

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

**Application for a licence to keep or train animals
for exhibition**



This form is for new and renewal applications for the single activity indicated above. If you require an application form for multiple activities please e-mail: environmentalhealth@runnymede.gov.uk or contact us on 01932 83 83 83 indicating which combination of activities you intend to apply for.

Please complete all the questions. If you have nothing to record, please state "Not applicable" or "None"

PART A - Applicant details

1	Reference number				
1.1	System reference Number (if known)				
1.2	Your reference (if known)				
2a	Agent				
2.1	Are you an agent acting on behalf of the applicant	Yes		No	If no, go to 3.1
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	Are you applying as a business or organisation, including a sole trader	Yes		No	
3.7	Are you applying as an individual	Yes		No	
4a	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				
4.4	VAT Number				
4.5	Legal status of the business				
4.6	Your position in the business				
4.7	The country 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				

PART B – Activity Details

1	Type of business/performance (please tick)		
1.1	TV/Film/Social Media		
1.2	Theatre		
1.3	Circus using domestic animals		
1.4	Exhibiting Animals		
1.5	Animal Encounters		
1.6	Birds of Prey shows/exhibits		
1.7	Other (please state)		

2a	Application Details			
2.1	Have you been registered/licenced before	Yes	No	If no, go to 2.3
2.2	Local Authority where registered/licenced			
2.3	Give details of registration e.g. type and numbers of animals, type of performance or exhibition.			
2b	Further information about the applicant			
2.3	Stage name (if any)			
2.4	Nationality			
2.5	Date of birth			

3	Animals to be trained	
3.1	Name of premises/trading name	
3.2	Address of premises	
3.3	Telephone number of premises	
3.4	Email address	

4a	Kinds of animal to be trained and the number of each kind			
4.1	Kind of animal			
4.2	Number			
4.3	Add another kind of Animal?	Yes	No	If no, go to 5.1
4b	Kinds of animal to be trained and the number of each kind 2			
4.4	Kind of animal			
4.5	Number			
4.6	Add another kind of Animal?	Yes	No	If no, go to 5.1
4c	Kinds of animal to be trained and the number of each kind 3			
4.7	Kind of animal			
4.8	Number			
4.9	If you intend to train further kinds of animals please attach a separate list of these animals and the numbers of each.			

5a	Kinds of animal to be exhibited/Encounter and the number of each kind			
5.1	Kind of animal			
5.2	Number			
5.3	Add another kind of Animal?	Yes	No	If no, go to 6.1
5b	Kinds of animal to be exhibited/Encounter and the number of each kind 2			
5.4	Kind of animal			
5.5	Number			
5.6	Add another kind of Animal?	Yes	No	If no, go to 6.1
5c	Kinds of animal to be exhibited/Encounter and the number of each kind 3			
5.7	Kind of animal			
5.8	Number			
5.9	If you intend to exhibit further kinds of animals please attach a separate list of these animals and the numbers of each.			

6 Proposed Performance or Encounter	
6.1	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.
6.2.	Approximate duration of the performance (s)
6.3	Number of times the performance will be given in one day.
6.4	How will the animals be transported?
6.5	Where are the animals to be kept when not performing or being exhibited?

7 Veterinary surgeon	
7.1	Name of usual veterinary surgeon
7.2	Company name
7.3	Address
7.4	Telephone number
7.5	Email address

8a Emergency key holder					
8.1	Do you have an emergency key holder?	Yes		No	If no, go to 9.1
8.2	Name				
8.3	Position/job title				
8.4	Address				
8.5	Daytime telephone number				
8.6	Evening/other telephone number				
8.7	Email address				
8.8	Add another person?	Yes		No	If no, go to 9.1
8b Emergency key holder 2					
8.9	Name				
8.10	Position/job title				
8.11	Address				
8.12	Daytime telephone number				
8.13	Evening/other telephone number				
8.14	Email address				

9 Public liability insurance					
9.1	Do you have public liability insurance?	Yes		No	If no, go to 9.7
9.2	Please provide details of the policy				
9.3	Insurance company				
9.4	Policy number				
9.4	Period of cover				
9.6	Amount of cover (£)				

9.7	Please state what steps you are taking to obtain such insurance	
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10 Disqualifications and convictions				
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:			
10.1	Keeping a pet shop?	Yes		No
10.2	Keeping a dog?	Yes		No
10.3	Keeping an animal boarding establishment?	Yes		No
10.4	Keeping a riding establishment?	Yes		No
10.5	Having custody of animals?	Yes		No
10.6	Has the applicant, or any person who will have control or management of the establishment, been convicted of any offences under the Animal Welfare Act 2006?	Yes		No
10.7	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
10.8	If yes to any of these questions, please provide details,			

Part C Commences on following page

PART C - Declaration section

1	Licence Conditions & Guidance		
	All applicants to tick that they have read the applicable licence conditions & guidance		
1.1	Keeping or training animals for exhibition		
Licence conditions and the statutory guidance can be downloaded from www.runnymede.gov.uk/AAL			

2	Additional Information		
	Please attach the following Information (please use as a checklist, tick or mark with an x to confirm the information is enclosed with the application).		
2.1	A plan of the premises		
2.2	Insurance policy		
2.3	Operating procedures		
2.4	Risk Assessments (including Fire)		
2.5	Infection control procedure		
2.6	Qualifications		
2.7	Training records		

3	Declaration		
3.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.		
3.2	I am aware of the provisions of the relevant Act and licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.		
3.3	Signing this box indicates you have read and understood the above declaration		
3.4	Full Name		
3.5	Capacity		
3.6	Date		

PART D - Fee

1	Fee (fee information valid until 31 March 2019)		
1.1	<p>PAYABLE WITH THIS APPLICATION - A non-refundable application fee is required. Please select the correct fee for your application type and enter below:</p> <p>FEE due £ _____</p> <p>(If information is missing or the form is incomplete we will advise you allowing 14 days to supply any missing information or correct any errors)</p>	<p style="text-align: center;">New application £335.96 Renewal £227.67</p> <p>Card payments by telephone on 01932 83 83 83, please select the option for Environmental Services. Once paid please provide:</p> <p>Payment reference: _____</p> <p>Name: _____ (as appears on card)</p> <p>Date payment made: _____</p> <p>Cheques: Payable to 'Runnymede Borough Council'</p>	
1.2	<p>PAYABLE LATER - A fee of £160.56 is payable before grant of the licence</p> <p>(Should a veterinary inspection become necessary these costs will be recovered from you as incurred).</p>		

Please send completed forms to:
Environmental Health & Licensing
Runnymede Borough Council, Station Road, Addlestone, Surrey, KT15 2AH

OFFICE USE		
(A):	(B):	(V):
FLRO 5866	FLRO 2390	FLRO 2390 (exp:FLRO 5870)

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