

**NEW APPLICATION FOR AN ANIMAL ACTIVITY
LICENCE**

SECTION 1: APPLICANT DETAILS

A DETAILS OF INDIVIDUAL APPLICANTS	
First Name(s):	
Surname:	Title:
Postal Address:	
Post Code:	
Phone (Home):	Phone (Mobile):
Email address:	
Date of Birth:	National Insurance No:

B COMPANY OR OTHER APPLICANT DETAILS	
Individual to be named on Licence	
Position in company	
Type of business (e.g. Limited Company, Partnership, etc)	
Company Name:	
Company Number (If applicable):	
Correspondence Address:	
Post Code:	
Phone (Mobile)	Phone (Office):
Email address:	
Is the business registered outside the UK:	Yes/No

SECTION 2: LICENSABLE ACTIVITIES BEING APPLIED FOR

(** where multiple activities apply please tick and complete all relevant fields)

Selling animals as pets (Complete Section 1-9 and Appendix A)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Providing or arranging for the provision of boarding for cats (Complete Section 1-9 and Appendix B)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Providing or arranging for the provision of boarding in kennels for dogs (Complete Section 1-9 and Appendix C)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Providing or arranging for the provision of home boarding for dogs (Complete Section 1-9 and Appendix D)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Providing or arranging for the provision of day care for dogs (Complete Section 1-9 and Appendix E)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Hiring out horses (Complete Section 1-9 and Appendix F)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Breeding Dogs (Complete Section 1-9 and Appendix G)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Keeping or training animals for exhibition (Complete Section 1-9 and Appendix H)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

The appendices are located at the end of this form

SECTION 3: PREMISES TO BE LICENSED INC ADDRESS AND CONTACT DETAILS

Name of premises	
Address	
Postcode	

CONTACT DETAILS – PLEASE SPECIFY YOUR PREFERRED CONTACT ADDRESS

Applicant address <input type="checkbox"/>	Business address <input type="checkbox"/>	Premises address <input type="checkbox"/>	Other, as below <input type="checkbox"/>
Address			
Postcode			
Email			
Telephone Number			

SECTION 4: VETERINARY PRACTICE AND SURGEON	
Name	
Address	
Postcode	
Email	
Main telephone number	
Other telephone number	

SECTION 5: EMERGENCY KEY HOLDER	
Name	
Address	
Postcode	
Email	
Main telephone number	
Other telephone number	

SECTION 6: DISQUALIFICATIONS AND CONVICTIONS	
Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:	
Keeping a pet shop?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Keeping a dog?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Keeping an animal boarding establishment?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Keeping a riding establishment?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Having custody of animals?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Has the applicant, or any person who will have control or management of the establishment, been convicted of any offences under Animal Welfare or Animal Wildlife legislation?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

SECTION 7: ADDITIONAL INFORMATIONS AND ENCLOSURES

Provide any additional information which may be relevant to your application.

The following documents **must** be submitted with the application form – please tick to confirm that the document has been provided:

Site plan and layout of the facilities (to scale)	<input type="checkbox"/>
Copy of public liability insurance (where applicable)	<input type="checkbox"/>
Waste disposal contract for excreta, bedding and other waste material (where applicable)	<input type="checkbox"/>
The appendix or appendices for the licensable activity or activities that I am applying for	<input type="checkbox"/>
Contract details for disposal of dead stock; where applicable	<input type="checkbox"/>
Relevant written operational procedures	<input type="checkbox"/>

SECTION 8: PAYMENT OF FEE AND SUBMISSION OF APPLICATION

Please refer to our application fees for the exact fee amount.

Please note that **an additional fee will be payable** for any veterinary inspection that may be required

Electronic applications can be submitted via envhealth@broxbourne.gov.uk and payments can be taken over the telephone upon receipt. Please ensure your contact details are fully completed.

For postal applications please send to the following address; ensuring either a cheque is enclosed or telephone number is listed for payment to be taken upon receipt

Environmental Health, Animal Licensing, Bishops College, Churchgate, Cheshunt EN8 9XQ

SECTION 9 - DECLARATION (This section must be completed by the applicant)

I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to immediate suspension or revocation.

I understand that I will not be permitted to operate my business until such time as I have been granted an animal activity licence. If I am found to be operating prior to receipt of my licence I understand that I will be committing an offence and if found guilty of this will be liable to prosecution. I also understand that this could result in the revocation of my licence.

