



APPLICATION FOR THE GRANT OF AN ANIMAL WELFARE LICENCE

IN ACCORDANCE WITH
 THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS)(ENGLAND) REGULATIONS 2018

- Please familiarise yourself with the conditions of the above legislation before completing this application
- It is an offence to give false information - all questions must be answered.
- An application will not be deemed valid unless the Licensing Authority receives a completed and signed application form with the relevant fee and all the required documentation (see checklist).
- Before an application can be determined, an inspection must be conducted.

Note: You may receive a visit from a Planning Officer or a Community Safety and Neighbourhood Nuisance Officer in relation to this application/licence.

RELEVANT CONVICTIONS

If any persons relating to this application (including responsible persons) have been convicted of an offence under any of the following you **cannot** proceed with this application:

- | | |
|--|---|
| Animal Boarding Establishments Act 1963 Section 3(3) | Animal Welfare Act 2006 Section 34 |
| Animal Health & Welfare (Scotland) Act 2006 Sect. 40(1)&(2) | Breeding of Dogs Act 1973 Section 3(3) |
| Dangerous Wild Animals Act 1976 Section 6(2) | Pet Animals Act 1951 Section 5(3) |
| Protection of Animals (Amendment) Act 1954 Section1(1) | Riding Establishments Act 1964 Section 4(3) |
| Dangerous Dogs Act 1991 Section 4(1) | Dogs (Northern Ireland) Order 1983 Article 33A |
| Performing Animals (Regulation) Act 1925 Section 4(2) | Protection of Animals Act 1911 |
| Welfare of Animals Act (Northern Ireland) 2011 Section 33 | |

If any persons relating to this application (including responsible persons) have had any licences revoked under any of the following you **cannot** proceed with this application:

- Animal Welfare Act 2006** regulation 15
- Animal Welfare (Breeding of Dogs) (Wales) regulation 2014** regulation 17
- Welfare of Wild animals in a travelling circus (England) Regulations 2012** regulation 13
- Welfare of Racing Greyhounds Regulations 2010** regulation 12

LICENSABLE ACTIVITY

Please indicate the type(s) of animal welfare activity you wish to apply for:

Maximum number of animals requested:

Providing or arranging boarding for:

- | | | |
|---|--------------------------|-------|
| Cats | <input type="checkbox"/> | |
| Dog kennels | <input type="checkbox"/> | |
| Home boarding for dogs | <input type="checkbox"/> | |
| Doggy day care | <input type="checkbox"/> | |
| Dog breeding | <input type="checkbox"/> | |
| Pet shop | <input type="checkbox"/> | |
| Hiring of horses – riding and/or instruction | <input type="checkbox"/> | |
| Keeping or training of animals for exhibition | <input type="checkbox"/> | |

METHOD OF COMMUNICATION

The Council's preferred method of communication is by email.

By signing this application form you are agreeing to permit the Council to contact you using email, phone, text, and traditional paper based communication.

Section 1 – Applicant(s) and supervision details

APPLICANT DETAILS

Surname:	Forename(s)
Current registered address:	
Postcode:	
Date of birth:	Telephone:
Mobile:	Email:
Are you permitted to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are there any restrictions? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please detail them below)	

JOINT APPLICANT DETAILS

Surname:	Forename(s)
Current registered address:	
Postcode:	
Date of birth:	Telephone:
Mobile:	Email:
Are you permitted to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are there any restrictions? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please detail them below)	

LIMITED COMPANY OR LIMITED LIABILITY PARTNERSHIP DETAILS

Ltd Company/LLP name:	
Current registered address of Ltd Company/LLP:	
Postcode:	
Ltd Company/LLP registration number:	
Mobile:	Telephone:
Email:	
Contact name for correspondence:	

MANAGEMENT / SUPERVISION

Please state the name of the person who will have overall responsibility for the day to day welfare of the animals kept in accordance with any issued licence:

Please state if this person holds any of the following qualifications:

- Assistant Instructor's Certificate of the British Horse Society
- Instructor's Certificate of the British Horse Society
- Fellowship of the British Horse Society
- Fellowship of the Institute of the Horse
- City & Guilds (animal welfare related)*
- BTEC (animal welfare related)*
- Other relevant (animal welfare related)*

*Please provide details of the qualification/s below:

Please also provide information on this person's animal welfare experience:

EMPLOYEES

Please provide the details of the number of staff working at the premises, their job title (i.e. kennel hand), and any animal welfare related qualifications or training they have received (Please continue of a separate sheet if necessary) :

Name	Job title	Qualifications/training received

Section 2 – Premises and trading details

TRADING NAME AND ADDRESS

Please state your trading name:

Current trading address:

Postcode:

INSURANCE (Hiring of Horses and Performing Animals only)

Please provide details of any public liability insurance held which covers you for the licensable activity you wish to conduct:

If no insurance is currently held, please state what steps you are taking to ensure that this requirement will be in place should your licence be granted:

ANIMAL DETAILS TO BE KEPT

Please state the breed (if applicable):

VETERINARY ARRANGEMENTS

Please provide the details of any veterinary practice(s) you are registered with:

Name:

Name:

Address:

Address:

Postcode:

Postcode:

Phone:

Phone:

I/we give permission for the above veterinary practice to discuss any animal in relation to this application

Signed (applicant):.....Date:.....

Signed (2nd applicant).....Date.....

WASTE REMOVAL

Please provide the details of how you intend to remove waste from the licensable activity you plan to conduct:

Please provide details of any waste permits held:

EMERGENCY KEY HOLDER DETAILS

Please provide the details of the person to contact in the case of an emergency. This person must at all times be within a reasonable travel distance of the premises:

Name:

Phone:

Mobile:

SUPPORTING DOCUMENTS CHECKLIST

Documentation required to be submitted with this application:		Enclosed	N/A
1	Proof of insurance: Proof of relevant qualification(s) (Hiring of Horses and performing animals only)		
2	Written emergency plan (paragraph 10(1) of schedule 2 of the regulations).		
3	Written training policy for all staff (paragraph 4(3) of schedule 2 of the regulations).		
4	Written procedures demonstrating how the accommodation and equipment will be cleaned and maintained (paragraph 5 of schedule 2 of the regulations).		
5	Written procedures demonstrating the protection of pain, suffering, injury and disease (paragraph 9 of schedule 2 of the regulations).		
6	Any other documentation required (as set out in the guidance) to achieve your desired star rating.		
7	Plan of site/premises showing where licensable activities carried out.		
8	Preventative Healthcare plan agreed with a veterinarian. (Not required for Pet shops)		
9	Fee		
10	Dog breeders only – up to date list of all dogs on site (inc. Microchip, D.O.B etc)		

Note: Your application may be rejected if all of the above required documentation is not provided.

DATA PROTECTION ACT 1998

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Animal Welfare Act 2006.

Your data will be used for this specific purpose and may be passed to such third parties, including Council departments and other agencies where there is lawful authority to do so, including for the purposes of preventing or detecting fraud or other crimes.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

Your personal information will be kept for as long as you require a licence and for a period after the service is terminated. You can find more information about our retention policy on the privacy notice page which can be found at the following link <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our Data Protection page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>

If you are unhappy with the way your personal information is being handled you can contact the Independent Information Commissioner, website: <https://ico.org.uk/>.

DECLARATION

Fraud Act 2006

I/we hereby declare that I/we fully understand, have read and checked the details and questions on this application form and the foregoing statements are true. I/we understand that it is a criminal offence if I/we or anyone else gives false information, or makes a false representation, or fails to disclose information in order to obtain an animal welfare licence. I/we are fully aware that the provision of a false statement, or information in order to obtain a licence is an offence under the above Act which may result in the refusal of this licence application and any subsequent licence applications for a period of one to three years. I/we are also aware that any licence granted as a result of breaching the above Act will be immediately revoked, and that a refusal or revocation decision is not reliant on a formal conviction under the above Act being secured.

I/we understand that the Licensing Authority may consult other agencies about the suitability of any person named as the applicant(s) on this application.

I understand that the purpose of the sharing of this data is to ensure that the applicant(s) are a suitable person for the purpose of being responsible for animals kept under the authority of the relevant legislation. I/we also understand that the sharing of information may extend to sensitive personal data, such as data about any previous related criminal offences.

I confirm that any applicant or responsible persons connected with this business /premises has not been convicted of any relevant convictions as per the list detailed on this application form.

Signed (by the applicant):.....Date:.....

Print name:.....Capacity:.....

2nd Applicant

Signed (by the applicant):.....Date:.....

Print name:.....Capacity:.....