



AGENDA ITEM: 6

SUMMARY

Report for:	Licensing, Health & Safety and Enforcement Committee
Date of meeting:	27 October 2015
PART:	I
If Part II, reason:	

Title of report:	Animal licence application forms
Contact:	Ross Hill – Licensing Team Leader, Legal Governance
Purpose of report:	To agree new application formats and required content for use in various animal licence applications.
Recommendations	<p>To adopt, with effect from 1 November 2015, as the Council's standard format for animal licence applications:</p> <ol style="list-style-type: none"> a) For animal boarding establishment licences under section 1 of the Animal Boarding Establishments Act 1963, the form at Annex A; b) For pet shop licences under section 1 of the Pet Animals Act 1951, the form at Annex B; c) For riding establishment licences under section 1 of the Riding Establishments Act 1964, the form at Annex C; d) For dog breeding establishment licences under section 1 of the Breeding of Dogs Act 1973, the form at Annex D; e) For dangerous wild animal licences under section 1 of the Dangerous Wild Animals Act 1976, the form at Annex E; <p>and to require all information requested therein to be provided with each application made for a licence.</p>
Corporate objectives:	<p>Dacorum Delivers</p> <ul style="list-style-type: none"> • Efficiencies

Implications:	<p><u>Value for Money / Health And Safety</u> Requiring a greater degree of information to be provided at the time of application will reduce the duration of licensing officer inspections of applicant's premises which are currently spent collating this information, thus reducing the cost incurred by the council in processing applications. It will also enable a better understanding of any special risks or hazards prior to the officer going to the site.</p> <p><u>Financial / Risk / Equalities Implications</u> None identified.</p>
Consultees:	None
Background papers:	
Glossary of acronyms and any other abbreviations used in this report:	

1. BACKGROUND

1.1. Dacorum Borough Council is responsible for the issue of six types of animal welfare licence, namely:

- a) Animal boarding establishment licences (businesses accommodating dogs or cats – e.g. kennels, catteries, home boarders, pet daycare)
- b) Dangerous wild animal licences (keeping prescribed exotic animals)
- c) Dog breeding establishment licences (commercial breeding of dogs)
- d) Pet shop licences (any premises retailing animals to be kept as pets)
- e) Riding establishment licences (premises providing horses, ponies, etc, for riding)
- f) Zoo licences (premises exhibiting non-domesticated animals which are open to the public)

1.2. Additional animal licence types, including animal movement orders and performing animal registrations, are issued by the County Council.

1.3. The legislation governing all of these licence types gives licensing authorities wide discretion on the matters they may consider prior to issuing a licence, although issues relating to the welfare of the animals and the protection of the public must take primacy.

1.4. The Council currently has basic application forms¹ available for each of its licences except zoos, which in some cases ask for little more than the address of the premises and the name of the proprietor. Any additional information required to determine the application is then gathered either by

¹ See www.dacorum.gov.uk/home/environment-street-care/licensing/animal-welfare-licences

the licensing enforcement officer or the veterinary surgeon appointed by the Council, during the inspection of the premises. In turn, this means that inspections then take considerably longer than if this information did not have to be gathered, increasing the cost of those inspections.

- 1.5. The Council also subscribes to the Government's GOV.UK Licensing online application system, which provides more comprehensive e-forms for animal boarding establishment, pet shops, riding establishment and zoo licences, although these are infrequently used.
- 1.6. The lack of detail in the current animal licence application forms was recently identified as an area for improvement by the Council's Internal Auditor during a recent audit of the Licensing service, and the adoption of new, more comprehensive forms will serve to satisfy a recommendation made by the Auditor.

2. PROPOSAL

- 2.1. It is now proposed to introduce more comprehensive application forms for five of the six types of licence issued by the Council, so that most of the required information is gathered at the time of application, rather than during the pre-licensing inspection. This should encourage a more efficient approach to the processing of these application types, and reduce the costs incurred by the Council.
- 2.2. Revised application forms are attached at Annexes A-E.
- 2.3. As there are currently no zoos within Dacorum and no suggestion that one will be opening in the near future, it is not intended to develop a local zoo licence application form at this time. The GOV.UK e-form, which was developed in conjunction with DEFRA, is available should an operator wish to apply for a licence of this type.
- 2.4. In addition to the application form itself, it is also intended to introduce a new requirement for each type of licence requiring the submission of a scale plan of the premises. This will again allow officers to better assess the suitability of the premises, and to identify any areas requiring closer attention, prior to the inspection taking place. The precise requirements for each type of plan are detailed within the guidance notes attached to each application form.

3. RECOMMENDATIONS

- 3.1. To adopt, with effect from 1 November 2015, as the Council's standard format for animal licence applications:
 - a) For animal boarding establishment licences under section 1 of the Animal Boarding Establishments Act 1963, the form at Annex A;
 - b) For pet shop licences under section 1 of the Pet Animals Act 1951, the form at Annex B;
 - c) For riding establishment licences under section 1 of the Riding Establishments Act 1964, the form at Annex C;

- d) For dog breeding establishment licences under section 1 of the Breeding of Dogs Act 1973, the form at Annex D;
- e) For dangerous wild animal licences under section 1 of the Dangerous Wild Animals Act 1976, the form at Annex E;

and to require all information requested therein to be provided with each application made for a licence.

