

**Animal Welfare Act 2006  
Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018**

**Application for an Animal Welfare Licence**

<b>I am applying for a:</b> <i>(tick one)</i>  See notes 1 and 2.	New licence Renewal of a licence Variation of a licence
--	---

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.

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

<b>Section 2: Business details</b>	
Trading name <i>(if any)</i> :	
Full address: <i>(including postcode)</i>  <i>(must be within the District of North Norfolk)</i>	
Telephone number(s):	
Business website <i>(if any)</i> :	
Which licensable activities do you intend to carry on? <i>(tick all that apply and complete the appropriate section of the form as indicated. See note 3.</i>	
Selling animals as pets in the course of a business	<i>Complete Schedule 1</i>
Providing or arranging for provision of accommodation for cats or dogs in the course of a business	<i>Complete Schedule 2</i>
Hiring out horses in the course of a business	<i>Complete Schedule 3</i>
Breeding 3 or more litters of puppies in any 12-month period; and/or breeding dogs and advertising a business of selling dogs	<i>Complete Schedule 4</i>
Keeping or training animals for exhibition in the course of a business for educational or entertainment purposes	<i>Complete Schedule 5</i>
Nature of premises:	<div style="display: flex; justify-content: space-between;"> <span>Commercial / retail unit</span> <span>Private dwelling</span> </div> Other <i>(please describe:</i>
Has the premises been granted planning permission for this use(s) (or has it been confirmed that planning permission is not required)?	Yes – permission granted Yes – permission not required No

**Section 3: Applicant(s) details**

The 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:

VAT No.:

Daytime phone  
number:

Email address:

**Part D: Alternative address for correspondence, if different from above**

Name:

Address:

Daytime phone  
number:

Email address:

#### Section 4: Accommodation and animal husbandry

See note 4.

Please describe the accommodation being provided for animals. 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, provided with appropriate environmental enrichment 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 business (e.g. owner's pets, animals belonging to staff members)?

Dogs	Cats	Others ( <i>please list</i> )

**Section 6: Management of premises***See note 4.*

Please give details of an individual responsible for the management of the premises:  
(we will contact this person to arrange the pre-licensing inspection, and for any enforcement or compliance issues)

Full name:	
Daytime telephone number:	
Email address: ( <i>if any</i> )	

**Section 7: 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 businesses 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](http://www.gov.uk/workplace-fire-safety-your-responsibilities)

**Section 8: Disease control***See note 4.*

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)

**Section 9: Veterinary treatment**

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

Name:

Address:

Telephone number:

**Section 10: 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?

**Section 11: 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)

**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 are in place, businesses should consider contracting a commercial waste carrier to provide this service.

**Section 12: 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			£	
Employer's liability			£	
Other:			£	

*(Copies of Certificates can be forwarded with the application)*

### Section 13: Licence conditions

There are general conditions, and specific conditions for each type of licensable activity, which are set out in the legislation. These can be viewed on our website, [www.north-norfolk.gov.uk/animalwelfare](http://www.north-norfolk.gov.uk/animalwelfare)

Does the accommodation and care you intend to provide satisfy the relevant licence conditions for the licensable activities to be provided

Yes

No

If no, please detail any conditions below which you would not be able to satisfy, and what steps you intend to take to achieve compliance with these requirements:

**Please note:** The Council does not have the power to exempt businesses from the statutory conditions. If your business does not comply with any of the requirements, your application may be deferred until such time as you have achieved compliance, or rejected.

