



CHELTENHAM

BOROUGH COUNCIL

Application for a Licensable Animal Activity Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

The guidance notes at the end of this form should be read before completing this form. Certain persons are disqualified from applying. More details can be found at www.cheltenham.gov.uk/animal-licensing.

You must also complete an appropriate appendix for each activity undertaken.

What type of application are you making?	
<input type="checkbox"/> New application Date for new licence to begin:	<input type="checkbox"/> Renewal application Existing licence number:

Who are you applying as?		
<input type="checkbox"/> An individual (please complete Section A)	<input type="checkbox"/> A limited company (please complete Section B)	<input type="checkbox"/> Other (please specify) (please complete Section B)

Section A – Details of individual applicant	
Complete the details below and ✓ any contact information that you wish to appear on our website.	
First name(s):	Surname:
Title:	Date of birth:
Address:	
<input type="checkbox"/> Post code:	
Phone (Work):	Phone (Mobile):
<input type="checkbox"/> Email:	
<input type="checkbox"/> Website:	

Section B – Details of limited company or other applicants	
Complete the details below and ✓ any contact information that you wish to appear on our website.	
<input type="checkbox"/> Trading Name:	
Company number (if applicable):	
<input type="checkbox"/> Individual name for licence:	
<input type="checkbox"/> Individuals position:	
Address:	
<input type="checkbox"/> Post code:	
Phone (Work):	Phone (Mobile):
<input type="checkbox"/> Email:	
<input type="checkbox"/> Website:	

Section C – Premises to be used in relation to activities	
Trading name:	
Address of premises (<input type="checkbox"/> same as section A or B):	
Describe the heating arrangement for the accommodation:	
Does the accommodation provided meet the relevant licence conditions and Defra guidance for your business?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please expand using additional sheets)

Section D – Working hours	
Is the establishment operational throughout the year?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please state period it normally operates)
Is your activity:	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary
In general, between 8.30am – 4pm, when is the most convenient time to visit?	

Section E – Consents	
Have all consents and planning permissions been obtained for the business?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section F – Staff (include licence holder)	
Number of staff at the premises (Include family members involved in the business other than the applicant):	
Number of staff present at any one time:	
Will a member of staff be available on site at all times?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where appropriate; for each member of staff (or staff role), please describe their current experience and any current training qualification (see also section K below):	

Section G – Animal transportation		
Where required what sort of vehicle will be used for animal transportation?	Type and make of vehicle	
	Vehicle registration	
Please describe any relevant modifications:		

Section H – Disease control	Attachment may be required
Where is your isolation facility located?	<input type="checkbox"/> At premises stated in section C (you will need a dedicated space as stated in the Defra guidance). <input type="checkbox"/> At vets stated in section I (you will need to provide written confirmation from your vets of this)

Section I – Your Vets	
Trading Name:	Name of vet:
Postal address:	
Email:	Phone (Work):

Section J – Fire and emergency evacuation procedure - Designated key holder details	
Full name:	
Postal address:	
Phone (mobile):	
Distance from the licenced premises: Miles Minutes
When was your last emergency drill?	Date: _____ Time: _____

Section K – Document Provision	Attachments required
① Confirm completion and attachment of written procedure by ✓ below.	
Written procedures in place and attached for:	
<input type="checkbox"/> Feeding regimes	
<input type="checkbox"/> Cleaning	
<input type="checkbox"/> Transportation	
<input type="checkbox"/> The prevention of and control of the spread of disease	
<input type="checkbox"/> Monitoring and ensuring the health and welfare of all the animals	
<input type="checkbox"/> The death or escape of an animal (including storage of carcasses)	
<input type="checkbox"/> Care of animals following the suspension or revocation of the licence and facilities failure e.g. heating, cooling or aeration loss.	
<input type="checkbox"/> Emergency plan in case of a fire or other emergencies including telephone list of the emergency services. (If any dangerous wild animals on site, detail specific plans for their removal and immediate rehoming). + Emergency Policy for dealing with extremes of temperature and weather conditions if not in 'Care of animals...'	