Annex A – Application form for an animal boarding establishment licence



Licensing, Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead, HP1 1HH

Animal Boarding Establishments Act 1963

Application for a licence to keep an Animal Boarding Establishment

I am applying for a: <i>(tick one)</i> <i>See notes 1 and 2.</i>	<input type="checkbox"/> New licence <i>(valid for the remainder of the current calendar year)</i> <input type="checkbox"/> New licence <i>(valid for the whole of the next calendar year)</i> <input type="checkbox"/> Renewal of a licence <i>(valid for the whole of the next calendar year)</i> <input type="checkbox"/> Variation of licence conditions <i>(including change to number of animals)</i>
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Please write legibly in **block capitals**, and ensure that your answers are inside the boxes and written in **black ink**. All questions must be answered. Incomplete applications will not be processed.

Before completing, please read the guidance notes at the end of the form.

You may wish to keep a copy of the completed form for your records.

Section 1: Current licence		This section should be left blank on new licence applications	
Licence number:		Expiry date of current licence:	31 st December 20____

Section 2: Boarding establishment details	
Trading name <i>(if any)</i> :	
Full address: <i>(including postcode)</i>	
Telephone number(s):	
Business website <i>(if any)</i> :	
This premises is [proposed to be] used for providing: <i>(tick all that apply and state the number of animals accommodated for each activity)</i>	
See note 3.	Maximum number of animals to be accommodated
<input type="checkbox"/> Daytime accommodation for dogs	
<input type="checkbox"/> Overnight accommodation for dogs	
<input type="checkbox"/> Daytime accommodation for cats	
<input type="checkbox"/> Overnight accommodation for cats	
Are animals [proposed to be] accommodated only within a domestic environment? <i>(known as 'home boarding')</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the premises been granted planning permission for this use (or has it been confirmed that planning permission is not required)?	<input type="checkbox"/> Yes – permission granted <input type="checkbox"/> Yes – permission not required <input type="checkbox"/> No

Section 3: Applicant(s) detailsThe application is made by:
(tick one)

- A single individual *Please give details in part A*
 Multiple individuals *Please give details in parts A & B*
 A limited company *Please give details in part C*

Part A: First individual applicant Mr Mrs Ms Other _____

Full name:

Home address:

Date of birth:

/ /

Daytime phone number:

Email address:

Part B: Second individual applicant (if any) Mr Mrs Ms Other _____

Full name:

Home address:

Date of birth:

/ /

Daytime phone number:

Email address:

If there are more than two individual applicants, please give the details of further individuals on a separate sheet.**Part C: Limited company applicant**

Registered name:

Registered office address:

Company registration number:

- UK: Companies House
 Other: _____

Daytime phone number:

Email address:

Section 4: Accommodation and animal husbandry*See note 4.*

Please describe the accommodation being provided for boarded animals. Where multiple types of accommodation are available, please describe each of them (use additional pages if necessary).

(Home boarders only): How many rooms are there on the ground floor of the premises?
See note 5.

What steps do you intend to take to secure that animals will, at all times, be kept in accommodation which is suitable in construction, size, occupancy, temperature, lighting, ventilation and cleanliness?

What steps do you intend to take to secure that animals will be adequately supplied with suitable food and drink, provided with clean bedding material, are adequately exercised, and visited regularly?

Section 5: Resident animals

How many pet animals are ordinarily resident at the premises, or will otherwise be present during the operation of the boarding establishment (e.g. owner's pets, animals belonging to staff members)?

Dogs	Cats	Others (please list)

Section 6: Fire safety*See note 4.*

What steps do you intend to take to ensure that animals will be protected in case of fire or other emergency? (please include a list of any fire prevention/detection equipment which is operated)

Please note: All animal boarding establishments, including home boarders, are subject to the provisions of the Regulatory Reform (Fire Safety) Order 2005, which requires businesses to take general fire precautions, to carry out a fire safety risk assessment, and if necessary to install fire detection and fire-fighting equipment.

Further information is available at www.gov.uk/workplace-fire-safety-your-responsibilities

Section 7: Disease control*See note 4.*

What steps will be taken to prevent and control the spread of infectious or contagious disease among animals boarded at the premises? (please include a list of any quarantine/isolation facilities provided)

Section 8: Veterinary treatment

Please give the details of a veterinary surgeon or practitioner who provides services to this business:

Name:	
Address:	
Telephone number:	

Section 9: Security*See note 4.*

What steps will be taken to prevent unauthorised access to the premises (or parts of the premises to which the public are not to be admitted), unauthorised removal of animals, or escape by animals?

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Section 10: Waste disposal*See note 4.*

What measures will be used for the disposal of waste produced in the course of the business? (this may include soiled bedding materials, empty packaging, food remnants, or animal excreta)

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Please note: Waste produced in the course of a business may be considered to be commercial waste, which should not be disposed of via domestic waste bins or public litter bins. Where no alternate disposal arrangements have been made, businesses may need to consider utilising a commercial waste service.

Section 11: Liability insurance details*See note 6.*

Please detail any relevant liability insurance policies held in respect of your business:

Type	Held?	Name of insurer(s):	Amount insured	Policy expiry date
Public liability	<input type="checkbox"/>		£	/ /
Employer's liability	<input type="checkbox"/>		£	/ /
Other: _____	<input type="checkbox"/>		£	/ /

Section 12: Licence conditions

Dacorum Borough Council has adopted standard conditions applying to various types of boarding business, which can be viewed on our website, www.dacorum.gov.uk/licensing

Does the accommodation and care you intend to provide satisfy the relevant licence conditions for the type(s) of business operated? Yes No

If no, please detail any conditions below which you would not be able to satisfy:

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Please note: The Council may, at its discretion, vary or substitute any of the standard conditions, or impose any other condition it considers necessary to achieve the aims set out in the Act. In such cases, the applicant will be advised of any proposed conditions prior to the grant of any licence.