### Section 14: 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 from applying for a licence by virtue of any of the following circumstances:

Yes

No

- a) A person who has at any time held a licence which was revoked under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations;
- b) A person who has at any time held a licence which was revoked under the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014;
- c) A person who has at any time held a licence which was revoked under the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012;
- d) A person who is disqualified under section 33 of the Welfare of Animals Act (Northern Ireland) 2011;
- e) A person who has at any time held a licence which was revoked under the Welfare of Racing Greyhounds Regulations 2010;
- f) A person who is disqualified under section 34 of the Animal Welfare Act 2006;
- g) A person who is disqualified under section 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006;
- h) A person who is disqualified under section 4(1) of the Dangerous Dogs Act 1991;
- i) A person who is disqualified under Article 33A of the Dogs (Northern Ireland) Order 1983;
- j) A person who is disqualified under section 6(2) of the Dangerous Wild Animals Act 1976 from keeping a dangerous wild animal;
- k) A person who is disqualified under section 3(3) of the Breeding of Dogs Act 1973 from keeping a breeding establishment for dogs;
- l) A person who is disqualified under section 4(3) of the Riding Establishments Act 1964 from keeping a riding establishment;
- m) A person who is disqualified under section 3(3) of the Animal Boarding Establishments Act 1963 from keeping a boarding establishment for animals;
- n) A person who is disqualified under section 5(3) of the Pet Animals Act 1951 from keeping a pet shop;
- o) A person who is disqualified under section 1(1) of the Protection of Animals (Amendment) Act 1954 from having custody of an animal;
- p) A person who is disqualified under section 4(2) of the Performing Animals (Regulation) Act 1925;
- q) A person who is disqualified under section 3 of the Protection of Animals Act 1911 from the ownership of an animal.

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 under any of the pieces of legislation 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 an Animal Welfare 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 15: Enclosures

Please enclose the following documents	Please tick to confirm
I enclose a scale plan, showing the layout of the premises ( <i>see guidance notes</i> ).	
I enclose a copy of the business' written emergency plan ( <i>condition 10 of the General Conditions</i> ).	
Insurance policy	
Operating procedures	
Risk assessments (including Fire)	
Infection control procedure	
Qualifications and training records	
Pre-inspection checklist	Please tick one of the following options
Please confirm that you have checked the relevant <a href="#">pre-inspection checklist</a> for the licensable activity you are applying for. This will provide you with a list of documents that you will need to submit with your <b>new or renewal</b> application.	
Application fee	Please tick one of the following options
I enclose a cheque for £                      payable to NNDC ( <i>see animal licensing fees and charges</i> ).	
I have made payment by an alternative method ( <i>see guidance notes for payment methods</i> ).	



**Section 16: Declaration and signatures***Every applicant must sign the form*

- I/We hereby apply for a licence to carry on the licensable activities specified above, pursuant to Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, 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 or revoked if information supplied by the applicant(s) is found to be false or misleading.
- I/We understand that the above-mentioned premises will be inspected by an authorised inspector, prior to any decision being made in respect of this application, and agree to facilitate this.
- I/We have read the applicable general and activity-specific licence conditions and undertake in the event of a licence being granted to observe and adhere to such conditions.

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), a scale plan of the premises (see below for requirements), the written emergency plan and any other relevant enclosures, to:

**Public Protection, North Norfolk District Council, Council Offices, Holt Road, Cromer, Norfolk, NR27 9EN**  
**[licensing@north-norfolk.gov.uk](mailto:licensing@north-norfolk.gov.uk)**

**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.

North Norfolk District 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.

## Schedule 1: Selling animals as pets in the course of a business

Please give details of the animals which are [proposed to be] sold, 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
<b>Large mammals</b>				
Dogs & puppies	Yes No			
Cats & kittens	Yes No			
Large domesticated mammals	Yes No			
	<i>Please specify species:</i>			
Primates	Yes No			
	<i>Please specify species:</i>			
Other: _____				
<b>Small mammals</b>				
Hamsters	Yes No			
Guinea pigs (cavies)	Yes No			
Rabbits	Yes No			
Rats, mice & gerbils	Yes No			
Chinchillas & degus	Yes No			
Chipmunks	Yes No			
Sugar gliders	Yes No			
Pygmy hedgehogs	Yes No			
Other:				

