

Legal Services and Licensing

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The Animal Welfare (Primate Licences) (England) Regulations 2023

Guidance on written procedures required.

Borough Council of
**King's Lynn &
West Norfolk**



Each application requires the submission of the following written documents and written procedures. Failure to send this paperwork in shall result in a delay of your application.

		COMPLETED
1.	<p>The application requires the microchip information for each Primate.</p> <p>The regulations require, each primate must be implanted with a microchip that:</p> <ul style="list-style-type: none">(a) has a unique number which includes the manufacturer's code;(b) is compliant with ISO standard 11784:1996 of the International Standards Organisation's standards for microchips(b);(c) is compliant with ISO standard 11785:1996 of the International Standards Organisation's standards for microchips apart from Annex A(a); and(d) responds to a transponder which operates at 134.2 kilohertz and conforms with the FDXB protocol set out in ISO standards 11784:1996 and 11785:1996. <p>Subject to paragraph 5, the licence holder must ensure that each primate is implanted with a microchip that complies with the above before the end of the period of two years beginning with—</p> <ul style="list-style-type: none">(a) where the primate was born on the licensed premises or other premises of the licence holder, the day on which the primate was born;(b) in any other case, the day on which the licence holder first took possession of the primate. <p>In the case of a primate kept by the licence holder before 6th April 2025, the licence holder must ensure that the primate is implanted with a microchip that complies with the above on or before 5th April 2027.</p>	
2.	<p>In addition to the Primate information on the application form, the applicant must also keep individual records for each Primate that is no longer required to be on the licence that detail:</p> <ul style="list-style-type: none">(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;	

3.	<p>A written record, which is prominently displayed at the licensed premises, must contain:</p> <ul style="list-style-type: none"> (i) the names and contact details of the people who are for the time being responsible for the overall care and management of the primates; (ii) the names and contact details of the named veterinarian and any other veterinarian who is to be contacted in an emergency; and (iii) contact details of the local fire service and police; <p>and a written record of all the persons who are authorised to access and care for the primates.</p> <p>The licence holder must ensure that any record or written document is available for inspection at any time by an Inspector.</p> <p>The licence holder must keep any such record for at least six years beginning with the date on which the record was first created.</p>	
4.	<p>A written emergency plan must be in place and readily accessible and, where necessary, followed to ensure that all appropriate steps are taken to protect the primates and any person on the licensed premises in the event of a fire or other emergency.</p> <p>The plan must include details of—</p> <ul style="list-style-type: none"> (a) the measures to be taken for the removal of the primates should the licensed premises become unsafe or uninhabitable; (b) the arrangements for the care of the primates during and following an emergency; and (c) an up-to-date list of emergency contact details that includes the fire service and police. <p>Should a primate escape, you must inform us, as the local authority that issued your licence, and the police immediately.</p> <p>Please provide this written policy as part of your application</p>	
5.	<p>Appropriate written procedures must be in place and implemented covering—</p> <ul style="list-style-type: none"> (a) the temporary isolation of any primate; (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. 	

	<p>The above procedures must include appropriate arrangements for ensuring that the welfare needs of any primate that is being temporarily isolated are met during the period of its isolation.</p> <p>Please provide this as part of your application</p>	
6.	<p>An individually tailored diet plan must be maintained for each primate which details the food that the primate is to receive daily and is adequate to ensure that the primate receives an appropriate balance of daily fresh produce, commercially prepared food, and fresh edible plant material in a suitable natural form.</p> <p>The diet plan of each primate must be—</p> <ul style="list-style-type: none"> (a) based on advice or guidance given by an appropriate expert; and (b) reviewed every 12 months or, where necessary, at more frequent intervals. <p>The licence holder must maintain a record of the advice or guidance used to prepare each diet plan and the dates on which each such plan has been reviewed or updated.</p> <p>Please provide diet plans as part of your application</p>	
7.	<p>Written procedures are required for the purpose of implementation and to also evidence:</p> <ul style="list-style-type: none"> (a) the primates are monitored daily for signs of pain, suffering, injury, disease, or abnormal behaviour and that any vulnerable animals are checked more frequently; (b) the primates are weighed monthly; (c) all reasonable precautions are taken to prevent and control the spread of infectious diseases, pathogens and parasites amongst the primates and people; (d) where any sign of pain, suffering, injury, disease, or abnormal behaviour is noted in relation to a primate, steps are taken promptly to identify the cause or possible cause and provide the primate with appropriate treatment and care; <p>Records must be kept for each primate detailing:</p> <ul style="list-style-type: none"> (i) any signs of pain, suffering, injury, disease, or abnormal behaviour identified; (ii) its monthly weight and the date on which the weight was taken; (iii) the dates of veterinary examinations and treatments and the purpose of those examinations and treatments; (iv) where a primate must be quarantined or isolated to protect its own health or welfare, the reasons for the quarantine or isolation and the length of the quarantine or isolation; and 	

8.	<p>A written hygiene protocol must be kept for the purpose of ensuring that:</p> <p>(a) each enclosure is maintained in an appropriate state of cleanliness and the risk of disease transmission is reduced; and</p> <p>(b) the cleaning and disinfecting of the enclosure is carried out in the manner that does not cause stress, suffering of avoidable discomfort for the primates in the enclosure taking into consideration its natural behaviours.</p> <p>Please provide this as part of your application</p>	
9.	<p>To ensure the licence holder monitors the primates' behaviour appropriately a record is required to be kept in relation to each primate of:</p> <p>(a) any inappropriate or abnormal behaviour exhibited by that primate;</p> <p>(b) an up-to-date plan for addressing inappropriate or abnormal behaviour by any primate is kept; and</p> <p>(c) where abnormal behaviour is observed, evidence that advice from an appropriate expert is sought promptly.</p>	
10.	<p>To ensure the requirements regarding transport of Primates are met, the licence holder must have in place a written procedure for the purpose of ensuring that:</p> <p>(a) the means of transport and the crates or container in which the primate is to be transported are appropriate;</p> <p>(b) the facilities for loading and unloading the crate or container containing the primate onto or from the means of transport are appropriate;</p> <p>(c) the primate is physically assessed by a veterinarian to be fit to travel immediately before the primate is loaded onto the vehicle;</p> <p>(d) the primate is monitored and given treatment during the journey in accordance with the instructions of the veterinarian that assessed it as fit to travel, unless a veterinarian is present to monitor and give treatment throughout the journey;</p> <p>(e) the length of the journey is minimised as far as is possible;</p> <p>(f) the primate is not left unattended at any point during the journey; and</p> <p>(g) the enclosure at the place of destination is suitable for the primate.</p> <p>Please provide this as part of your application</p>	

Statutory Guidance -

These procedures are compulsory for any Primate Licence. Please refer to DEFRA Primate guidance for further details.