Section 13: Offences, disqualifications, etc.

Convictions or cautions which are considered 'spent' under the Rehabilitation of Offenders Act 1974 need not be disclosed.

Is the applicant (or are any of the applicants, or any of the directors/officers of a limited company applicant) currently disqualified:

- | | |
|--|--|
| a) From keeping a boarding establishment for animals, under the Animal Boarding Establishments Act 1963? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b) From keeping a pet shop, under the Pet Animals Act 1951? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c) From having the custody of animals, under the Protection of Animals (Amendment) Act 1954? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d) Under section 32(2), (3) or (4) of the Animal Welfare Act 2006? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e) Under section 40(1) of the Animal Health and Welfare (Scotland) Act 2006? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Has the applicant (or have any of the applicants, or any of the directors/officers of a limited company applicant) been convicted or cautioned for an offence under the above-mentioned legislation or any similar animal welfare legislation, where that conviction or caution is not considered to be 'spent' at this time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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To their knowledge, is the applicant (or are any of the applicants, or any of the directors/officers of a limited company applicant) currently subject to legal proceedings for an offence of a type mentioned above?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Has the applicant (or have any of the applicants, or any of the directors/company officers of a limited company applicant) ever been refused a boarding establishment licence, by this or any other authority, or had such a licence cancelled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If any of the above questions have been answered 'yes', please provide further details in respect of those matters in the space below:

Section 14: Enclosures

Scale plan

Please tick to confirm

I enclose a scale plan, showing the layout of the premises (*see guidance notes*).

Application fee

Please tick one of the following options

I enclose a cheque for £____, payable to Dacorum Borough Council.

I wish to pay the application fee(s) by credit or debit card – please contact me to arrange payment.

Section 15: Declaration and signatures*Every applicant must sign the form*

- I/We hereby apply for a licence to keep a boarding establishment for animals under the Animal Boarding Establishments Act 1963, and declare that to the best of my/our knowledge and belief, the above particulars are true in every respect.
- I/We understand that a licence may be refused if I am/We are found to have knowingly or recklessly made a false statement or omitted any material particular in giving information required in this form.
- I/We understand that the above-mentioned premises will be inspected by an authorised officer of the authority, an authorised veterinary surgeon or practitioner, or both, prior to any decision being made in respect of this application, and agree to facilitate this.
- I/We have read the applicable standard licence conditions and undertake in the event of a licence being granted to observe and adhere to such conditions.
- I/We understand that we will be notified of any other condition that the council may propose to grant a licence subject to prior to the making of such a decision, and that we may appeal against such a proposal to a magistrates' court prior to the issue of a licence.

Signed:		Print name:		Date:	
Signed:		Print name:		Date:	

If there are more than two applicants, a copy of this page should be taken to allow all applicants to sign. Where the application is made by a limited company, the form should be signed by an officer of the company.

Completed application forms should be submitted, along with payment of the appropriate fee(s) and a scale plan of the premises (see below for requirements), to:

Licensing, Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead, HP1 1HH

Data Protection – PLEASE READ THIS NOTICE CAREFULLY

We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in such public registers as the Council may be required to maintain.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about that that another person has provided, with other information we hold. We may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information,
- Prevent or detect crime, or
- Protect public funds.

We will not give your information to anyone else, or use information about you for other purposes, unless the law requires us to.

Dacorum Borough Council is the data controller for the purposes of the Data Protection Act. If you would like to know more about what information we hold about you, or the way we use it, please contact us.

Office use only

Date received:		Fee received:	£
Receipt number:			<input type="checkbox"/> Chq <input type="checkbox"/> Card
Appn complete:		Lic. approved:	
Licence valid from:		Licence expires:	

Guidance notes for applicants

Under the Animal Boarding Establishments Act 1963, businesses which provide accommodation for dogs and cats belonging to other people must be licensed by the applicable local council. Premises operated by these businesses are known as animal boarding establishments.

The Act provides exemptions for businesses where the accommodation is ancillary to an unrelated primary activity (for example, veterinary surgeries accommodating animals which are receiving treatment).

The Act does not stipulate any time periods for the provision of accommodation, and therefore, in the Council's opinion, businesses providing day-time pet accommodation (sometimes known as 'dog day care', 'cat crèches' or similar) will require licences in the same way as traditional kennels and catteries which provide overnight accommodation. Businesses providing accommodation in a domestic setting (known as 'home boarding') will also require licences.

