

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. Applicant Business		
4.4	VAT Number	
4.5	Legal status of the business	
4.6	Your position in the 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 no 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/spreadsheet 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?	Ye		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

17. Statutory Guidance	
	All applicants to tick that they have read the applicable statutory guidance and conditions

17. Statutory Guidance		
17.6	Keeping or Training Animals for Exhibition	

18. Standard Operating Procedures (SOP)		
See guidance attached from the City of London referenced by the number in the second column. Please attach the following documents with your application.		
18.1	4.1 Health Care & Incident SOP	
18.2	4.3 Staff Training Policy	
18.3	5.5 Cleaning & Hygiene SOP	
18.4	7.5 Immature Animal Opportunities SOP	
18.5	8.2 Separation/Grouping of Animals Policy	
18.6	9.1 i) feeding regimes	
	9.1 ii) cleaning regimes	
	9.1 iii) transportation	
	9.1 iv) prevention of & control of spread of disease	
	9.1 v) monitoring and ensuring health and welfare of animals	
	9.1 vi) death of escape of animal	
18.7	9.3 Isolation SOP	
18.8	10.1 & 10.2 Written Emergency Plan – see attached guidance	
18.9	2.1 Contingency Policy for vehicle breakdown/other emergency	
18.10	7.7 Risk assessment for exhibition events	

N.B. Records that will be examined by the Inspecting Officer are also outlined in the attached guidance.

19. Additional Information (Please attach the following Information)		
19.1	A plan of the premises	
19.2	Insurance policy (minimum £5million)	
19.3	Qualifications	
19.4	Training records	

20. Declaration		
20.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	

20.2	<p>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 I withdrawn it, I will not be refunded the application fee or any part thereof under any circumstances. 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 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.</p>	
20.3	Ticking this box indicates you have read and understood the above declaration	
20.4	Signature	
20.5	Full Name	
20.6	Capacity/Position of Signatory	
20.7	Date	