<input type="checkbox"/> Training Policy or if solo operator Licence holder training review process	
Evidence / information required and attached for:	Attachments required
<input type="checkbox"/> Knowledge and experience of animal type cared for. This maybe a statement of experience and/or an annual record of non-formal or self-guided study – Include statement for Licence holder and any relevant staff	
<input type="checkbox"/> Relevant Qualifications for Licence holder and for any relevant staff	

Section L – Licensable activities (Which activity/activities are you applying for?)	
<input type="checkbox"/> Providing or arranging for the provision of boarding for cats or dogs	Please complete Section 1 of this form & the appropriate number of Appendix 5 if applicable
<input type="checkbox"/> Selling animals as pets (pet shops)	Please complete Section 2 of this form & Appendix 1a , include 1b if applicable
<input type="checkbox"/> Breeding dogs	Please complete Section 3 of this form & Appendix 4
<input type="checkbox"/> Hiring out horses	Please complete Section 4 of this form & Appendix 2
<input type="checkbox"/> Keeping or training animals for exhibition	Please complete Section 5 of this form & Appendix 3

Section I – Providing or arranging for the provision of boarding for cats or dogs		<input type="checkbox"/> N/A
Please indicate the specific activities you are carrying out:	<input type="checkbox"/> Boarding cats <input type="checkbox"/> Boarding kennels for dogs <input type="checkbox"/> Home boarding <input type="checkbox"/> Day care for dogs (nondomestic only) <input type="checkbox"/> Arranging for the boarding of other people's dogs	
Are there separate facilities on the premises associated with rescue or breeding activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, describe the facilities (separate facilities are required for the Higher standard to apply):		
How many cats or dogs do you propose to provide accommodation for at any one time? Dogs Cats	
How many cats or dogs are resident at the premises? Dogs Cats	
Do you accept dogs less than 1 year of age?	<input type="checkbox"/> Yes – documented process must be provided (see below) <input type="checkbox"/> No	
Are children under 16 present at the household?	<input type="checkbox"/> Yes –procedure required to safeguard children and dogs. Recommended to document <input type="checkbox"/> No	

Additional Documentation	Attachments required
<input type="checkbox"/> Blank copy of animal record / registration form <input type="checkbox"/> Blank consent form <input type="checkbox"/> Documented process for dogs under 1 year (if applicable) <input type="checkbox"/> Preventative health Care Plan – agreed with your vet	

<input type="checkbox"/> Plan of house indicating a designated room for each dog, including any residential dogs (Home Boarding only)	
Catteries and kennels only <input type="checkbox"/> N/A	
Please describe the method for inspecting animals out of hours (18:00-08:00)	
Higher Standard Catteries and kennels	Attachments may be required
<input type="checkbox"/> Blank behavioural observation form or inclusion procedures. Demonstrating how daily behavioural observations will be recorded for single (optional standard) or shared (required) units. (Catteries only) <input type="checkbox"/> Noise management plan (Kennels only)	
The arranging of boarding accommodation for dogs only <input type="checkbox"/> N/A	
Number of total host premises: hosts
Number of hosts with their own licence hosts
Proposed hosts under this licence hosts
Attachment required :- <input checked="" type="checkbox"/> Complete for each proposed host under this licence an appendix 5 “ Arrangers Host Details ” to help us risk rate them and to established if they require their own licence.	
End of Section I – complete additional activity section(s) where applicable and/or move to Section M .	

Section 2 – Selling animals as pets <input type="checkbox"/> N/A	
Indicate the trading activities	<input type="checkbox"/> Pet shop <input type="checkbox"/> Home sales <input type="checkbox"/> Internet sales <input type="checkbox"/> Wholesale <input type="checkbox"/> Third party sale <input type="checkbox"/> Hobby sales (pet fairs) <input type="checkbox"/> Fixed or minimum donation sale <input type="checkbox"/> Other
Attachment required: <input checked="" type="checkbox"/> Complete in full Appendix IA “ Schedule of Animals Part I ” and where applicable Appendix IB “ Part 2 ”.	
How will waste be disposed of from the establishment?	
Describe the acclimatisation area/s: (include where located and a brief description)	
Documentation Provision - in addition to K above on each animal / species to be stocked (see Schedule/s).	Attachments required

