

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

**NEW APPLICATION FOR AN ANIMAL ACTIVITY LICENCE**

**Multiple Activities**

**For sole traders/individuals complete section A, for partnerships, companies, etc. complete section B.  
All applicants to complete sections C S to W and specific activity sections as required**

<b>A DETAILS OF INDIVIDUAL APPLICANTS</b>	
<b>First Name(s):</b>	
<b>Surname:</b>	<b>Title:</b>
<b>Postal Address:</b>	
<b>Post Code:</b>	
<b>Phone (Home):</b>	<b>Phone (Mobile):</b>
<b>Email address:</b>	
<b>Date of Birth:</b>	<b>National Insurance No.</b>

<b>B COMPANY OR OTHER APPLICANT DETAILS</b>	
<b>Individual to be named on Licence</b>	
<b>Position in company</b>	
<b>Type of business (e.g. Limited Company, Partnership, etc)</b>	
<b>Company Name:</b>	
<b>Company Number (If applicable):</b>	
<b>Correspondence Address:</b>	
<b>Post Code:</b>	
<b>Phone (Mobile)</b>	<b>Phone (Office):</b>
<b>Email address:</b>	
<b>Is the business registered outside the UK:</b>	<b>Yes/No</b>

<b>C Activities being applied for</b>		
Breeding dogs		Please complete Section E and F of this form
Hiring out horses		Please complete Section G to K and Schedule 1 of this form
Selling animals as pets		Please complete Section L and M of this form
Providing boarding for cats		Please complete Section N to P of this form
Providing boarding in kennels for dogs		Please complete Section N to P of this form
Providing home boarding for dogs		Please complete Section N to P of this form
Providing day care for dogs		Please complete Section N to P of this form
Keeping or training animals for exhibition		Please complete Section Q and R of this form

<b>D DETAILS OF THE PREMISES TO BE LICENSED</b>	
Trading Name (if any):	
Address of Premises	
Postcode:	

<b>E NUMBER OF DOGS ON THE PREMISES</b>		
Breeding Bitches		Owned by the applicant
		Co-owned by the applicant
		On breeding terms
Stud Dogs		Owned by the applicant
		Co-owned by the applicant
		On breeding terms
Retired Bitches/Dogs and Pets		
Bitches less than months old		

<b>F DETAILS OF BREEDING BITCHES (continue on a separate sheet if necessary)</b>		
<b>Breed</b>	<b>Name and Microchip Number</b>	<b>Date of Birth</b>

<b>G NUMBER OF HORSES</b>	
<b>How many horses/ponies are kept under the terms of the regulations at the present time?</b>	
<b>How many horses/ponies is it intended to keep under the terms of the regulations during the year?</b>	

<b>H ACCOMMODATION AND FACILITIES (please use a separate sheet if necessary)</b>	
<b>Stalls (please give the number)</b>	
<b>Boxes (please give the number)</b>	
<b>Covered yard (please give dimensions)</b>	
<b>Open yard (please give dimensions)</b>	
<b>Grazing (please describe land available)</b>	
<b>Instructing or demonstrating (please describe land available)</b>	
<b>Exercise (please describe land available)</b>	
<b>Forage and bedding (please describe accommodation available)</b>	
<b>Equipment and saddlery (please describe accommodation available)</b>	

Water supply and watering horses (please describe arrangements in place)	
Disposal of animal waste (please describe arrangements in place)	
Protection of horses in event of a fire, and fire precautions (please describe arrangements in place)	

<b>I</b>	<b>MANAGEMENT OF THE ESTABLISHMENT</b>
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<b>Name &amp; Address of the manager/person with direct control of the establishment</b>	
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<b>Please give details of the manager's experience and/or training in the management of horses</b>	
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<b>What are the arrangements in the event of an emergency?</b>	
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<b>Does a responsible person live at the establishment?</b>	
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<b>Will a person who is under 16 years of age be left in charge of the establishment at any time?</b>	
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Will a responsible person (of 16 years or over) provide supervision at all times while horses from the establishment are used for riding instruction or are hired out for riding (except in the case of the hirer being competent to ride without supervision)?	
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<b>J ACCOMODATION AND FACILITIES (please use a separate sheet if necessary)</b>	
Details of the quarters used to accommodate animals, including number, size and type of construction	
Exercise facilities and arrangements	
Heating arrangements:	
Method of ventilation of premises	
Lighting arrangements (natural & artificial)	
Mains water supply	YES/NO
Facilities for food storage & preparation	
Arrangements for disposal of excreta, bedding and other waste material	

<b>K Insurance (Please enclose a copy of your insurance)</b>	
Are you the holder of a valid certificate of public liability insurance which –	Yes/No
(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?	
Does this policy	Yes/No
Insure against liability for any injury sustained by those who hire a horse from you for riding and those who use a horse in the course of receiving instruction in riding, provided by you in return for payment?	
Insure against liability arising out of such hire or use of a horse?	
Insure such hirers or users in respect of any liability which may be incurred by them in respect of injury to any person caused by, or arising from, such hire or use?	

