

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

Application for a licence to carry on the activity of keeping or training animals for exhibition

Standard applicant profile section 1

1	Reference number	
1.1	System reference Number	
1.2	Your reference	

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

2	Agent					
2.1	Are you an agent acting on behalf of the applicant	Yes		No		If no go to 3
2b	Further information about the Agent					
2.2	Name					
2.3	Address					
2.4	Email					
2.5	Main telephone number					
2.6	Other telephone number					

3	Applicant details					
3.1	Name					
3.2	Address					
3.3	Email					
3.4	Main telephone number					
3.5	Other telephone number					
3.6	Applying as a business or organisation, including a sole trader	Yes		No		
3.7	Applying as an individual	Yes		No		

4	Applicant Business					
4.1	Is your company registered with companies house	yes		No		If no go to 4.3
4.2	Registration Number					
4.3	Is your business registered outside the UK					
4.4	VAT Number					
4.5	Legal status of the business					
4.6	Your position in the business					

4	Applicant Business		
4.7	The country where your head office is located.		
4b	Business Address – This should be your official address – The address required of you by law to receive all communication		
4.8	Building name or number		
4.9	Street		
4.10	District		
4.11	City or Town		
4.12	County or administrative area		
4.13	Post Code		
4.14	Country		

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

5	Type of business/performance (please tick)		
5.1	TV/Film/Social Media		
5.2	Theatre		
5.3	Circus using domestic animals		
5.4	Exhibiting Animals		
5.5	Animal Encounters		
5.6	Birds of Prey shows/exhibits		
5.7	Other please state		

6	Application Details					
6.1	Have you been registered/licensed before	Yes		No		If new go to 6b
6.2	Local Authority where registered/licensed					
6.3	Give details of registration e.g type and numbers of animals, type of performance or exhibition. (Please use an additional sheet/spreadsheets if necessary)					
6b	Further information about the applicant					
6.3	Stage name (if any)					
6.4	Nationality					
6.5	Date of birth					

7	Animals to be trained		
7.1	Name of premises/trading name		
7.2	Address of premises		
7.3	Telephone number of premises		
7.4	Email address		

8	Kinds of animal to be trained and the number of each kind		
8.1	Kind of animal		
8.2.	Number		
8.3	Is there another kind of Animal?	Yes/No	If yes please include details in the Additional Information section at 15.1

9	Kinds of animal to be exhibited/Encounter and the number of each kind		
9.1	Kind of animal		
9.2.	Number		
9.3	Is there another kind of Animal?	Yes/No	If yes please include details in the Additional Information section at 15.1

10	Proposed Performance or Encounter		
10.1	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.		
10.2	Approximate duration of the performance (s)		
10.3	Number of times the performance will be given in one day.		
10.4	How will the animals be transported		
10.6	Where are the animals to be kept when not performing or being exhibited.		

11	Veterinary surgeon		
11.1	Name of usual veterinary surgeon		
11.2	Company name		
11.3	Address		
11.4	Telephone number		
11.5	Email address		

12	Emergency key holder		
12.1	Do you have an emergency key holder?	Yes / No	If no, go to 13.1
12.2	Name		
12.3	Position/job title		
12.4	Address		
12.5	Daytime telephone number		
12.6	Evening/other telephone number		
12.7	Email address		
12.8	Is there another key holder?	Yes/No	If yes please include details in the Additional Information section at 15.1

13	Public liability insurance		
13.1	Do you have public liability insurance?	Yes / No	If no, go to question 14.6
	If yes, please provide details of the policy		
13.2	Insurance company		
13.3	Policy number		

13.4	Period of cover		
13.5	Amount of cover (£5million minimum required)		
13.6	Please state what steps you are taking to obtain such insurance		

14	Disqualifications and convictions		
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:		
14.1	Keeping a pet shop?	Yes/No	
14.2	Keeping a dog?	Yes / No	
14.3	Keeping an animal boarding establishment?	Yes/No	
14.4	Keeping a riding establishment?	Yes/No	
14.5	Having custody of animals?	Yes/No	
14.6	Has the applicant, or any person who will have control or management of the establishment, been disqualified or convicted of any offences under the: 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	Yes/No	
14.7	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	
14.8	If yes to any of these questions, please provide details		

15	Additional details		
	Please check local guidance notes and conditions for any additional information which may be required		
15.1	Additional information which is required or may be relevant to the application		

Standard payment and declaration section

16	Payment		
16.1	Payment must be made in full at the time of making the application		
16.2	Confirmation of when and how payment made, including payment reference number, if applicable	Current fee is £386.00. Payment can be made by cheque or by phone 01322 343434 quoting Ref H1380 9451 VAT 8	

17	Statutory Guidance		
	All applicants to tick that they have read the applicable statutory guidance and conditions		
17.1	Selling Animals as Pets		
17.2	Boarding for Cats		
17.3	Boarding in Kennels for Dogs		

17	Statutory Guidance	
17.4	Day Care for Dogs	
17.5	Home Boarding for Dogs	
17.6	Keeping or Training Animals for Exhibition	
17.7	Hiring Out Horses	
17.8	Breeding Dogs	

18	Additional Information	
	Please attach the following Information	
18.1	A plan of the premises	
18.2	Insurance policy (minimum £5million)	
18.3	Standard Operating procedures	
18.4	Emergency Response Plan	
18.5	Infection Control Procedure	
18.6	Qualifications	
18.7	Training records	
18.8	Other documents may be required specific to the type of activity	

19	Declaration	
19.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
19.2	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 once a licence has been issued 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 understand that I am liable for the all veterinary fees incurred by the Council in respect of the licence application. I understand that in the event of my application being refused or withdrawn, I will not be refunded the application fee or any part thereof.	
19.3	Ticking this box indicates you have read and understood the above declaration	
19.4	Signature	
19.5	Full Name	
19.6	Capacity/Position of Signatory	
19.7	Date	

DATA PROTECTION - We will collect and use your personal information to administer our animal welfare licensing process.

Our **lawful bases** for processing your personal information are:

- our legal obligation(s) under the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018
- necessary for the performance of a task in the public interest or in the exercise of official authority vested in us under the above legislation

Reasons for processing - some of the information that is collected and shared is classified as:

- special category personal data;
- criminal convictions and offences (including alleged offences).

This is processed for reasons of substantial public interest under the laws that apply to us (see above) where this helps to meet our broader social obligations such as where it is necessary for us to fulfil our legal obligations and regulatory requirements. We have a Data Protection Policy that sets out how this information will be handled.

Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR is the Data Controller dataprotection@dartford.gov.uk

Please refer to our Corporate Privacy Notice and the Privacy Notice for Environmental Health (joint service with Sevenoaks District Council) at www.dartford.gov.uk for further details of how we process your personal information and your rights.