<input type="checkbox"/> Pet care leaflets / electronic information, for all species, to be given to customers – include all relevant information to be provided to customer (e.g. for cats – kitten checklist & any transitional feeding schedule)		
Cats & Dogs		
<input type="checkbox"/> Programme/s of; socialisation habituation and enrichment for puppies; & habituation and socialisation for kittens		
<input type="checkbox"/> Weekly record sheet for weight and body condition score for puppies/kittens under 6 months old		
<input type="checkbox"/> Monthly record sheet for weight and body condition scores for all adults		
<input type="checkbox"/> Proof of breeding records		
<input type="checkbox"/> Advert examples (renewals only)		
<input type="checkbox"/> Treatment of parasites documentation (dogs only)		
Higher standards		Attachments may be required
<input type="checkbox"/> Blank health care checklist(s)		
<input type="checkbox"/> Blank travel plans or policy		
<input type="checkbox"/> Blank feeding plans or policy		
<input type="checkbox"/> Describe the arrangements when the premises are closed to ensure the welfare of animals		
<input type="checkbox"/> Copy of an enrichment plan relevant species		
<input type="checkbox"/> Documents for exercise regime relevant species		
<input type="checkbox"/> Noise management plan		
Fish		
<input type="checkbox"/> Blank water quality test sheets		
<input type="checkbox"/> Documented procedures for the purchase and sale of imported fish (including what internal controls are in place to detect irregular transactions)		
Reptiles and Amphibians		
<input type="checkbox"/> Blank copy of environment checks e.g. relevant UVI temperature checks		
<input type="checkbox"/> Documents relating to chytridiomycosis and other potential biological agents (amphibians)		
<input type="checkbox"/> Policy to maintain specific temperatures or husbandry requirements for those reptiles / amphibians subject to Brumation		
Cats & dogs		
<input type="checkbox"/> Record of routine monthly vet visits to check health and welfare		
<input type="checkbox"/> Feeding plan (cats only)		
<input type="checkbox"/> Enrichment programme (cats only)		
If Dangerous Wild Animals On site		Attachments required <u>if</u> present <input type="checkbox"/> N/A
<input type="checkbox"/> Written instructions for staff on Health Care		
<input type="checkbox"/> Procedures following incident for staff or visitor/customer		
End of Section 2 – complete additional activity Section(s) where applicable and/or move to Section M .		

Section 3 – Breeding dogs	
What type of dogs do you breed?	
Will a competent person be on site at all times?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If not, state the distance and travel time from the applicants home address (or competent persons address) to the premises to be licenced. Miles Minutes
Are any of the animals used for breeding kept at a separate address?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, state the address:	

Attachment required:
 ① Complete in full Appendix 4 “**Schedule of all dogs – intended to be used for breeding**”

What is the maximum number of animals you propose to accommodate?	At the premises Off the premises
Will you be using your home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be using any other accommodation outside the home?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Documentation	Attachments required
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<input type="checkbox"/> A plan with the dimensions of the proposed animal accommodation. Include any changes in level or other environmental enrichment features. <input type="checkbox"/> Preventative health Care Plan – agreed with your vet

Kennel Club	<input type="checkbox"/> N/A
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Is the applicant in the Kennel Club Assured Breeders Scheme (ABS only)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when was your last approved visit?	
How long have you held continuous accreditation for? years of continuous accreditation

Kennel Club ABS	Attachments may be required
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<input type="checkbox"/> Last UKAS inspection report
<input type="checkbox"/> Certificates – all for past three years

End of Section 3 – complete additional activity section(s) where applicable and/or move to Section M.

Section 4 – Hiring out horses

How many horses/ponies are kept under the terms of the Act at the present time?	
How many horses/ponies are intended to be kept under the terms of the Act during the year?	

Attachment required:
 ① Complete in full Appendix 2 “**List of horses for inspection**”

Insurance

Are you the holder of a valid certificate of public liability insurance which – (i) insures you against liability for any injury sustained by, and the death of, any client, and

(ii) Insures any client against liability for any injury sustained by, and the death of, any other person, caused by or arising out of the hire of the horse?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional Documentation	Attachments required
<input type="checkbox"/> Insurance policy (as above) <input type="checkbox"/> Preventative health Care Plan – agreed with your vet	
End of Section 4 – complete additional activity section(s) where applicable and/or move to Section M .	