1. The Act requires that licences are issued in respect of calendar years, and that they expire on 31st December each year. If you are applying for a new licence part way through a calendar year, you may choose whether you wish the licence to have effect until the end of the current calendar year (in which case it will be valid for less than 12 months), or for the next calendar year (so that it runs for 12 months from 1st January, but will not have effect in the current year). Our application fees are set based on the work involved in issuing a licence, and will not be reduced for licences which will be valid for less than 12 months.
2. Renewed licences will be valid from 1st January to 31st December in the next calendar year.
3. Please state the maximum number of animals to be accommodated in each category. This number should only include animals being accommodated in the course of the boarding business – you will be asked later about any animals which are ordinarily resident at the premises.
4. Should you need additional space to complete your response to these questions, please continue on a blank page, indicating clearly which question you are responding to. We may also accept copies of documents (e.g. operational manuals) in place of individual responses to these questions, providing that they cover all required matters.
5. Where animals are to be accommodated within a domestic environment, the licensing authority will not usually grant a licence for a greater number of animals (including resident animals) than there are rooms on the ground floor of the property. This is so that, if the need arises (e.g. in the event of an attack incident, or an outbreak of a transmittable illness), all animals can be isolated in separate rooms. A room is considered to be a fully enclosed internal structure which is safe and suitable for containing an animal, with a door that can be closed – open plan conjoined rooms (e.g. lounge/diners) will be counted as one room. Rooms may include lounges, reception rooms, dining rooms, kitchens, bedrooms BUT NOT hallways (which will typically be needed to access the other rooms) nor pantries, storage rooms or utility rooms (unless it can be demonstrated that these are large enough to safely accommodate an animal).
6. The licensing authority strongly recommends that an appropriate level of public liability insurance is held by every animal boarding business. Where the business employs other persons, employer's liability insurance should also be held. As every business is different we do not consider it appropriate to specify minimum coverage levels, which should be discussed with a suitable insurance adviser.

Scale plan requirements

If you are applying for a new licence, or have made significant changes to the layout of the premises since your last licence was granted, we will require you to provide a scale plan, which clearly shows the (internal) layout of your premises.

Plans may be drawn to any appropriate scale (please indicate what scale you have used). There is no requirement to have plans professionally drawn – we will accept any reasonable plan, which shows all areas of your premises which will be used in the course of the boarding business, including animal accommodation, food preparation areas, isolation facilities and exercise areas, and which includes, as a minimum:

- All internal and external walls or fences, and the boundary of your premises
- Access and egress points to and from the premises
- Location of emergency escape routes from the premises (if different to above)
- Areas used for accommodating animals (including any permanent enclosures, structures or pens)
- Areas used for exercising animals (including any permanent enclosures, structures or pens)
- Areas used for storage/preparation of food for animals
- Location of fire detection/safety equipment
- Location of any medical equipment/isolation facility
- Location of any heating/ventilation sources

Home boarders – please note that we will only require a plan showing the ground floor of your premises, we do not require other floors to be shown as we will not typically licence these.

If you have previously submitted a scale plan of your premises (i.e. if you are applying to renew an existing licence), and no changes have been made to the layout or structure of the premises since your licence was granted, it is not necessary to submit a further plan with this application.

Annex B – Application form for a pet shop licence



Licensing, Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead, HP1 1HH

Pet Animals Act 1951

Application for a licence to keep a Pet Shop

I am applying for a: <i>(tick one)</i> See notes 1 and 2.	<input type="checkbox"/> New licence <i>(valid for the remainder of the current calendar year)</i> <input type="checkbox"/> New licence <i>(valid for the whole of the next calendar year)</i> <input type="checkbox"/> Renewal of a licence <i>(valid for the whole of the next calendar year)</i> <input type="checkbox"/> Variation of licence conditions <i>(including change to number of animals)</i>
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Please write legibly in **block capitals**, and ensure that your answers are inside the boxes and written in **black ink**. All questions must be answered. Incomplete applications will not be processed.

Before completing, please read the guidance notes at the end of the form.

You may wish to keep a copy of the completed form for your records.

Section 1: Current licence		<i>This section should be left blank on new licence applications</i>	
Licence number:		Expiry date of current licence:	31 st December 20____

Section 2: Pet shop details	
Trading name <i>(if any)</i> :	
Full address: <i>(including postcode)</i>	
Telephone number(s):	
Business website <i>(if any)</i> :	www.
Nature of premises:	<input type="checkbox"/> Commercial / retail unit <input type="checkbox"/> Private dwelling <input type="checkbox"/> Other <i>(please describe: _____)</i>
Has the premises been granted planning permission for this use <i>(or has it been confirmed that planning permission is not required)?</i>	<input type="checkbox"/> Yes – permission granted <input type="checkbox"/> Yes – permission not required <input type="checkbox"/> No

Please give details of an individual responsible for the management of the premises: <i>(we will contact this person to arrange the pre-licensing inspection, and for any enforcement or compliance issues)</i>	
Full name:	
Daytime telephone number:	
Email address: <i>(if any)</i>	

Section 3: Applicant(s) detailsThe application is made by:
(tick one)

- A single individual
 Multiple individuals
 A limited company

*Please give details in part A**Please give details in parts A & B**Please give details in part C***Part A: First individual applicant** Mr Mrs Ms Other _____

Full name:

Home address:

Date of birth:

/ /

Daytime phone number:

Email address:

Part B: Second individual applicant *(if any)* Mr Mrs Ms Other _____

Full name:

Home address:

Date of birth:

/ /

Daytime phone number:

Email address:

If there are more than two individual applicants, please give the details of further individuals on a separate sheet.**Part C: Limited company applicant**

Registered name:

Registered office address:

Company registration number:

- UK: Companies House
 Other: _____

Daytime phone number:

Email address:

Section 4: Animals to be sold

See note 3

Please give details of the animals which are [proposed to be] sold from the pet shop, including the maximum number of each type to be stocked at any one time, the minimum age at which animals will be sold, and the accommodation provided at the premises (use additional pages if necessary):