Ticking this box indicates you have read and understood the above declaration ☐

Full Name (please print)

Signature:

Capacity:

Date:

We aim to process all applications within 10 weeks of receiving a duly made application, which includes a **fully completed** application form, supporting information and payment of the relevant fee.

Data Protection Notice:

We will store and may further process the information you provide. Applicant details will be displayed on our public register online. Our lawful basis for doing this enables us to carry out our public duty to administer animal welfare licensing legislation.

APPENDIX A: SELLING ANIMALS AS PETS

Premises open to members of the public or to other businesses where animals are available for purchase. Selling animals as pets (or with a view to their being later resold as pets) in the course of a commercial business with a view to them being so sold or resold.

This activity includes the import, distribution and sale of animals by a business but does not incorporate the selling of animals in the course of an aquacultural production business or the activity of breeding dogs.

Full regulatory details including criteria and conditions can be located via

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/880219/selling-animals-as-pets.pdf

Please provide details of the animals to be sold, including: the maximum number of each type to be accommodated at any one time, the age at which they are to be sold, details of the accommodation provided and the name, address, licence number and issuing authority of all animal suppliers. Use a separate sheet if necessary.

DETAILS OF PROPOSED ANIMALS FOR SALE					
Type of Animals	Proposed Numbers	Details of Accommodation and other relevant information	Proposed age at sale	Name and address of supplier	Licence Number and name of Issuing Authority

GENERAL ARRANGEMENTS - ACCOMMODATION AND FACILITIES	
Heating arrangements	
Method of ventilation of premises	
Lighting arrangements (natural & artificial)	

Facilities for food storage & preparation	
Mains water supply	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Arrangement for keeping a register / record of all animals	
Arrangements for disposal of excreta, bedding and other waste material	
Isolation facilities for the control of infectious diseases	
Fire precautions/equipment and arrangements in the case of fire	
When the premises are closed what arrangements are in place to ensure the welfare of animals?	

STAFF TRAINING AND QUALIFICATIONS

Do you and / or staff have any training certificates or qualifications?	
If so, please provide details	
Provide details of any relevant experience.	

APPENDIX B: PROVIDING OR ARRANGING FOR THE PROVISION OF BOARDING FOR CATS

Businesses which provide OR arrange accommodation for other people's cats; where the provision of that accommodation is part or solely the activity of the business.

Full regulatory details including criteria and conditions can be located via:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/762411/animal-welfare-licensing-boarding-for-cats-guidance.pdf

Please provide the required details below including the maximum number of animals to be accommodated at any one time and particulars of the accommodation

Max number of cats kept	Details of accommodation, including dimensions and type of construction

GENERAL ARRANGMENTS ACCOMMODATION AND FACILITIES

Heating arrangements	
Method of ventilation of premises	
Lighting arrangements (natural and artificial)	
Water supply	
Facilities for food storage and preparation	
Arrangements for disposal of excreta, bedding and other waste material	
Isolation facilities for the control of infectious diseases	
Fire precautions/equipment and arrangements in the case of fire	
Arrangements for keeping a register/record of animals	
Normal times of attendance at the premises when they are closed	
Arrangements for minimising the disturbance to neighbours from animal noise	

STAFF TRAINING AND QUALIFICATIONS

Do you and / or staff have any training certificates or qualifications?	
If so, please provide details	
Provide details of any relevant experience.	

APPENDIX C – PROVIDING OR ARRANGING FOR THE PROVISION OF BOARDING IN KENNELS FOR DOGS

Businesses which provide OR arrange accommodation for other people's dogs (KENNELS); where the provision of that accommodation is part or solely the activity of the business.

Full regulatory details including criteria and conditions can be located via:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/762431/animal-welfare-licensing-providing-boarding-for-dogs-guidance.pdf

Please provide the required details below including the maximum number of animals to be accommodated at any one time and particulars of the accommodation

Max number of dogs kept	Details of accommodation, including dimensions and type of construction

GENERAL ARRANGMENTS ACCOMMODATION AND FACILITIES

Heating arrangements	
Method of ventilation of premises	
Lighting arrangements (natural and artificial)	
Water supply	
Facilities for food storage and preparation	
Arrangements for disposal of excreta, bedding and other waste material	
Isolation facilities for the control of infectious diseases	
Fire precautions/equipment and arrangements in the case of fire	
Arrangements for keeping a register/record of animals	
Normal times of attendance at the premises when they are closed	
Arrangements for minimising the disturbance to neighbours from animal noise	

STAFF TRAINING AND QUALIFICATIONS

Do you and / or staff have any training certificates or qualifications?	
If so, please provide details	
Provide details of any relevant experience.	

