



AGENDA ITEM: 9

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| Report for: | Licensing and Health & Safety Enforcement Committee |
| Date of meeting: | 20 September 2016 |
| PART: | I |
| If Part II, reason: | |

| | |
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| 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 | <ol style="list-style-type: none"> 1. To adopt, with effect from 1 October 2016, as the Council's standard format for animal licence applications: <ol style="list-style-type: none"> a) For dog breeding establishment licences under section 1 of the Breeding of Dogs Act 1973, the form at Annex D; b) 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> 2. To introduce as a local policy a requirement for dog breeding establishments to be inspected by a veterinary surgeon or practitioner appointed by the Council on application for renewal of licences, with no licence to be granted if the inspection report is not satisfactory; and the cost of such inspections to be recharged to applicants. |
| Corporate objectives: | <p>Safe and Clean Environment</p> <ul style="list-style-type: none"> • Maintain a clean and safe environment <p>Dacorum Delivers</p> <ul style="list-style-type: none"> • Performance excellence |

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| 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: | n/a |
| Background papers: | n/a |
| 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. In October 2015, the Committee approved the use of more comprehensive application forms for animal boarding, pet shop and riding establishment licences, to improve the efficiency of those application processes, and to comply with recommendations made by the Council's internal auditor.

2. PROPOSAL

- 2.1. This report proposes the adoption of new application forms for two of the licence types which are so far unchanged – dog breeding establishments and dangerous wild animals.

- 2.2. Revised application forms are attached at Annexes A-B.
- 2.3. Adoption of these forms would leave zoo licences as the only animal licence type administered by the Council where a comprehensive local application form is not available. However, the Council already offers GOV.UK e-forms for licences of this type, which were developed in conjunction with DEFRA and the zoo veterinary inspectorate.
- 2.4. As with the other licence forms previously adopted, it is also intended to introduce a new requirement for the submission of a scale plan of the premises. This will assist 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.
- 2.5. There is a statutory requirement that applications for dangerous wild animal licences not be granted (for new licences and renewals) unless the premises have been inspected by a veterinary surgeon or practitioner appointed by the Council, and the report of such an inspection is satisfactory. Such a requirement also applies to applications for new dog breeding licences, although this is discretionary on applications for renewal of those licences.
- 2.6. There is significant public scrutiny at the present time on the practice of commercial dog breeding and the welfare of dogs bred in such establishments. Although there are currently no dog breeders licensed to operate within Dacorum, it is proposed that the Council introduces a new policy requirement for veterinary inspection of licensed premises upon application for renewal of a dog breeding establishment licence, to provide maximum assurance as to the suitability of premises and applicants, and the welfare of animals at those premises, in the event of future licences being granted. As with other veterinary inspections, the cost would be recharged to the applicant, in addition to the licence application fee.

3. RECOMMENDATIONS

- 3.1. **To adopt, with effect from 1 October 2016, as the Council's standard format for animal licence applications:**
 - a) **For dog breeding establishment licences under section 1 of the Breeding of Dogs Act 1973, the form at Annex A;**
 - b) **For dangerous wild animal licences under section 1 of the Dangerous Wild Animals Act 1976, the form at Annex B;****and to require all information requested therein to be provided with each application made for a licence.**
- 3.2. **To introduce as a local policy a requirement for dog breeding establishments to be inspected by a veterinary surgeon or practitioner appointed by the Council on application for renewal of licences, with no licence to be granted if the inspection report is not satisfactory; and the cost of such inspections to be recharged to applicants.**

Annex A – Application form for a dog breeding establishment licence



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

Breeding of Dogs Acts 1973 & 1991
Breeding and Sale of Dogs (Welfare) Act 1999

Application for a licence to keep a Dog Breeding Establishment

| | |
|--|--|
| 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> |
|--|--|

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: | |

| Section 2: Breeding establishment details | |
|---|--|
| Trading name <i>(if any)</i> : | |
| Full address: <i>(including postcode)</i> | |
| Telephone number(s): | |
| Business website <i>(if any)</i> : | |
| Please describe the nature of these premises (or the part(s) of the premises where animals will be kept in the course of the business): | |
| | |
| 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 |
| Please describe the arrangements by which dogs bred at this establishment will be sold: | <i>See note 3</i> |
| | |