L	DETAILS OF ANIMALS PROPOSED TO OFFER FOR SALE (use a separate sheet if necessary)		
Type of Animals	Proposed Numbers	Details of Accommodation	Proposed age at sale

M	ACCOMMODATION AND FACILITIES	
Number and size of rooms to be used		
Heating arrangements		
Method of ventilation of premises		

<b>Lighting arrangements (natural &amp; artificial)</b>	
<b>Mains water supply</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Facilities for food storage &amp; preparation</b>	
<b>Arrangements for disposal of excreta, bedding and other waste material</b>	
<b>Isolation facilities for the control of infectious diseases</b>	
<b>Fire precautions/equipment and arrangements in the case of fire</b>	
<b>When the premises are closed what arrangements are in place to ensure the welfare of animals?</b>	

<b>N</b>	<b>ACTIVITIES OR ACTIVITY BEING UNDERTAKEN (select all that apply)</b>
	Providing boarding for cats <input type="checkbox"/>
	Providing boarding in kennels for dogs <input type="checkbox"/>
	Providing or arranging home boarding for dogs (includes day care in the home environment) <input type="checkbox"/>
	Providing day care for dogs <input type="checkbox"/>

<b>O</b>	<b>NUMBERS TO BE ACCOMMODATED</b>
	How many cats do you propose to provide/arrange to provide accommodation for at any one time? <input type="text"/>

How many dogs do you propose to provide/arrange to provide accommodation for at any one time?	
<b>Home Boarding</b> - how many dogs are kept permanently at the premises ( <i>own dogs(pet)</i> )	
<b>Home Boarding Arrangers</b> – how many hosts will you have (please provide full details of all hosts on a separate sheet)	

P	ACCOMMODATION AND FACILITIES	
Number and size of rooms to be used		
Heating arrangements		
Method of ventilation of premises		
Lighting arrangements (natural & artificial)		
Mains water supply	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Facilities for food storage & preparation		
Arrangements for disposal of excreta, bedding and other waste material		
Isolation facilities for the control of infectious diseases		
Fire precautions/equipment and arrangements in the case of fire		



<b>Q</b>	<b>KEEPING OR TRAINING ANIMALS FOR EXHIBITION</b>
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<b>DETAILS OF THE ANIMALS KEPT OR TRAINED FOR EXHIBITION</b>				
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<b>Species of Animal</b>	<b>Scientific Name of Species</b>	<b>No.</b>	<b>Trainer/Exhibitor</b>	<b>General nature of performance</b>

<b>R</b>	<b>INSURANCE</b>	<b>YES/NO</b>
Do you hold valid public liability insurance in respect of the licensable activity of keeping or training animals for exhibition		

<b>S</b>	<b>DISQUALIFICATIONS</b>	<b>YES/NO</b>
Are you or any person connected with the application, disqualified from applying for a licence for any reason set out in Schedule 8 of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018?		
PLEASE REFER TO GUIDANCE NOTE 1.		

<b>T</b>	<b>VETERINARY SURGEON DETAILS</b>
Practice Name:	
Postal Address:	
Postcode:	
Phone No.	

Email address:

U EMERGENCY KEY HOLDER DETAILS	
First Name(s):	
Surname:	Title:
Postal Address:	
Post Code:	
Phone (Home):	Phone (Mobile):
Email address:	
Position/Job Title (if employed)	

V ADDITIONAL INFORMATION			
You <b>must</b> attach the following documents with your application			
1	Plan of the premises	2	Operating Procedures
3	Qualifications and training records	4	Insurance Certificates (If applicable)

W DECLARATIONS (This section must be completed by the applicant)	
<p>I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that 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.</p> <p>I understand that I will not be permitted to operate my business until such time as I have been granted an animal activity licence. If I am found to be operating prior to receipt of my licence I understand that I will be committing an offence and if found guilty of this will be liable to prosecution. I also understand that this could result in the revocation of my licence.</p>	
Full Name ( <i>please print</i> )	
Signature:	
Capacity:	
Date:	

We aim to process all applications within 10 weeks of receiving a duly made application, which includes a fully completed application form, supporting information and payment of the relevant fee.

**Data Protection Notice** We will store and may further process the information you provide. Applicant details will be displayed on our public register online. Our lawful basis for doing this enables us to carry out our public duty to administer animal welfare licensing legislation. Our privacy policy relating to our storage and sharing of information is published on our web site: [www.runnymede.gov.uk](http://www.runnymede.gov.uk)

Fees and Charges		
Application Fee (A)	Breeding dogs	£547
	Hiring out horses	
	Selling animals as pets	
	Providing boarding for cats	
	Providing boarding in kennels for dogs	
	Keeping or training animals for exhibition	£520
	Providing home boarding for dogs	
	Providing day care for dogs	
£177 of this is the Grant fee and refundable if a licence is not granted		
Veterinary Inspection Fee	Payable in addition to the above in relation to initial dog breeding applications and hiring out of horses. <b>Prices will be advised when the inspection is booked.</b>	
Additional activities (B)	Payable on top of the greatest applicable activity application fee above.	£51 for each additional activity
Total Payable (A+B)		

Payment methods	
<b>Telephone:</b> To pay on the phone with a credit or debit card call 01932 838383 (Option 4)	Payment Reference: _____  Date paid: _____

**By post:** you can post your application form along with a cheque payable to **Runnymede Borough Council** to Environmental Health, Runnymede Borough Council, Runnymede Civic Centre, Station Road, Addlestone, KT15 2AH.