Type of animal	To be sold?	Maximum number stocked	Minimum age at which sold	Details of accommodation
<b>Reptiles</b>				
Tortoises & turtles	Yes No			
Snakes & lizards	Yes No			
Other:				
<b>Birds</b>				
Budgerigars, finches & other small birds	Yes No			
Parrots, parakeets & macaws	Yes No			
Pigeons	Yes No			
Other large birds	Yes No			
	<i>Please specify species:</i>			
Other:				
<b>Fish</b>				
Tropical fish	Yes No			
Marine fish	Yes No			
Coldwater fish	Yes No			
Other:				
<i>Please give details of any other species on an additional page, if necessary</i>				
<b>Type of business:</b>				
Pet Shop		Home Sales	Internet Sales	Wholesales
Third-party sales		Hobby sales	Sale of animal to the public as pets by means of fixed/minimum donation	Other, please state:

## Schedule 2: Providing or arranging for provision of accommodation for cats or dogs in the course of a business

Please indicate the type(s) of accommodation intended to be provided by the business:

- Boarding for cats
- Boarding in kennels for dogs
- Home boarding for dogs
- Day care for dogs

Please specify the maximum number of animals that you propose to offer accommodation for:  
(prior to completing the following section, please see the statutory conditions relating to accommodation of animals from multiple households and minimum enclosure sizes, conditions, etc.)

	Daytime	Overnight
Dogs		
Cats		

Describe the enclosures to be used for accommodating animals in the course of the business. Please ensure that you include the size and details of the construction materials used. Where enclosures include runs or open areas which may be accessed by animals, please describe these, including details of how the animals will gain access to the enclosures from their accommodation. Continue on an additional page if necessary.

How do you propose to minimise disturbance from noise? Continue on an additional page if necessary:

### (Home boarders only):

How many rooms in the premises may be utilised as designated rooms, to be accessed only by a single dog?

*Designated rooms must include:*

- a secure window to the outside that can be opened and closed as necessary;
- a clean, comfortable and warm area for rest and sleep;
- the capability for access to the room by other dogs to be restricted;
- sufficient space for the dog to sit and stand at full height, stretch, wag its tail and walk around without touching the sides, with a clear floor area of at least twice that required for the dog to lay out flat.  
(Dogs from a single household may be kept together in a suitably-sized designated room with the written consent of their owner)

Ground floor	Other floors

### Schedule 3: Hiring out horses in the course of a business

How many horses do you intend to keep, if a licence is granted? <i>See note 2.</i>		Riding	Instruction in riding
<b>Renewals and variations only</b> 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		
If the riding establishment will operate only for part of the year, please state the period(s) during which it is intended to operate:			

Please give the details of relevant qualification(s) held by the person applying for this licence:			
Qualifications held: <i>(copies can be sent with the application)</i>	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 <i>(please summarise experience in management of horses below)</i>		
Relevant experience:			
Please detail any qualifications held by other applicants or staff members employed at the premises:			
No. of stalls:		No. of boxes:	
Covered yard (dimensions):		Open yard (dimensions):	

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?

--

**Details of horses to be kept at the premises**

Please give the details of any horse which is [proposed to be] kept at the premises. Please continue on an additional page where necessary.

<b>Name of horse</b>	<b>Sex M/F</b>	<b>Age in years</b>	<b>Passport no.</b>	<b>Description, including size</b>	<b>Purpose for which kept e.g. riding instruction, let out on hire for riding</b>	<b>Age range of people who ride this horse</b>

## Schedule 4: Breeding 3 or more litters of puppies in any 1-month period; and/or breeding dogs and advertising a business of selling dogs

If dogs bred by the applicant will not be sold directly to members of the public, please describe the arrangements by which dogs bred at this establishment will be sold: See note 3

Please give details of all dogs currently kept by the applicant(s) or otherwise kept at these premises which will be used for breeding purposes. Continue on an additional page if necessary.

### Bitches

Name	Date of birth	Breed	Microchip details	No. of litters in lifetime

### Stud dogs

Name	Date of birth	Breed	Microchip details

## Schedule 5: Keeping or training animals for exhibition in the course of a business for educational or entertainment purposes

Please give details of all animals intended to be kept by the applicant(s) for the above-mentioned purposes. Continue on an additional page if necessary.

