

Application Form for a Licence to Keep Primates

The Animal Welfare (Primates) Regulations 2024

Please complete all the questions in the form as your application will be returned if not fully completed.

Application type

New application	
Renewal application	
If this is a renewal application, please provide your current licence number here	

Main applicant details

Title	
First name	
Surname	
Preferred pronouns	<input type="checkbox"/> He/Him <input type="checkbox"/> She/Her <input type="checkbox"/> They/Them <input type="checkbox"/> Other Enter other pronoun:
Date of birth (DD/MM/YYYY)	
Nationality	

Convictions and Disqualifications

Have you ever been convicted in relation to, or been disqualified in respect of:

- Selling animals
- Animal boarding/ walking/ sitting.
- Hiring out horses/ running a riding establishment
- Keeping animals for Exhibition
- Breeding Dogs
- Offences under the Animal Welfare Act 2006
 - Section 4 Unnecessary Suffering
 - Section 5 Mutilation
 - Section 6 Docking of Dogs' Tails
 - Section 7 Administration of Poisonous/ Injurious Substances
 - Section 8 Fighting
 - Section 9 Duty of Care
 - Section 11 Sale of Animals/ Animals as Prizes to Under 16s
- Offences under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
- Offences under the Dangerous Wild Animals Act 1976
- Offences under the Zoo Licensing Act 1981
- Other Conviction

<p>Have you ever had a licence refused or revoked?</p>	<p><input type="checkbox"/> Yes – Provide details below</p> <p><input type="checkbox"/> No</p>
<p>If you have ticked convictions, disqualifications, please provide details here.</p>	
<p>DBS Certificate Enclosed?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (your application cannot be processed without enclosing a basic DBS Certificate)</p>
<p>Will you be named on the licence? Note: This makes you legally liable for compliance with the licence and the welfare of the animals.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

Correspondence details - How we can contact you

Address	
Home number	
Mobile number	
Business number	
Email address	

Second application details (if applicable)

Title	
First name	
Surname	
Preferred pronouns	<input type="checkbox"/> He/Him <input type="checkbox"/> She/Her <input type="checkbox"/> They/Them <input type="checkbox"/> Other Enter other pronoun:
Date of birth (DD/MM/YYYY)	
Nationality	

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Correspondence details - How we can contact you

Address	
Home number	
Mobile number	
Business number	
Email address	

Have any applicants held an animal licence previously?

Yes

No

(if no, just answer N/A below)

Full name of licence holder	
Name of licensing authority	
Type of licence held	
Held for how long?	

About the Primates

<p>Do you own the primates you keep?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no, do you have contract or agreement with the owner of the primate?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>List of primates kept</p>	<p>Complete the enclosed form (below)</p>
<p>Is the premises on which the primates will be kept the same as applicant 1 or 2?</p>	<p><input type="checkbox"/> Yes - Same as Applicant 1</p> <p><input type="checkbox"/> Yes - Same as Applicant 2</p> <p><input type="checkbox"/> No - it is different (please specify)</p>

<p>From which date do you wish the licence to have effect? Please allow a minimum of 10 weeks to process your application.</p>	
<p>Details of the quarters used to accommodate primates, including number, size (dimensions) and type of construction. You are required to submit a plan with dimensions with your application.</p>	
<p>Are any of the primates you keep listed under the Schedule of the Dangerous Wild Animals Act 1976?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please be aware that a Dangerous Wild Animals (DWA) Licence is also required. You will be assessed against the licence conditions for both pieces of legislation.</p>
<p>How many species primates you keep are listed under the Schedule of the Dangerous Wild Animals Act 1976?</p>	

Public Liability Insurance (minimum requirement is £5 million)

Name of Insurance Company	
Policy Number	
Cover Start Date	
Cover End Date	
Amount of Cover (£m)	
Policy Holder Name	

Agent details (if applicable)

Agency	
Agency name	
Telephone number	
Email address	
Agent address	

Your Veterinary Practice Details

Name of Veterinary Practice	
Vet name	
Telephone number	
Email address	
Address	
Out of Hours Vet Provider Name	
Out of Hours Vet Provider Telephone Number	
Out of Hours Vet Provider Email Address	
Out of Hours Vet Provider Postal Address	

Emergency Key holder 1

Must live within 30 minutes travelling distance of animal residence.

Full name	
Telephone number	
Email address	
Address	

Emergency Key holder 2

Must live within 30 minutes travelling distance of animal residence.