Section 5 – Keeping or training animals for exhibition in Cheltenham	
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. Include any apparatus which is used for training or the purpose of the performance.	
Frequency or timing of exhibition:	
Where will the animals be exhibited (e.g. postal address, map reference)?	
Full names of key people training animals for exhibition:	
Attachment required: ① Complete in full Appendix 3 “ Schedule of animals being kept or trained for exhibition ”	
Insurance	Attachment required
<input type="checkbox"/> Attach a copy of your current or proposed public liability insurance in respect of the licensable activity of keeping or training animals for exhibition.	
End of Section 5 – complete additional activity section(s) where applicable and/or move to Section M .	

All Applicants Must Complete the Sections Below M & N

Section M – Disqualifications	
Have you or has anyone who cohabits with you or is associated with this business, or this application ever been:	
Convicted of any offences involving animals	<input type="checkbox"/> Yes (please supply details on separate sheet) <input type="checkbox"/> No
Disqualified under animal related legislation	<input type="checkbox"/> Yes (please supply details on separate sheet)

	<input type="checkbox"/> No
Do you know of any reason why the applicant may not be considered a 'fit and proper person' for the licensable activity?	<input type="checkbox"/> Yes (please supply details on separate sheet) <input type="checkbox"/> No

Section N – Declarations and privacy policy

① This section must be completed by the applicant. If you are an agent, please ensure this section is **completed by the applicant**.

- I am aware of the provisions of the relevant Act and licence conditions.
- The details contained in the application form, the attached appendix and any documentation is correct to the best of my knowledge and belief.
- I understand if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to immediate suspension or revocation.
- I understand that my licence will not be issued until I have paid all the requisite fees.
- I understand an additional inspection or vets fee(s) may also be payable if a council inspector considers such is required.
- I agree for the details indicated by ✓ in section A or B to be listed on the council website.
- The inspecting officer will be allowed to take photographs and/or videos of the animals and the premises.
- I understand this authority is obligated to process information fairly and lawfully. The council will process the information I have provided accordance with the relevant privacy statement available at www.cheltenham.gov.uk/your-data.

Signing this box indicates you have read and understood Section N - Declaration.

Applicants Signature:

This must be the person who will hold the license

Print name	Date:
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Capacity

Note: The Appendix is part of the application form.

Need help completing this form?

Phone 01242 264135

Email envhealth@Cheltenham.gov.uk

www.cheltenham.gov.uk/animal-licensing

Animal Licensing
Cheltenham Borough Council
Municipal Offices
Promenade
Cheltenham
GL50 9SA

Applying for an Animal Activities Licence

Guidance Notes

General

General and specific licence conditions should be read before completing this form and the appendix / schedule, to ensure you can comply with requirements. Certain persons are also disqualified from applying for a licence. You should visit www.cheltenham.gov.uk/animal-licensing for more details.

A valid application is made when a completed application form along with a completed relevant appendix /schedule are submitted with the required attachments and the appropriate fee (see below).

New and renewal applications should be submitted at least 10 weeks before the licence is required. This is to ensure paperwork can be checked, officer visits can be arranged, and any veterinary inspections undertaken. If no licence is currently in force the activity for which the licence is being applied for cannot be started / carried on and any licensed activity must cease. It is a serious criminal offence to continue without a licence and such action can jeopardise future licence applications.

Return the completed form with the appendix and supporting documents by email to: envhealth@Cheltenham.gov.uk or if not possible, by post to Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham, GL50 9SA.

Fees

Fees can be found at www.cheltenham.gov.uk/animal-licensing and payment should be made online at www.cheltenham.gov.uk/makeapayment.

The licence fee is split into two separate parts, both of which are non-refundable:

1. The **application fee** which is paid when you submit an application. This fee covers the costs associated with determining the application to the point that it is ready to issue.
2. The **issue fee** which is paid **after** your inspection. This fee covers the cost of issuing the licence and the follow up inspection.

Refusal of a licence

When the decision to refuse a licence has been made, the right of appeal exists through a First Tier Tribunal (General Regulatory Chamber). When a licence is refused a notice of refusal will be sent to an applicant who then has 28 days (including weekends and bank holidays) to make the appeal. Find out more at www.gov.uk/courts-tribunals/first-tier-tribunal-general-regulatory-chamber.

Renewals

Renewal reminders will be emailed 3 months before a licence expires. It is the responsibility of the licence holder to ensure a renewal application is made on time. You must apply for a renewal 10 weeks before the expiry date of the licence if you wish to continue your activity without a break. An inspection of the premises will be conducted before a licence is renewed.