APPENDIX D: PROVIDING OR ARRANGING FOR THE PROVISION OF HOME BOARDING FOR DOGS

Businesses which provide OR arrange accommodation for other people's cats and dogs; where the provision of that accommodation is part or solely the activity of the business.

Full regulatory details including criteria and conditions can be located via:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/762467/animal-welfare-licensing-home-boarding-for-dogs-guidance.pdf

Please provide the required details below including the maximum number of animals to be accommodated at any one time and particulars of the accommodation

Max number of dogs kept	Details of accommodation, including dimensions and type of construction

GENERAL ARRANGMENTS - ACCOMMODATION AND FACILITIES

Heating arrangements	
Method of ventilation of premises	
Lighting arrangements (natural and artificial)	
Water supply	
Facilities for food storage and preparation	
Arrangements for disposal of excreta, bedding and other waste material	
Isolation facilities for the control of infectious diseases	
Fire precautions/equipment and arrangements in the case of fire	
Arrangements for keeping a register/record of animals	
Normal times of attendance at the premises when they are closed	
Arrangements for minimising the disturbance to neighbours from animal noise	

STAFF TRAINING AND QUALIFICATIONS

Do you and / or staff have any training certificates or qualifications?	
If so, please provide details	
Provide details of any relevant experience.	

APPENDIX E: PROVIDING OR ARRANGING FOR THE PROVISION OF DAYCARE FOR DOGS

Businesses which provide OR arrange daytime accommodation for dogs away from the dogs normal place of residence and do not keep them overnight. Full regulatory details including criteria and conditions can be located

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/762432/animal-welfare-licensing-providing-day-care-for-dogs-guidance.pdf

Please provide the required details below including the maximum number of animal to be accommodated at any one time and particulars of the accommodation

Maximum number of dogs kept	Details of accommodation, including dimensions and type of construction

GENERAL ARRANGMENTS ACCOMMODATION AND FACILITIES

Heating arrangements	
Method of ventilation of premises	
Lighting arrangements (natural and artificial)	
Water supply	
Facilities for food storage and preparation	
Arrangements for disposal of excreta, bedding and other waste material	
Isolation facilities for the control of infectious diseases	
Fire precautions/equipment and arrangements in the case of fire	
Arrangements for keeping a register/record of animals	
Normal times of attendance at the premises when they are closed	
Arrangements for minimising the disturbance to neighbours from animal noise	

STAFF TRAINING AND QUALIFICATIONS

Do you and / or staff have any training certificates or qualifications?	
If so, please provide details	
Provide details of any relevant experience.	

APPENDIX F: HIRING OUT HORSES

Hiring out horses in the course of a business for either riding, or instruction in riding, or both

"Horse" includes an ass, mule or hinny

Full regulatory details including criteria and conditions can be located

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/762420/animal-welfare-licensing-hiring-out-horses.pdf

Please provide details of the activities which will be carried out, including the maximum number of each type of animal accommodated

		Maximum number of horses for hiring
Hiring out horses for riding	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Hiring out horses for instruction in riding	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

HORSES KEPT AND TO BE KEPT

How many horses are kept under the terms of the act at the present time?	
How many horses is it intended to keep under the terms of the act during the year?	

MANAGEMENT OF THE ESTABLISHMENT

Name of the manager/person with direct control of the establishment	
Does the manager/person with direct control have any of the following certificates?	
Assistant Instructor's Certificate of the British Horse Society	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Intermediate Instructor's Certificate of the British Horse Society	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Instructor's Certificate of the British Horse Society	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Fellowship of the British Horse Society	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Fellowship of the Institute of the Horse	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
None of the above	<input type="checkbox"/>
Will a responsible person (of 16 years or over) provide supervision at all times while horses from the establishment are used for riding instruction or are hired out for riding (except in the case of the hirer being competent to ride without supervision)?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Give details of the manager's experience in the management of horses:	
Does a responsible person live at the establishment?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Will a person who is under 16 years of age be left in charge of the establishment at any time?	