Section 3: Applicant(s) details

| | | |
|--|---|---|
| The application is made by: <i>(tick one)</i> | <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: | / / | N.I. number: | |
| Daytime phone number: | | | |
| Email address: | | | |

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

| | | | |
|-----------------------|-----|--------------|--|
| Full name: | | | |
| Home address: | | | |
| Date of birth: | / / | N.I. number: | |
| 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: | | | <input type="checkbox"/> UK: Companies House <input type="checkbox"/> Other: _____ |
| Daytime phone number: | | | |
| Email address: | | | |

Section 5: Accommodation and animal husbandry

See note 5.

Please describe the accommodation in which dogs will be kept. 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 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?

What steps do you intend to take to secure that dogs will be provided with suitable food, drink, bedding material and adequately exercised when being transported to or from the breeding establishment?

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Section 6: Fire safety

See note 5.

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)

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Please note: All dog breeding 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 5.

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

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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 | <i>See note 5.</i> |
|----------------------------|--------------------|

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?

| | |
|-----------------------------------|--------------------|
| Section 10: Waste disposal | <i>See note 5.</i> |
|-----------------------------------|--------------------|

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)

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 | <i>See note 6.</i> |
|--|--------------------|

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 dog breeding 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 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 breeding establishment for dogs, under the Breeding of Dogs Acts 1973 or 1991, or the Breeding and Sale of Dogs (Welfare) Act 1999? | <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 34(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 under legislation referred to 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 breeding 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 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 breeding establishment for dogs under the Breeding of Dogs Act 1973 and related legislation, 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 Breeding of Dogs Act 1973 and related legislation, businesses which breed dogs with a view to sale, at premises of any nature, must be licensed by the applicable local council. Premises operated by these businesses are known as dog breeding establishments. It is not relevant whether the dogs will be sold by the business operating the breeding establishment, or by another person.

A licence is required by any person keeping at any premises a bitch which gives birth to a litter of puppies, if during any period of 12 months a total of four or more other litters are born to:

- a) Any bitches, including the one above, which are kept by that person at the premises at any time
 - b) Any bitches kept by any relative of his at the premises at any such time
 - c) Any bitches kept by him elsewhere at any such time
 - d) Any bitches kept anywhere by any person at any such time, under a breeding arrangement.
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 example: will dogs be advertised individually in suitable locations for direct sale, will there be a wholesale supply to licensed pet retailers, will dogs be delivered to another person to arrange sales, etc.
 4. Please give full details of all bitches and stud dogs kept by the applicant(s) at the premises or elsewhere, and of dogs kept by other related persons at the premises. Details should be given of all such dogs, even if you are not intending to breed from them during the period of the licence (if granted). The details requested must also be recorded within the records that breeding establishments are required by law to maintain.
 5. 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.
 6. The licensing authority strongly recommends that an appropriate level of public liability insurance is held by every dog breeding 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.

Veterinary inspections

The Council requires that every dog breeding establishment be inspected by an independent veterinary surgeon or practitioner prior to the grant of a licence, and prior to the renewal of licences. A suitably qualified vet shall be appointed by the Council and asked to carry out a full inspection of the premises, the date and time of which will be agreed with the applicant. An additional fee representing the cost of the veterinary inspection will be payable by the applicant, in addition to the licence fee – this fee remains payable even if a licence is subsequently refused. The fee will depend on the duration of the inspection, and as such the precise amount can only be confirmed following the inspection. A copy of the veterinarian's inspection report will be provided to the applicant(s) following the inspection.

