 of Schedule 8 as having held a licence which was revoked where the time limit for any appeal against that revocation has expired or where, if an appeal was made, that appeal was refused.

Schedule 8 of the regulations is shown on the following page:

**SCHEDULE 8**  
***Persons who may not apply for a licence***

1. A person who has at any time held a licence which was revoked under regulation 15 of these Regulations.
2. A person who has at any time held a licence which was revoked under regulation 17 of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014.
3. A person who has at any time held a licence which was revoked under regulation 13 of the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012.
4. A person who is disqualified under section 33 of the Welfare of Animals Act (Northern Ireland) 2011.
5. A person who has at any time held a licence which was revoked under regulation 12 of the Welfare of Racing Greyhounds Regulations 2010.
6. A person who is disqualified under section 34 of the Act.
7. A person who is disqualified under section 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006.
8. A person who is disqualified under section 4(1) of the Dangerous Dogs Act 1991.
9. A person who is disqualified under Article 33A of the Dogs (Northern Ireland) Order 1983.
10. A person who is disqualified under section 6(2) of the Dangerous Wild Animals Act 1976 from keeping a dangerous wild animal.
11. A person who is disqualified under section 3(3) of the Breeding of Dogs Act 1973 from keeping a breeding establishment for dogs.
12. A person who is disqualified under section 4(3) of the Riding Establishments Act 1964 from keeping a riding establishment.
13. A person who is disqualified under section 3(3) of the Animal Boarding Establishments Act 1963 from keeping a boarding establishment for animals.
14. A person who is disqualified under section 5(3) of the Pet Animals Act 1951 from keeping a pet shop.
15. A person who is disqualified under section 1(1) of the Protection of Animals (Amendment) Act 1954 from having custody of an animal.
16. A person who is disqualified under section 4(2) of the Performing Animals (Regulation) Act 1925.
17. A person who is disqualified under section 3 of the Protection of Animals Act 1911 from the ownership of an animal.