Name	Species / Breed	Age	Sex M/F	Purpose / Exhibition type
Type of business/ performance:	TV / Film / Social Media	Theatre		Circus using domestic animals
Exhibiting animals	Animal encounters	Birds of Prey shows/ exhibits		Other, please state:
How will the animals be transported?				
Where are the animals kept when not performing or being exhibited?				

Describe briefly the general nature of the performance or performances in which the animals are to be exhibited, or for which they are to be trained. The description must be sufficient to give a general idea of what is done by the animals taking part in the performance but need not give details which would divulge any professional secret.

Please ensure you mention the approximate duration of the performance, the number of times for which it is usually to be given in one day, the number of animals of each kind taking part in the performance and any apparatus used for the purpose of the performance



## Guidance notes for applicants

Under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, businesses that intend to carry on the following licensable activities:

- Selling animals as pets in the course of a business;
- Providing or arranging for provision of accommodation for cats or dogs in the course of a business;
- Hiring out horses in the course of a business;
- Breeding 3 or more litters of puppies in any 12-month period; and/or breeding dogs and advertising a business of selling dogs; and
- Keeping or training animals for exhibition in the course of a business for educational or entertainment purposes

must be licensed by the applicable local council. These licences are known as 'Animal Welfare Licences'.

1. Legislation requires that licences are issued for a period of between 1 and 3 years, dependent on the outcome of the inspection of the premises and the star rating it is awarded.
2. Renewed licences will follow the same process.
3. Please complete Sections 1 to 16 of the application form, then select the relevant Schedule(s) for which your proposed licensable activity/activities apply
4. Should you need additional space to complete your response to these questions, please continue on an additional 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 advises that an appropriate level of public liability insurance should be held by every 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. A copy of a Certificate(s) can also be submitted.

## Qualifications / Training Certificates

If the applicants, or any other staff members, hold any qualifications or training certificates for any licensable activities, copies can be included with the application.

## Scale plan requirements (Section 15)

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, please provide a scale plan, which clearly shows the 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

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.

### **Fees for applications:**

Please pay the application fee ONLY when you submit your application. The grant fee is payable immediately prior to the issue of the licence.

Applicants applying to carry on the activities of Breeding Dogs or Hiring out Horses will be required to pay an additional fee for inspections carried out by an appropriate Veterinary Surgeon.

Refer to the Animal Licensing Fees and charges on [www.north-norfolk.gov.uk/animalwelfare](http://www.north-norfolk.gov.uk/animalwelfare) .

### **Payment Methods**

- **By cheque** – Made payable to ‘NNDC’ and sent with the application and enclosures to:
  - Licensing , North Norfolk District Council, Council Offices, Holt Road, Cromer, NR27 9EN
  - If renewing, please quote your licence number on the reverse of the cheque.
- **By BACS** – Using the following details:
  - Bank Name: Barclays Bank plc
  - Sort Code: 20-62-61
  - Account No.: 70294845
  - Account Name: North Norfolk District Council – Direct Credits
  - Branch name: Norwich
  - Branch Address: 5/7 Red Lion Street, Norwich, NR1 3QH
  - Please quote the licence number (if applicable) or name of premises
- **By card** – Over the phone on: 01263 516189
  - Please quote the licence number or name of premises
- **Online** – At: <http://www.north-norfolk.gov.uk>
  - Select ‘Pay’ tab at top of webpage and select ‘All online payments’,
  - Sign into the online payment service or complete transaction as a guest for one off payments,
  - Select ‘Other payment’, then select ‘Licensing’, and then select ‘Animal Licensing’.
  - Select the appropriate animal activity type from the list.
  - Select the appropriate transaction type from the list. Please state licence number or premises name in the additional payment details
  - Complete the payment process.
  - Please provide a copy of your payment authorisation with your application.