EQUINE ACOMMODATION

Stalls (include the number of stalls)	
Boxes (include the number of boxes)	
Covered yard (include the dimensions of the yard)	
Open yard (include the dimensions of the yard)	
Describe the land available for grazing	
Describe the land available for instructing or demonstrating	
Describe the land available for exercise	
Describe the space available for forage and bedding	
Describe the space available for equipment and saddlery	
Describe the land available for water supply and watering horses	
Describe the land available for disposal of animal waste	
Describe the land available for protection of horses in event of a fire and fire precautions	

DETAILS OF ALL HORSES CURRENTLY KEPT (use a separate sheet if required)	
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GENERAL ARRANGMENTS ACCOMMODATION AND FACILITIES

Heating arrangements where applicable	
Method of ventilation of premises where applicable	
Lighting arrangements (natural and artificial)	

Water supply	
Facilities for food storage and preparation	
Arrangements for disposal of excreta and other waste material	
Isolation facilities	
Fire precautions/equipment and arrangements in the case of fire	
Arrangements for keeping a register/record of animals	
Arrangements for minimising the disturbance to neighbours from animal noise / activity	

INSURANCE (Please enclose a copy of your insurance)	
Are you the holder of a valid certificate of public liability insurance which –	
(i) insures you against liability for any injury sustained by, and the death of, any client, and	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
(ii) Insures any client against liability for any injury sustained by, and the death of, any other person, caused by or arising out of the hire of the horse?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Does this policy	
Insure against liability for any injury sustained by those who hire a horse from you for riding and those who use a horse in the course of receiving instruction in riding, provided by you in return for payment?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Insure against liability arising out of such hire or use of a horse?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Insure such hirers or users in respect of any liability which may be incurred by them in respect of injury to any person caused by, or arising from, such hire or use?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

APPENDIX G – DOG BREEDING

Activity involving the **breeding of three or more litters of puppies per year and / or advertising a business of selling them; this is irrespective of the number of litters produced per year.** This is not restricted to registered businesses – individuals can also be classed as a business depending on the extent of their activities.

Full details of criteria and conditions can be located via:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/880217/dog-breeding-guidance.pdf

NUMBER OF DOGS ON THE PREMISES		
Breeding Bitches		Owned by the applicant
		Co-owned by the applicant
		On breeding terms
Stud Dogs		Owned by the applicant
		Co-owned by the applicant
		On breeding terms
Retired Bitches/Dogs and Pets		

DETAILS OF BREEDING BITCHES (continue on a separate sheet if necessary)		
Breed	Name and Microchip Number	Date of Birth

PROVIDE DETAILS OF THE MAXIMUM NUMBER OF ANIMALS TO BE ACCOMODATED AT ANY ONE TIME AND DETAILS OF ACCOMODATION

Details of accommodation, including dimensions and type of construction	
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GENERAL ARRANGMENTS ACCOMMODATION AND FACILITIES

Heating arrangements	
Method of ventilation of premises	
Lighting arrangements (natural and artificial)	
Water supply	
Facilities for food storage and preparation	
Arrangements for disposal of excreta, bedding and other waste material	
Isolation facilities	
Fire precautions/equipment and arrangements in the case of fire	
Arrangements for keeping a register/record of animals including mating details and vet records	
Arrangements for advertising sales	
Arrangements for minimising the disturbance to neighbours from animal noise	

STAFF TRAINING AND QUALIFICATIONS

Do you and / or staff have any training certificates or qualifications?	
If so, please provide details	
Provide details of any relevant experience.	

APPENDIX H – KEEPING OR TRAINING ANIMALS FOR EXHIBITION

Businesses which keep animals for exhibition, either for entertainment or educational purposes. This includes mobile animal exhibits that visit schools, weddings, private parties, fairs and other events where an audience is for exhibition via electronic media.

Full regulatory details including criteria and conditions can be located via:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/762428/animal-welfare-licensing-keeping-training-animals-for-exhibition.pdf

Please provide details of the activities which will be carried out, including the maximum number of each type of animal to be that will be trained and/or exhibited, and give further details of the activities that will take place

Type of animal	Number of Animals	Nature of the performance or encounter	How will the animals be transported?	Where are the animals kept when not being exhibited / performing?

STAFF TRAINING AND QUALIFICATIONS

Do you and / or staff have any training certificates or qualifications?	
If so, please provide details	
Provide details of any relevant experience.	

INSURANCE

Do you hold valid public liability insurance in respect of the licensable activity of keeping or training animals for exhibition	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
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