Full name	
Telephone number	
Email address	
Address	

Brief Overview of Animal Accommodation & Facilities

<p>Heating Provision</p>	<p><input type="checkbox"/> Thermostatically Controlled</p> <p><input type="checkbox"/> Manually Controlled</p> <p><input type="checkbox"/> Heat Lamp(s)</p> <p><input type="checkbox"/> Central Heating System</p> <p><input type="checkbox"/> Electric Panel Heaters</p> <p><input type="checkbox"/> Other (Specify):</p>
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Waste disposal provision	<input type="checkbox"/> Waste collection contract in place Name of contractor: Frequency of collection: <input type="checkbox"/> Household Waste Bin <input type="checkbox"/> Other (Specify):
Is the accommodation	<input type="checkbox"/> Wholly indoors <input type="checkbox"/> Wholly Outdoors <input type="checkbox"/> Combination of inside and outside space
Water Provision	<input type="checkbox"/> Mains Fed drinkers <input type="checkbox"/> Manual Water Receptacles
Veterinary Facilities/ Isolation	<input type="checkbox"/> Vet Room on Site for a Vet to Visit <input type="checkbox"/> Primates Transported Off-site to Vets

Lighting	<input type="checkbox"/> Artificial lighting (With UV) <input type="checkbox"/> Artificial Lighting (No UV) <input type="checkbox"/> Natural Lighting Only <input type="checkbox"/> Combination of Artificial (No UV) & Natural <input type="checkbox"/> Combination of Artificial (with UV) and Natural
Food Storage & Preparation Facilities	Separate animal kitchen? <input type="checkbox"/> Yes <input type="checkbox"/> No Details:

Supporting Document Checklist

Standard Operating Procedures

- Repair and maintenance procedure/programme
- Cleaning and Hygiene procedure
- Immature Primates Opportunities procedure
- Separating/ grouping of primates policy
- Written Emergency Plan covering fire (evacuation, firefighting equipment, how animals are evacuated and kept safe during the emergency, smoke & CO detector locations/ testing & fire drills), loss of utilities, extremes of weather/ temperature, breakdown of vehicle during animal transport, alternative accommodation provision in the event of premises becoming uninhabitable, an up-to- date list of emergency contact details that includes the fire service and police
- Disease control and prevention procedure including zoonoses
- Transportation Procedure
- Monitoring and Ensuring health and Welfare of Animals Procedure
- Isolation Procedure
- Letter from vets confirming registration and services provided to operator. (Storage of cadavers, emergency vet treatment & isolation facilities)
- Preventative Healthcare Plan/ Biosecurity Risk Assessment (signed by your registered veterinarian)

Activity Specific Procedures

- Introduction of new primates to the collection and/or existing groups of primates procedure.
- The individual diet plans for each primate
This must be created based on guidance from a Vet or primate dietary expert
- Breeding health and management plan provided by the veterinarian where breeding is planned
- Contraception plan for non-breeding primates

- Register of primates which includes:
 - (i) its name;
 - (ii) its sex;
 - (iii) its microchip number;
 - (iv) its date of birth or, if not known, its approximate date of birth;
 - (v) its species;
 - (vi) its colour and markings;
 - (vii) the name and contact details of its previous keeper (where applicable);
 - (viii) the date and cause of its death (where applicable); and
 - (ix) where the primate is permanently transferred to other premises, the name and contact details of the new keeper (where applicable) and the address of the place to which it has been relocated;
- A written procedure for special circumstances, including contingencies in the event of:
 - (a) the temporary isolation of any primate including arrangements for ensuring that the welfare needs of any primate that is being temporarily isolated are met during the period of its isolation.
 - (b) the death or escape of a primate; and
 - (c) the care of the primates following the revocation of the licence or the death of the licence holder

Also required where a Primate is a listed DWA

- If in a premises of multiple occupancy, i.e., a HMO, block of flats or a row of terraced properties, you must have an emergency plan in the event of an escape to protect public safety
- If in rented accommodation, evidence of permission from the landlord to keep a DWA must be supplied
- A risk assessment for keeping a dangerous wild animal

Other Documents

- Site plan of premises where animals are kept
- Plan of animal accommodation for each enclosure with dimensions
- Public Liability Insurance Certificate for at least £5 million cover (not to be confused with employers' liability which is different)
- Basic level DBS Certificate

List of primates to be licensed

Use this section to tell us about your primates. Please duplicate this page if you need space for more animals.

Name of animal	Species common name	Species Latin Name	Date of Birth (Day/Month/Year)	Neutered? Y/N	To be used for breeding? Y/N	Microchip/ ID details

Declaration

- I/ we have read and understood the conditions and guidance issued by the Department for Environment, Food & Rural Affairs (DEFRA) for keeping primates.
- I/ we understand that failing to comply with the licence conditions is a criminal offence and I may be liable to prosecution.
- The details provided in the application form and any attached documentation are correct to the best of my knowledge and belief
- I/we confirm that we have enclosed the supporting documents to accompany the application and that failure to do so will cause the application to be rejected.
- I understand my responsibilities under the Animal Welfare Act 2006 to the animals in my care.

<p>I have paid the correct licence fee to accompany my application:</p> <p>£ for a primate application with no dangerous wild animal (3-year licence)</p> <p>Or</p> <p>£ for a primate licence where the primate is listed under the schedule of the Dangerous Wild Animals Act 1976 (2-year licence)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Cheque Enclosed (Please write the type of licence application and 'Licensing Partnership' on rear of cheque) <input type="checkbox"/> Payment made via card over the telephone Payment Reference:
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Applicant 1

Signed	
Print name	
Date	

Applicant 2

Signed	
Print name	
Date	

Please send this application to:

- Licensing Partnership
Council Offices
Argyle Road
Sevenoaks
Kent
TN13 1HG
- Telephone: 01732 227004
- Email: licensing@sevenoaks.gov.uk