



South Somerset District Council

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

Section 1: Activity	Please tick all that apply
Cat boarding (cattery)	<input type="checkbox"/>
Dog boarding (kennels)	<input type="checkbox"/>
Home boarding	<input type="checkbox"/>
Dog Day care	<input type="checkbox"/>
Selling animals as pets	<input type="checkbox"/>
Hiring out horses	<input type="checkbox"/>
Keeping or training animals for exhibition	<input type="checkbox"/>
Dog breeding	<input type="checkbox"/>

Section 2: Applicant's details			
Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
First name (s):			
Surname:			
Trading name of business:			
Home Address:			
Post Code:			
Daytime phone number:		Mobile phone number:	
Email address:			
Website			

Section 3: Address and contact information for business if different from applicant's details

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Section 4: Are you applying on behalf of a business which arranges for the provision of accommodation (franchises) for other people's dogs or cats?

	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please provide details of the how the arrangements are made and provide a list of associated premises with your application form:		

Section 5: How many animals are proposed be kept at the premises for the purpose of the licensable activities?

Cat boarding (cattery)	
Dog boarding (kennels)	
Home boarding	
Dog day care	
Selling animals as pets	(please complete separate schedule)
Hiring out horses	
Keeping or training animals for exhibition (see guidance note 1)	
Dog breeding (please provide details of breed(s) and number(s) of each)	

Section 6: How many animals are resident at the premises and will share the same accommodation as animals at the premises for licensable activities? Please see guidance note 2.

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Section 7: Home boarding only: Does anyone aged 16 or under live at the address you are applying to licence?

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Section 8: Details of accommodation to be used for the licensable activity. Please see guidance note 3.

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Section 9: Applicant's relevant experience and/or qualification(s). Please provide copies of certificate(s). Applicant's for Hiring out Horses please complete section 9.

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Section 10: Hiring out Horses Management of the Establishment		
Name and address of the manager/person with direct control of the establishment		
Does the manager have any of the following certificates (tick all that apply)?		
Assistant Instructor's Certificate of the British Horse Society	<input type="checkbox"/>	
Intermediate Instructor's Certificate of the British Horse Society	<input type="checkbox"/>	
Instructor's Certificate of the British Horse Society	<input type="checkbox"/>	
Fellowship of the British Horse Society	<input type="checkbox"/>	
Fellowship of the Institute of the Horse	<input type="checkbox"/>	
None of the above	<input type="checkbox"/>	
Please give details of the manager's experience in the management of horses		
Does a responsible person live at the premises?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What are the arrangements in the event of an emergency?		
Will a person who is under 16 years of age be left in charge of the establishment at any time?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 11: Insurance details. Please see guidance note 4.

Riding establishments: do you have public liability insurance which insures the licence holder against liability for any injury sustained by, and the death of, any client, and 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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Keeping or training animals for exhibition: do you hold public liability insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Please provide details of:

Insurance company	
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Details of cover	
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Period of cover	
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Amount of cover (£)	
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If no, please state the steps you are taking to obtain insurance:

Section 12: Name and address of the Veterinary Practice the business is registered with

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Section 13: Are you a member of UKAS accredited scheme?

	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please provide details:

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Section 14: Are you disqualified:		
	Yes	No
under section 33 of the Welfare of Animals Act (Northern Ireland) 2011	<input type="checkbox"/>	<input type="checkbox"/>
under section 34 of the Animal Welfare Act 2006	<input type="checkbox"/>	<input type="checkbox"/>
under sections 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006.	<input type="checkbox"/>	<input type="checkbox"/>
under section 4(1) of the Dangerous Dogs Act 1991	<input type="checkbox"/>	<input type="checkbox"/>
under Article 33A of the Dogs (Northern Ireland) Order 1983	<input type="checkbox"/>	<input type="checkbox"/>
under section 6(2) of the Dangerous Wild Animals Act 1976 from keeping a dangerous wild animal	<input type="checkbox"/>	<input type="checkbox"/>
under section 3(3) of the Breeding of Dogs Act 1973 from keeping a breeding establishment for dogs	<input type="checkbox"/>	<input type="checkbox"/>
under section 4(3) of the Riding Establishments Act 1964 from keeping a riding establishment.	<input type="checkbox"/>	<input type="checkbox"/>
under section 3(3) of the Animal Boarding Establishments Act 1963 from keeping a boarding establishment for animals	<input type="checkbox"/>	<input type="checkbox"/>
under section 5(3) of the Pet Animals Act 1951 from keeping a pet shop	<input type="checkbox"/>	<input type="checkbox"/>
under section 1(1) of the Protection of Animals (Amendment) Act 1954 from having custody of an animal.	<input type="checkbox"/>	<input type="checkbox"/>
under section 4(2) of the Performing Animals (Regulation) Act 1925.	<input type="checkbox"/>	<input type="checkbox"/>
under section 3 of the Protection of Animals Act 1911 from the ownership of an animal	<input type="checkbox"/>	<input type="checkbox"/>

Section 15: Has a licence held by you been revoked and the appeal period has expired, or the appeal was unsuccessful?		
	Yes	No
under regulation 15 of The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018	<input type="checkbox"/>	<input type="checkbox"/>
under regulation 17 of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014	<input type="checkbox"/>	<input type="checkbox"/>
under regulation 13 of the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012	<input type="checkbox"/>	<input type="checkbox"/>
under regulation 12 of the Welfare of Racing Greyhounds Regulations 2010	<input type="checkbox"/>	<input type="checkbox"/>

Section 16: Has the applicant or any person who has control or management of the premises ever had an application refused, cancelled or revoked?		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>

South Somerset District Council is committed to protecting your privacy when you use our services. This Privacy Notice explains how we will use your information and how we protect your privacy.