Type of animal	To be sold?	Maximum number stocked	Minimum age at which sold	Details of accommodation
Large mammals				
Dogs & puppies	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Cats & kittens	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Large domesticated mammals	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<i>Please specify species:</i>			
Primates	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<i>Please specify species:</i>			
Other: _____				
Small mammals				
Hamsters	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Guinea pigs (cavies)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Rabbits	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Rats, mice & gerbils	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Chinchillas & degus	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Chipmunks	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Sugar gliders	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Pygmy hedgehogs	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other: _____				

Section 4: Animals to be sold (continued)

Type of animal	To be sold?	Maximum number stocked	Minimum age at which sold	Details of accommodation
Reptiles				
Tortoises & turtles	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Snakes & lizards	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other: _____				
Birds				
Budgerigars, finches & other small birds	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Parrots, parakeets & macaws	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Pigeons	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other large birds	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<i>Please specify species:</i>			
Other: _____				
Fish				
Tropical fish	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Marine fish	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Coldwater fish	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other: _____				
Any other species (please specify)				

Part 5: Accommodation and animal husbandry

See note 4

What steps do you intend to take to secure that animals will at all times be kept in accommodation suitable in construction, size, temperature, lighting, ventilation and cleanliness?

What steps do you intend to take to secure that animals will be adequately supplied with suitable food and drink, and (so far as necessary) will be visited at regular intervals?

What steps do you intend to take to secure that mammals will not be sold at too early an age?

What steps do you intend to take to secure that all reasonable precautions will be taken to prevent the spread of infectious or contagious diseases among animals, including the provision of isolation / quarantine facilities for each type of animal stocked?

Please describe any steps that will be taken in the event of a fire or other emergency at the premises, including details of any fire prevention, detection and suppression equipment in use:

For any of the above questions, please continue on an additional sheet if further space is required. Relevant documentation (e.g. operating policies) may be submitted in support of your answers.

Section 6: Liability insurance details*See note 5*

Please detail any relevant liability insurance policies held in respect of your business:

Type	Held?	Name of insurer(s):	Amount insured	Policy expiry date
Public liability	<input type="checkbox"/>		£	/ /
Employer's liability	<input type="checkbox"/>		£	/ /
Other: _____	<input type="checkbox"/>		£	/ /

Section 7: Offences, disqualifications, etc.

Convictions or cautions which are considered 'spent' under the Rehabilitation of Offenders Act 1974 need not be disclosed.

Is the applicant (or are any of the applicants, or any of the directors/officers of a limited company applicant) currently disqualified:

- | | | |
|--|------------------------------|-----------------------------|
| a) From keeping a pet shop, under the Pet Animals Act 1951? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b) From having the custody of animals, under the Protection of Animals (Amendment) Act 1954? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c) Under section 32(2), (3) or (4) of the Animal Welfare Act 2006? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d) Under section 40(1) of the Animal Health and Welfare (Scotland) Act 2006? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Has the applicant (or have any of the applicants, or any of the directors/officers of a limited company applicant) been convicted or cautioned for an offence under the above-mentioned legislation or any similar animal welfare legislation, where that conviction or caution is not considered to be 'spent' at this time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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To their knowledge, is the applicant (or are any of the applicants, or any of the directors/officers of a limited company applicant) currently subject to legal proceedings for an offence of a type mentioned above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Has the applicant (or have any of the applicants, or any of the directors/company officers of a limited company applicant) ever been refused a pet shop licence, by this or any other authority, or had such a licence cancelled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If any of the above questions have been answered 'yes', please provide further details in respect of those matters in the space below:

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Section 8: Licence conditions

Dacorum Borough Council has adopted standard conditions applying to pet shops, which can be viewed on our website, www.dacorum.gov.uk/licensing

Does the business you intend to operate satisfy the relevant licence conditions for the type(s) of business operated?

Yes No

If no, please detail any conditions below which you would not be able to satisfy:

Please note: The Council may, at its discretion, vary or substitute any of the standard conditions, or impose any other condition it considers necessary to achieve the aims set out in the Act. In such cases, the applicant will be advised of any proposed conditions prior to the grant of any licence.

Section 9: Enclosures

Scale plan

Please tick to confirm

I enclose a scale plan, showing the layout of the premises (*see guidance notes*).

Application fee

Please tick one of the following options

I enclose a cheque for £____, payable to Dacorum Borough Council.

I wish to pay the application fee(s) by credit or debit card – please contact me to arrange payment.

Section 10: Declaration and signatures

Every applicant must sign the form

- I/We hereby apply for a licence to keep a pet shop under the Pet Animals Act 1951, and declare that to the best of my/our knowledge and belief, the above particulars are true in every respect.
- I/We understand that a licence may be refused if I am/We are found to have knowingly or recklessly made a false statement or omitted any material particular in giving information required in this form.
- I/We understand that the above-mentioned premises will be inspected by an authorised officer of the authority, an authorised veterinary surgeon or practitioner, or both, prior to any decision being made in respect of this application, and agree to facilitate this.
- I/We have read the applicable standard licence conditions and undertake in the event of a licence being granted to observe and adhere to such conditions.
- I/We understand that we will be notified of any other condition that the council may propose to grant a licence subject to prior to the making of such a decision, and that we may appeal against such a proposal to a magistrates' court prior to the issue of a licence.