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 breeding 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

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 dangerous wild animal licence



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

Dangerous Wild Animals Act 1976

Application for a licence to keep Dangerous Wild Animals

| | |
|---|--|
| I am applying for a: <i>(tick one)</i> See note 1. | <input type="checkbox"/> New licence <i>(valid for up to two years)</i> <input type="checkbox"/> Renewal of a licence <i>(valid for up to two years)</i> <input type="checkbox"/> Variation of licence conditions (change to number of animals) <input type="checkbox"/> Variation of licence conditions (change to species 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 | | <i>This section should be left blank on new licence applications</i> | |
|----------------------------|--|--|--|
| Licence number: | | Expiry date of current licence: | |

Section 2: Premises where animals will normally be kept

| | |
|--|--|
| Full address: <i>(including postcode)</i> | |
|--|--|

| | |
|--|--|
| If animals are to be kept in part of this premises only, please give details of that part: | |
|--|--|

| | |
|--|--|
| Is this premises (or the relevant part thereof) accessible by members of the public? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|--|

| | |
|--|---|
| Nature of this premises: <i>Please tick ✓</i> | <input type="checkbox"/> Domestic <i>(dwelling-house)</i> <input type="checkbox"/> Commercial <i>(excluding premises subject to the Zoo Licensing Act)</i> <input type="checkbox"/> Retail <i>(excluding use for sale of pet animals)</i> <input type="checkbox"/> Other – please state: _____ |
|--|---|

| | |
|---|--|
| On what basis does the applicant(s) occupy this premises? <i>Please tick ✓</i> | <input type="checkbox"/> Freeholder <input type="checkbox"/> Leaseholder <input type="checkbox"/> Tenant <input type="checkbox"/> Other – please state: _____ |
|---|--|

| | |
|---|--|
| Where the applicant(s) is not the freeholder of the premises: Has the freeholder given their consent to the making of this application? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|

Section 3: Applicant(s) details

| | |
|--|---|
| The application is made by: <i>(tick one)</i> | <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: | / / | N.I. number: | |
| Daytime phone number: | | | |
| Email address: | | | |

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

| | | | |
|-----------------------|-----|--------------|--|
| Full name: | | | |
| Home address: | | | |
| Date of birth: | / / | N.I. number: | |
| 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: | | | <input type="checkbox"/> UK: Companies House <input type="checkbox"/> Other: _____ |
| Daytime phone number: | | | |
| Email address: | | | |

Section 5: Accommodation and animal husbandry

See note 3.

Please describe the accommodation being provided for the animals kept. 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 animals will be kept in accommodation which secures that they will not escape; and which is suitable in construction, size, temperature, lighting, ventilation drainage 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, can take adequate exercise, and be visited regularly?

Section 6: Fire safety*See note 3.*

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)

| |
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| |
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Please note: Persons holding dangerous wild animal licences may be subject to the provisions of the Regulatory Reform (Fire Safety) Order 2005, which requires them to take general fire precautions, to carry out a fire safety risk assessment, and if necessary to install fire detection and fire-fighting equipment at their premises.

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 animals kept at the premises? (please include a list of any quarantine/isolation facilities provided)

| |
|--|
| |
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Section 8: Veterinary treatment

Please give the details of a veterinary surgeon or practitioner who provides services to the applicant(s):

| | |
|-------------------|--|
| Name: | |
| Address: | |
| Telephone number: | |

Section 9: Security*See note 3.*

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: Keeping animals at other premises*See note 4.*

Do you intend for any of the animal(s) listed in section 4 to be at other premises for any period exceeding 72 continuous hours (e.g. for animal exhibitions, shows, breeding purposes, etc)? If so, please give details, including the full address(es):

| |
|--|
| |
|--|

Section 11: Liability insurance details*See note 5.*

Do you hold a current insurance policy insuring against liability for any damages which may be caused by the animal(s) (proposed to be) kept under this licence?

Yes No

Please detail any relevant liability insurance policies held in respect of the keeping of these animals:

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

Section 12: Current licence conditions*This section should be left blank on new licence applications*

Given the range of species covered by the dangerous wild animals licensing legislation, it would not be appropriate to impose standard conditions applicable to every species. Licence conditions will therefore be imposed on a case-by-case basis.

Do you wish to apply to vary any of the conditions imposed on your current licence?