**Online:** using the Animal Activities Payment form at: <https://www.runnymede.gov.uk/xfp/form/240>

**Payment Reference:** \_\_\_\_\_ **Date paid:** \_\_\_\_\_

**Please return your completed form with any relevant supporting documents to:**

**Environmental Health, Runnymede Borough Council, Runnymede Civic Centre, Station Road, Addlestone, KT15 2AH or E-mail them to [aal@runnymede.gov.uk](mailto:aal@runnymede.gov.uk)**

**For Office Use: All payments to be allocated to ELAW5866**

## Guidance notes on applying for an Animal Activity Licence

### Guidance Note 1 – Persons who may not apply for a licence

Regulation 11 of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 states that a person listed in schedule 8 of the regulations may not hold a licence.

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#### **SCHEDULE 8 the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018** ***Persons who may not apply for a licence***

1. A person who has at any time held a licence which was revoked under regulation 15 of these Regulations.
2. A person who has at any time held a licence which was revoked under regulation 17 of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014.
3. A person who has at any time held a licence which was revoked under regulation 13 of the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012.
4. A person who is disqualified under section 33 of the Welfare of Animals Act (Northern Ireland) 2011.
5. A person who has at any time held a licence which was revoked under regulation 12 of the Welfare of Racing Greyhounds Regulations 2010.
6. A person who is disqualified under section 34 of the Act.
7. A person who is disqualified under section 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006.
8. A person who is disqualified under section 4(1) of the Dangerous Dogs Act 1991.
9. A person who is disqualified under Article 33A of the Dogs (Northern Ireland) Order 1983.
10. A person who is disqualified under section 6(2) of the Dangerous Wild Animals Act 1976 from keeping a dangerous wild animal.
11. A person who is disqualified under section 3(3) of the Breeding of Dogs Act 1973 from keeping a breeding establishment for dogs.
12. A person who is disqualified under section 4(3) of the Riding Establishments Act 1964 from keeping a riding establishment.
13. A person who is disqualified under section 3(3) of the Animal Boarding Establishments Act 1963 from keeping a boarding establishment for animals.
14. A person who is disqualified under section 5(3) of the Pet Animals Act 1951 from keeping a pet shop.

**15.** A person who is disqualified under section 1(1) of the Protection of Animals (Amendment) Act 1954 from having custody of an animal.

**16.** A person who is disqualified under section 4(2) of the Performing Animals (Regulation) Act 1925.

**17.** A person who is disqualified under section 3 of the Protection of Animals Act 1911 from the ownership of an animal.

**Guidance Note 2 – Star rating and length of licences**

The regulations and associated guidance introduce a risk-based system that must be used when issuing animal activities licences under the regulations, with the exception of “Keeping or Training Animals for Exhibition” where all licences are issued for three years and star rating does not apply. This system is used to determine both the length of licence and the star rating to award. The scoring matrix is shown below:

Scoring Matrix		Welfare Standards		
		Minor Failings (existing business that are failing to meet minimum standards)	Minimum Standards (as laid down in the schedules and guidance)	Higher Standards (as laid down in the guidance)
Risk	Low Risk	<b>1 Star</b> 1yr licence  Min 1 unannounced visit within 12 month period	<b>3 Star</b> 2yr licence  Min 1 unannounced visit within 24 month period	<b>5 Star</b> 3yr licence  Min 1 unannounced visit within 36 month period
	Higher Risk	<b>1 Star</b> 1yr licence  Min 1 unannounced visit within 12 month period	<b>2 Star</b> 1yr licence  Min 1 unannounced visit within 12 month period	<b>4 Star</b> 2yr licence  Min 1 unannounced visit within 24 month period

Further detailed information on the risk-based system and the standards that are required to be met can be found on our website. [www.runnymede.gov.uk/aal](http://www.runnymede.gov.uk/aal)

**Guidance Note 3 – Refusal of licences**

If the applicant is failing to meet the required standards to enable a licence to be granted, we will work with them to explain the issues and assist them in meeting the standards. However if the required minimum standards are not subsequently met then the application will have to be refused. If an application for a licence is refused, the applicant has the right to appeal against the decision to the First-Tier Tribunal.

**Schedule 1 Register of Horses (additional copies can be downloaded from [www.runnymede.gov.uk/aal](http://www.runnymede.gov.uk/aal))**

No.	NAME & I.D		WORK TYPE	YEAR OF BIRTH	COLOUR	BREED	SEX M/G	APPROX HEIGHT
	Name:							
	Passport No.:							
	Microchip No.:							
	Name:							
	Passport No.:							
	Microchip No.:							
	Name:							
	Passport No.:							
	Microchip No.:							
	Name:							
	Passport No.:							
	Microchip No.:							
	Name:							
	Passport No.:							
	Microchip No.:							

