



Application for an Animal Activity Licence

I am applying for a:

(tick one)

See notes 1 and 2.

☐ New licence

☐ Renewal of a licence

☐ Variation of a licence

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.

For new and renewal applications, please provide all necessary documents as indicated in Section 15.

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

This section should be left blank on new licence applications

Licence number:

Expiry date of
current licence:

Section 2: Business details

Trading name (if any):

Full address:
(including postcode)

Telephone number(s):

Email address:

Business website (if any):

Which licensable activities do you intend to carry on?

(tick all that apply and complete the appropriate section of the form as indicated. See note 3.)

- ☐ Selling animals as pets in the course of a business *Complete Schedule 1*
- ☐ Providing or arranging for provision of accommodation for cats or dogs in the course of a business *Complete Schedule 2*
- ☐ Hiring out horses in the course of a business *Complete Schedule 3*
- ☐ Breeding 3 or more litters of puppies in any 12-month period; and/or breeding dogs and advertising a business of selling dogs *Complete Schedule 4*
- ☐ Keeping or training animals for exhibition in the course of a business for educational or entertainment purposes *Complete Schedule 5*

Nature of premises:

☐ Commercial / retail unit

☐ Private dwelling

☐ Other (please describe: _____)

Has the premises been granted planning permission for this use(s) (or has it been confirmed that planning permission is not required)?

- ☐ Yes – permission granted
- ☐ Yes – permission not required
- ☐ No

Section 3: Applicant(s) details

The application is made by:
(tick one)

☐ A single individual

Please give details in part A

☐ Multiple individuals

Please give details in parts A & B

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.

Section 4: Accommodation and facilities

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).

Please give details of the quarters used to accommodate animals including construction, size, occupancy, temperature, lighting, ventilation, cleanliness, exercise facilities and arrangements, and food storage preparation.

Please give details of how you propose to minimise disturbance from noise.

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:	

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)

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)

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"/>		£	/ /

Section 13: Licence conditions

There are general conditions and specific conditions for each type of licensable activity which are set out in the legislation, copies of which are available to view at <https://www.ashford.gov.uk/licensing/animal-licences/>

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, currently disqualified from applying for a licence by virtue of any of the following circumstances: ☐ Yes ☐ No

<ul style="list-style-type: none"> 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, 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, 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, ever been refused an Animal Activity 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:	
<div style="height: 50px;"></div>	

Section 15: Enclosures

Documents *Please ensure the completed application is accompanied by copies of the following, 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)
- ☐ I enclose a copy of the insurance policy
- ☐ I enclose a copy of the operating procedures
- ☐ I enclose a copy of the risk assessment, including fire

- ☐ I enclose a copy of the infection control procedure
- ☐ I enclose a copy of my qualifications
- ☐ I enclose a copy of training records

Application fee(s) *Payment must be made at the time of making the application, please tick one of the following options*

- ☐ I enclose a cheque for £_____, payable to Ashford Borough Council.
- ☐ I have paid by credit or debit card over the telephone and my reference is _____

Section 16: Declaration and signatures

All applicants must sign the form, if you are an agent please ensure the applicant(s) complete this section

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 (copies of which are available to view at <https://www.ashford.gov.uk/licensing/animal-licences/>) 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.

Submitting your application

Completed application forms should be submitted, along with payment of the appropriate fee(s) and supporting documents (see Section 15: Enclosures), either:

By post: Licensing, Ashford Borough Council, International House, Dover Place, Ashford, Kent TN23 1HU

By email: licensing@ashford.gov.uk

Data Protection Privacy Notice – PLEASE READ THIS NOTICE CAREFULLY

Ashford Borough Council is the data controller for any personal information collected in this application. Your information will be used to administrate the licence, processing is being conducted relying upon a contractual legal basis. Your data may be shared with other departments within the council for the purpose of improving services, keeping records up-to-date and for the protection of the public fund. It may also share your data with other bodies responsible for auditing public funds for these purposes. You can find further information about data sharing to identify fraud at www.ashford.gov.uk/transparency/data-protection/data-sharing-to-identify-fraud/. Your information will be retained as long as you hold the licence + 12 years. For more information about your data protection rights please see our data protection pages which can be found at www.ashford.gov.uk or contact the Data Protection Officer, Ashford Borough Council, International House, Dover Place, Ashford, Kent TN23 1HU.

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 no. 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 no 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			
	Please specify species:			
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:				
Any other species (please specify)				

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 a blank 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:	<input type="checkbox"/> Instructor's Certificate of the British Horse Society <input type="checkbox"/> Intermediate Instructor's Certificate of the British Horse <input type="checkbox"/> Society Assistant Instructor's Certificate of the British <input type="checkbox"/> Horse Society 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:	

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?

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If not detailed above, please describe the accommodation / storage provided for forage, bedding, stable equipment and saddlery?

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Details of horses to be kept at the premises

Please give the details of any horse which is [proposed to be] kept at the premises. Please continue on an additional page where necessary.

Name of horse	Sex M/F	Age in years	Passport no.	Description, including size	Purpose for which kept e.g. riding instruction, let out on hire for riding	Age range of people who ride this horse

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

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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 a blank 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

Schedule 5: Keeping or training animals for exhibition in the course of a business for educational or entertainment purposes

Please give details of all animals intended to be kept by the applicant(s) for the above-mentioned purposes. Continue on a blank page if necessary.

Name	Species / Breed	Age	Sex M/F	Purpose / Exhibition type

Describe briefly the general nature of the performance or performances in which the animals are to be exhibited, or for which they are to be trained. The description must be sufficient to give a general idea of what is done by the animals taking part in the performance but need not give details which would divulge any professional secret.

Please ensure you mention the approximate duration of the performance, the number of times for which it is usually to be given in one day, the number of animals of each kind taking part in the performance and any apparatus used for the purpose of the performance

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Guidance notes for applicants

Under the Animal Welfare Act 2006 (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 Activity Licences.

1. The Act 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 a blank 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.

Scale plan requirements

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.