Yes No

If yes, please give details of the applicable condition(s), and justification for varying them:

| |
|--|
| |
|--|

Please note: The Council may, at its discretion, vary or substitute any licence condition, 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 12: 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 dangerous wild animals, under the Dangerous Wild Animals Act 1976? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b) Following a conviction under any of the following: <ul style="list-style-type: none"> • Protection of Animals Acts 1911 to 1964 • Protection of Animals (Scotland) Acts 1912 to 1964 • Performing Animals (Regulation) Act 1925 • Pet Animals Act 1951 • Animals (Cruel Poisons) Act 1962 • Animal Boarding Establishments Act 1963 • Riding Establishments Acts 1964 and 1970 • Breeding of Dogs Acts 1973 • Animal Health Act 1981 • Animal Welfare Act 2006 • Animal Health and Welfare (Scotland) Act 2006 • Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014 | <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 |

| | |
|---|--|
| 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 |
|---|--|

| | |
|---|--|
| 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 under legislation referred to above? | <input type="checkbox"/> Yes <input type="checkbox"/> 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 dangerous wild animals licence, by this or any other authority, or had such a licence cancelled? | <input type="checkbox"/> Yes <input type="checkbox"/> 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 13: Enclosures

Scale plan *Please tick to confirm*

| |
|--|
| <input type="checkbox"/> I enclose a scale plan, showing the layout of the premises (<i>see guidance notes</i>). |
|--|

Application fee *Please tick one of the following options*

| |
|--|
| <input type="checkbox"/> I enclose a cheque for £____, payable to Dacorum Borough Council. |
|--|

| |
|---|
| <input type="checkbox"/> I wish to pay the application fee(s) by credit or debit card – please contact me to arrange payment. |
|---|

Section 14: Declaration and signatures*Every applicant must sign the form*

- I/We hereby apply for a licence to keep dangerous wild animals under the Dangerous Wild Animals Act 1976 and related legislation, 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 understand that any licence issued will be subject to conditions determined by the Council 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 Dangerous Wild Animals Act 1976, persons who wish to keep dangerous wild animals must be licensed by the applicable local council. A list of the species designated in legislation as dangerous wild animals can be found at <http://www.legislation.gov.uk/ukxi/2007/2465/schedules/made>

The Act provides exemptions for animals being kept at zoos (which may require licences under the Zoo Licensing Act 1981), circuses, licensed pet shops, and places specified in section 2C licences under the Animals (Scientific Procedures) Act 1986. Such premises will not require licences under this legislation.

1. Dangerous wild animal licences are issued for a duration of 2 years. Licences may be cancelled before the expiry date if the holder is convicted of an offence under this Act, or other associated animal welfare legislation.
2. Please state the maximum number of animals of every species to be kept. Where hybrid animals which are covered by the Act are to be kept, please ensure that these are listed in separate rows to any purebred animals. For every species, please give a brief summary of the type of accommodation they will be kept in. You will be asked to give further details about all types of accommodation later in the application form.
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. Animals may only be transported to premises in other areas for prolonged periods with the express consent of the Council. Dacorum Borough Council has a legal duty to consult with the applicable council for the area it is proposed to take animals to, and so will require the full address of the premises in order to correctly identify the appropriate local authority.
5. The licensing authority requires an appropriate level of public liability insurance is held by every person who keeps dangerous wild animals, to secure against liability for damages to property or persons which could be caused by the animals. Coverage requirements will vary dependent upon the species of animals kept, the number of animals, and other circumstances. We strongly recommend discussing coverage needs with an insurance broker specialising in dangerous wild animal cover prior to taking out a policy.

Veterinary inspections

The law requires that every dangerous wild animal licence application include an inspection by an independent veterinary surgeon or practitioner prior to the grant of a licence, and prior to the renewal of licences. A suitably qualified vet shall be appointed by the Council and asked to carry out a full inspection of the premises, the date and time of which will be agreed with the applicant. An additional fee representing the cost of the veterinary inspection will be payable by the applicant, in addition to the licence fee – this fee remains payable even if a licence is subsequently refused. The fee will depend on the duration of the inspection, and as such the precise amount can only be confirmed following the inspection. A copy of the veterinarian's inspection report will be provided to the applicant(s) following the inspection.

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 to accommodate dangerous wild animals, 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

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.