Signed:		Print name:		Date:	
Signed:		Print name:		Date:	

If there are more than two applicants, a copy of this page should be taken to allow all applicants to sign. Where the application is made by a limited company, the form should be signed by an officer of the company.

Completed application forms should be submitted, along with payment of the appropriate fee(s) and a scale plan of the premises (see below for requirements), to:

Licensing, Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead, HP1 1HH

Data Protection – PLEASE READ THIS NOTICE CAREFULLY

We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in such public registers as the Council may be required to maintain.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about that another person has provided, with other information we hold. We may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information,
- Prevent or detect crime, or
- Protect public funds.

We will not give your information to anyone else, or use information about you for other purposes, unless the law requires us to.

Dacorum Borough Council is the data controller for the purposes of the Data Protection Act. If you would like to know more about what information we hold about you, or the way we use it, please contact us.

Office use only

Date received:		Fee received:	£
Receipt number:			<input type="checkbox"/> Chq <input type="checkbox"/> Card
Appn complete:		Lic. approved:	
Licence valid from:		Licence expires:	

Guidance notes for applicants

Under the Pet Animals Act 1951, businesses which sell animals to be kept as pets must be licensed by the applicable local council. Premises operated by these businesses are known as pet shops, and may include private dwellings.

The Act provides exemptions for selling pedigree animals bred by the seller, or the occasional sale of offspring of a pet animal kept by that person.

1. The Act requires that licences are issued in respect of calendar years, and that they expire on 31st December each year. If you are applying for a new licence part way through a calendar year, you may choose whether you wish the licence to have effect until the end of the current calendar year (in which case it will be valid for less than 12 months), or for the next calendar year (so that it runs for 12 months from 1st January, but will not have effect in the current year). Our application fees are set based on the work involved in issuing a licence, and will not be reduced for licences which will be valid for less than 12 months.
2. Renewed licences will be valid from 1st January to 31st December in the next calendar year.
3. For each type of animal which you intend to stock, please state the maximum number of animals to be stocked at any time, the minimum age at which animals of that type will be sold, and describe the accommodation in which animals of that type will be kept. Where multiple animal types will be accommodated together in a single enclosure, please indicate which animal types which be accommodated together. If you need further space to complete your responses in this section, please continue on additional, blank pages.
4. Should you need additional space to complete your response to these questions, please continue on a blank page, indicating clearly which question you are responding to. We may also accept copies of documents (e.g. operational manuals) in place of individual responses to these questions, providing that they cover all required matters.
5. The licensing authority strongly recommends that an appropriate level of public liability insurance is held by every pet shop. Where the business employs other persons, employer's liability insurance should also be held. As every business is different we do not consider it appropriate to specify minimum coverage levels, which should be discussed with a suitable insurance adviser.

Scale plan requirements

If you are applying for a new licence, or have made significant changes to the layout of the premises since your last licence was granted, we will require you to provide a scale plan, which clearly shows the (internal) layout of your premises.

Plans may be drawn to any appropriate scale (please indicate what scale you have used). There is no requirement to have plans professionally drawn – we will accept any reasonable plan, which shows all areas of your premises which will be used in the course of the business, which includes, as a minimum:

- All internal and external walls or fences, and the boundary of your premises
- Access and egress points to and from the premises
- Location of emergency escape routes from the premises (if different to above)
- Areas used for accommodating animals (including any permanent enclosures, structures or pens)
- Areas used for exercising animals (including any permanent enclosures, structures or pens)
- Areas used for storage/preparation of food for animals
- Location of fire detection/safety equipment
- Location of any medical equipment/isolation facility
- Location of any heating/ventilation sources

If you have previously submitted a scale plan of your premises (i.e. if you are applying to renew an existing licence), and no changes have been made to the layout or structure of the premises since your licence was granted, it is not necessary to submit a further plan with this application.

Annex C – Application form for a riding establishment licence



Licensing, Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead, HP1 1HH

Riding Establishments Act 1964

Application for a licence to keep a Horse Riding Establishment

I am applying for a:

(tick one)

See note 1

- New licence
 Renewal of a licence
 Variation of licence conditions (including change to number of animals)

Please write legibly in **block capitals**, and ensure that your answers are inside the boxes and written in **black ink**. All questions must be answered. Incomplete applications will not be processed.

Before completing, please read the guidance notes at the end of the form.

You may wish to keep a copy of the completed form for your records.

Section 1: Current licence

This section should be left blank on new licence applications

Licence number:

Expiry date of current licence:

Section 2: Riding establishment details

Trading name (if any):

Full address:
(including postcode)

Telephone number(s):

Business website (if any):

If the riding establishment will operate only for part of the year, please state the period(s) during which it is intended to operate:

Has the premises been granted planning permission for this use (or has it been confirmed that planning permission is not required)?

- Yes – permission granted
 Yes – permission not required
 No

How many horses do you intend to keep for use at the riding establishment, if a licence is granted?
See note 2.

Renewals and variations only
Is this:

- The same number as permitted by my/our current licence
 An increase from the number permitted by my/our current licence
 A decrease from the number permitted by my/our current licence

Please complete Annex A with details of all of the horses to be kept for use at the riding establishment.