The personal information you provide will be used to process your application for a licence under the Animal Welfare Act 2006. We need to collect this information so that we can comply with the licensing laws but we will only collect and use what we need.

This information will be shared with the veterinary practice who will undertake the inspection of your premises, if an inspection is required.

Please note that some of your personal data, specifically your name and the address of your premises, may be released where a valid Freedom of Information request is received by SSDC. We will release this information as we believe it is in the public interest to do so but if you feel you have an overriding reason why your personal data should not be released if requested, please contact us to discuss.

We maintain a public register, you can select the information (if any) to be included.

If you would like more information about how we will use your personal information and how we protect your privacy please refer to our online Privacy Notice or if you need to speak to someone about your privacy please contact 01935 462462 or alternatively email

DPO@southsomerset.gov.uk.

Section 17: Declarations

- I declare that, to the best of my knowledge and belief, the above particulars are true in every respect.
- I understand that the application fee is payable when the application is submitted and covers the cost of processing the application and the determination of the application, and if granted the licence fee will be payable (varies according to the length of the licence)
- I understand that a Veterinary inspection is required for the initial dog breeding application and the cost of this will be invoiced separately (please delete if not applicable).
- I understand that an annual Veterinary inspection is required for premises where the activity is hiring out horses and this isn't included in the application or licence fee (please delete if not applicable).
- I enclose a copy of the insurance certificate (please delete if not applicable).
- I have enclosed copies of certificate(s) where relevant.
- I have read the relevant guidance document(s).
- Fee to be paid by card – we will email you a payment link or call to take the payment.

Section 18: Public register					
I would like the following information to be displayed in the public register:					
My name	<input type="checkbox"/>	My address	<input type="checkbox"/>	Business trading name	<input type="checkbox"/>
Email address	<input type="checkbox"/>	Telephone number	<input type="checkbox"/>	Website	<input type="checkbox"/>
Star rating	<input type="checkbox"/>				

Section 19: Signature			
Signed:		Date:	
Print name:			

Guidance:

Guidance note 1: For keeping and training animals for exhibition please provide information about the proposed performance(s) the animals will be exhibited or for which they are trained, including the apparatus which is used for the performance. If it is an animal encounter, please give details of what type of encounter and where they take place. Approximate duration of the performances, number of times the performance will be given on one day, how the animals are transported.

Selling animals as pets: please provide information about the type of business e.g pet shop, home sales, internet sales, wholesales, third party sales etc.

Hiring out horses: please provide information about the type of business e.g. riding school, trekking, hiring hunters, donkey rides.

Guidance note 2: Section 5. Please provide information about the animals that will be kept in the licensed area, for example the number and breed of dogs that normally live in the home for a home boarding establishment, the number and breed of dogs that live in a premises used for dog breeding but are not use for breeding, or horses kept for livery that are not using for riding lessons.

Guidance note 3: Please provide details of the accommodation (continue on a separate sheet if required):

Dog and cat boarding (kennel/cattery): number and size of kennels/units, details of kitchen, food storage, isolation facilities, heating, lighting and ventilation and food storage and removal of waste.

Home boarding: description and size of rooms that the dogs will be kept in, food storage.

Information about isolation facilities and removal of waste.

Dog breeding: if the dogs are kept in the home, kennels or a combination. Number and size of kennels, heating, lighting and ventilation and isolation facilities. If the dogs used for breeding are accommodated in the home, a description of the rooms they live in and removal of waste.

Hiring out horses: number of stables, stalls or size of covered yard, details of grazing, tack and food storage and removal and storage of waste.

Selling animals as Pets: details of type and size of accommodation, heating (general and requirements for specific animals), lighting (general and requirements for specific animals), filtration (where applicable), details about isolation facilities and removal of waste.

Day care: details of the room(s) available to dogs, including size, heating, lighting and ventilation (where not in a domestic setting). Information about isolation facilities and removal of waste.
Keeping or training animals for exhibition: information about the type and size of accommodation, any particular requirements in terms of heating, lighting, filtration. General lighting and ventilation details, isolation facilities and removal of waste.

Guidance note 4: Section 8

Licence holders for keeping and training animals for exhibition are required to have public liability insurance.

Licence holders for hiring out horses are required to have a public liability which insures the licence holder against liability for any injury sustained by, and the death of, any client, and 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.