

Application for a licence to “Keep or Train Animals for Exhibition”

Please complete all the questions. If you have nothing to record, please state "N/A" or "None".

Standard applicant profile section 1

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				

4a	Applicant Business		
4.7	The country where 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		

Licence type details section 2

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		

4a	Kinds of animal to be trained and the number of each kind		
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		

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,		

11	Additional details		
	Please check local guidance notes and conditions for any additional information which may be required		
11.1	Additional information which is required or may be relevant to the application		

Veterinary Inspection Costs

The applicant/licence holder is responsible for paying the full cost(s) of inspections carried by the Council's appointed veterinary inspector. This applies to inspections required during the application process and during the licence period.

Standard declaration section

1	General and Specific Licence Conditions & Guidance	
	All applicants to tick that they have read the applicable licence conditions & guidance	
1.1	Performing Animals	

2	Additional Information	
	Please attach the following Information	
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	

Payments

Fees

Please refer to the animal licensing pages www.wealden.gov.uk
From the home screen, select “business” tab then “licences & registers”.

Please pay online:

www.wealden.gov.uk/pay and select ‘Animal Licences’.

Wealden will not accept payment by cheque after March 2019.

If you have paid on-line please complete this box:

Date paid:	
Card type:	
Amount	
Payment reference:	
Copy of receipt enclosed	Yes No

Please return this completed form and documentation to:

Rother and Wealden Councils shared Environmental Health Service
Rother District Council, Town Hall
Bexhill on Sea, East Sussex TN39 3JX
01424 787550

licensing@rother.gov.uk

Public Register

We publish a register of our animal licences on our website. This information includes the type of licence and the licensed address.

Data Protection

The Council will be Data Controller of the information you are providing and it will be responsible for looking after it as required by the Data Protection Act 2018. We will only use the information for the purpose of animal licensing. As required by the Data Protection Act 2018 the information will be kept safe, secure, processed and only shared for those purposes or where it is allowed by law. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website page

www.wealden.gov.uk/Wealden/Council/Website_Tools/About_this_site/Privacy_Statement.aspx
or email Data Protection Officer informationgovernance@wealden.gov.uk

If you are dissatisfied with how we have used your personal data you have a right to complain to the Information Commissioner’s Office - <https://ico.org.uk/>