Section 3: Applicant(s) detailsThe application is made by:
(tick one)

- | | |
|---|---|
| <input type="checkbox"/> A single individual | <i>Please give details in part A</i> |
| <input type="checkbox"/> Multiple individuals | <i>Please give details in parts A & B</i> |
| <input type="checkbox"/> A limited company | <i>Please give details in part C</i> |

Part A: First individual applicant Mr Mrs Ms Other _____

Full name:

Home address:

Date of birth:

/ /

Daytime phone number:

Email address:

Part B: Second individual applicant (if any) Mr Mrs Ms Other _____

Full name:

Home address:

Date of birth:

/ /

Daytime phone number:

Email address:

If there are more than two individual applicants, please give the details of further individuals on a separate sheet.**Part C: Limited company applicant**

Registered name:

Registered office address:

Company registration number:

 UK: Companies House
 Other: _____

Daytime phone number:

Email address:

Section 4: Management of the establishment

Please give the details of the manager/person with direct control of the riding establishment:

Full name:

Qualifications held:

- Instructor's Certificate of the British Horse Society
- Intermediate Instructor's Certificate of the British Horse Society
- Assistant Instructor's Certificate of the British Horse Society
- Fellowship of the British Horse Society
- Fellowship of the Institute of the Horse
- None of the above (*please summarise experience in management of horses below*)

Relevant experience:

Please detail any qualifications held by other applicants or staff members employed at the premises:

Section 5: Accommodation and animal husbandry

See note 3.

Please describe the accommodation and other facilities being provided for use of horses. Where multiple types of accommodation are available, please describe each of them (*use additional pages if necessary*).

What steps do you intend to take to secure that horses will be kept in accommodation which is suitable in construction, size, occupancy, lighting, ventilation, drainage and cleanliness?

What steps do you intend to take to secure that horses will be adequately supplied with suitable food and drink, provided with clean bedding material, are adequately exercised, groomed and rested, and visited regularly?

--

In the case of any horses maintained at grass, what steps do you intend to take to secure that, while so maintained, adequate pasture, shelter and water will be available, and supplementary feeds will be provided as and when required?

--

If not detailed above, please describe the accommodation / storage provided for forage, bedding, stable equipment and saddlery?

--

Section 6: Fire safety

See note 3.

What steps do you intend to take to ensure that animals will be protected and extricated in case of fire or other emergency? Please include a list of any fire prevention/detection equipment which is operated:

--

Please note: All riding establishments are subject to the provisions of the Regulatory Reform (Fire Safety) Order 2005, which requires businesses to take general fire precautions, to carry out a fire safety risk assessment, and if necessary to install fire detection and fire-fighting equipment.

Further information is available at www.gov.uk/workplace-fire-safety-your-responsibilities

Section 7: Disease control*See note 3.*

What steps will be taken to prevent and control the spread of infectious or contagious disease among horses kept at the premises? Please include a list of any quarantine/isolation facilities and veterinary first aid equipment provided and maintained in the premises:

--

Section 8: Veterinary treatment

Please give the details of a veterinary surgeon or practitioner who provides services to this business:

Name:	
Address:	
Telephone number:	

Section 9: Liability insurance details*See note 4.*

Please detail any relevant liability insurance policies held in respect of your business:

Type	Held?	Name of insurer(s):	Amount insured	Policy expiry date
Public liability	<input type="checkbox"/>		£	/ /
Employer's liability	<input type="checkbox"/>		£	/ /
Other: _____	<input type="checkbox"/>		£	/ /

Section 10: Licence conditions

Dacorum Borough Council has adopted standard conditions applying to horse riding establishments, which can be viewed on our website, www.dacorum.gov.uk/licensing

Does the accommodation and care you intend to provide satisfy the relevant licence conditions for the type(s) of business operated? Yes No

If no, please detail any conditions below which you would not be able to satisfy:

--

Please note: The Council may, at its discretion, vary or substitute any of the standard conditions, or impose any other condition it considers necessary to achieve the aims set out in the Act. In such cases, the applicant will be advised of any proposed conditions prior to the grant of any licence.

Section 11: Offences, disqualifications, etc.

Convictions or cautions which are considered 'spent' under the Rehabilitation of Offenders Act 1974 need not be disclosed.

Is the applicant (or are any of the applicants, or any of the directors/officers of a limited company applicant) currently disqualified:

- | | |
|--|--|
| a) From keeping a riding establishment, under the Riding Establishments Act 1964? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b) From keeping a pet shop, under the Pet Animals Act 1951? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c) From having the custody of animals, under the Protection of Animals (Amendment) Act 1954? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d) From keeping a boarding establishment for animals, under the Animal Boarding Establishments Act 1963? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e) Under section 32(2), (3) or (4) of the Animal Welfare Act 2006? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| f) Under section 40(1) of the Animal Health and Welfare (Scotland) Act 2006? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Has the applicant (or have any of the applicants, or any of the directors/officers of a limited company applicant) been convicted or cautioned for an offence under the above-mentioned legislation or any similar animal welfare legislation, where that conviction or caution is not considered to be 'spent' at this time?

Yes No

To their knowledge, is the applicant (or are any of the applicants, or any of the directors/officers of a limited company applicant) currently subject to legal proceedings for an offence of a type mentioned above?

Yes No

Has the applicant (or have any of the applicants, or any of the directors/company officers of a limited company applicant) ever been refused a riding establishment licence, by this or any other authority, or had such a licence cancelled?

Yes No

If any of the above questions have been answered 'yes', please provide further details in respect of those matters in the space below:

Section 12: Enclosures

Scale plan *Please tick to confirm*

I enclose a scale plan, showing the layout of the premises (*see guidance notes*).

Details of horses *Please tick to confirm*

I enclose Annex A, completed with details of every horse [to be] kept at the riding establishment.

Application fee *Please tick one of the following options*

I enclose a cheque for £_____, payable to Dacorum Borough Council.

I wish to pay the application fee(s) by credit or debit card – please contact me to arrange payment.

Section 13: Declaration and signatures*Every applicant must sign the form*

- I/We hereby apply for a licence under the Riding Establishments Act 1964 to keep a horse riding establishment, and declare that to the best of my/our knowledge and belief, the above particulars are true in every respect.
- I/We understand that a licence may be refused if I am/We are found to have knowingly or recklessly made a false statement or omitted any material particular in giving information required in this form.
- I/We understand that the above-mentioned premises will be inspected by an accredited equine veterinary surgeon nominated by the licensing authority, prior to any decision being made in respect of this application, and agree to facilitate this. I understand that the cost of this inspection will be recharged to me/us in full and undertake to pay the licensing authority's invoice in this respect.
- I/We have read the applicable standard licence conditions and undertake in the event of a licence being granted to observe and adhere to such conditions.
- I/We understand that we will be notified of any other condition that the council may propose to grant a licence subject to prior to the making of such a decision, and that we may appeal against such a proposal to a magistrates' court prior to the issue of a licence.

Signed:		Print name:		Date:	
Signed:		Print name:		Date:	

If there are more than two applicants, a copy of this page should be taken to allow all applicants to sign. Where the application is made by a limited company, the form should be signed by an officer of the company.

Completed application forms should be submitted, along with payment of the appropriate fee(s) and a scale plan of the premises (see below for requirements), to:

Licensing, Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead, HP1 1HH

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The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about that that another person has provided, with other information we hold. We may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information,
- Prevent or detect crime, or
- Protect public funds.

We will not give your information to anyone else, or use information about you for other purposes, unless the law requires us to.

Dacorum Borough Council is the data controller for the purposes of the Data Protection Act. If you would like to know more about what information we hold about you, or the way we use it, please contact us.

Office use only

Date received:		Fee received:	£
Receipt number:			<input type="checkbox"/> Chq <input type="checkbox"/> Card
Appn complete:		Lic. approved:	
Licence valid from:		Licence expires:	

Guidance notes for applicants

Under the Riding Establishments Act 1964, businesses which keep horses for the purposes of letting them out on hire for riding, or using them in the provision of riding instruction must be licensed by the applicable local council. Premises operated by these businesses are known as riding establishments.

The Act provides exemptions for businesses operating at premises managed by the Ministry of Defence, nor for businesses providing horses solely for police purposes or run by the Zoological Society of London or the Royal Zoological Society of Scotland.

Riding schools and businesses hiring horses for riding will therefore require licences. However, livery stables, which provide accommodation for horses owned by other people but which do not provide horses for hire or tuition, will not require licences.

1. All licences will be issued for a period of 12 months, at the end of which they must be renewed if it is intended to continue operating a riding establishment. In some cases, such as where an issue requiring rectification is identified during an inspection, we may decide to issue a provisional licence for a shorter period, followed by a full licence for the remaining period after the issue has been adequately rectified.
2. Please state the maximum number of horses which are to be kept at the riding establishment, including any horses which you intend to procure but have not yet done so. Details of all horses kept should be given in Annex A. Horses belonging to other people which are stabled at the premises but are not hired out for riding nor used for riding instruction need not be included in the total nor Annex A.
3. Should you need additional space to complete your response to these questions, please continue on a blank page, indicating clearly which question you are responding to. We may also accept copies of documents (e.g. operational manuals) in place of individual responses to these questions, providing that they cover all required matters.
4. The licensing authority strongly recommends that an appropriate level of public liability insurance is held by every animal boarding business. Where the business employs other persons, employer's liability insurance should also be held. As every business is different we do not consider it appropriate to specify minimum coverage levels, which should be discussed with a suitable insurance adviser.

Scale plan requirements

If you are applying for a new licence, or have made significant changes to the layout of the premises since your last licence was granted, we will require you to provide a scale plan, which clearly shows the internal and external layout of your premises and applicable buildings or structures.

Plans may be drawn to any appropriate scale (please indicate what scale you have used). There is no requirement to have plans professionally drawn – we will accept any reasonable plan, which shows all areas of your premises which will be used in the course of the riding establishment business, including animal accommodation, riding arenas or paddocks, medical facilities and exercise areas, and which includes, as a minimum:

- All internal and external walls or fences, and the boundary of your premises
- Access and egress points to and from the premises
- Location of emergency escape routes from the premises (if different to above)
- Areas used for accommodating animals (including any stables, boxes, paddocks or similar)
- Enclosed areas used for exercising animals (including any permanent arenas or paddocks)
- Areas used for storage of food for animals, saddlery and tack, and other equipment
- Location of fire detection/safety equipment
- Location of any first aid equipment/isolation facility
- Location of any heating/ventilation sources

If you have previously submitted a scale plan of your premises (i.e. if you are applying to renew an existing licence), and no changes have been made to the layout or structure of the premises since your licence was granted, it is not necessary to submit a further plan with this application.

Annex D – Application form for a dog breeding establishment licence

Form to follow

Annex E – Application form for a dangerous wild animal licence

Form to follow