



The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Application for a New/Renewal Licence for Exhibition of Animals

PRIVACY NOTICE

We will use your personal data to process any application you make for the grant or renewal of a licence under The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 for the purpose of administering, processing and determining your application and securing compliance with and enforcement of relevant UK and international laws. Please note that the Council sub-contracts all inspection activities under the Dangerous Wild Animal Act 1976 to the City of London Corporation and your information will be shared with them for these purposes.

As one of the Council's public tasks, undertaken in the public interest, it is necessary to use your personal information in this way to provide our services and to keep our records up to date and to undertake the following:

Where appropriate we may share the information you provide to us with other parts of the Council in order to carry out the Council's statutory functions.

We may also, where required or permitted by law, pass information about you to third parties. This may include, but is not limited to, other local authorities, government departments, the National Fraud Initiative, HMRC, the UK Border Agency and the police carrying out their tasks in the public interest.

If a licence is issued, the applicant's name and address will be included in a public register on the Council's website containing details of the Licence granted.

Where appropriate some of the information you provide may also be made public as part of any hearing requirements to determine your application or to ensure compliance with any licence issued and related licensing laws.

For full details of how we will handle any personal data we collect, please see our privacy policy at www.rushmoor.gov.uk/privacypolicy. Further details on your rights can be found on our website <http://www.rushmoor.gov.uk/dataprotection>

**Please complete all the questions in the form.
If you have nothing to record, please state "Not applicable" or "None"**

1.	Applicant details		
	Name		
	Address		
	Email		
	Main telephone number		
	Other telephone number		
	Date of birth		
	Are you applying as an individual	Yes / No	If yes, go to 3.
	Are you applying as a business or organisation, including a sole trader	Yes / No	

2.	Applicant Business		
	Company Name:		
	Is your company registered with companies house	Yes / No	
	Registration Number		
	Business Address – This should be your official address – The address required of you by law to receive all communication		
	Business Address		

3.	UKAS Accreditation		
	Are you a member of a UKAS accredited organisation	Yes / No	Name of Organisation:

4.	Premises to be licensed		
	Name of premises/trading name		
	Address of premises		
	Telephone number of premises		
	Email address		

5.	Animal(s)	
	Please provide details of the species, number and gender of the animal(s) you intend to keep: (Please attach a separate document if required)	
	Will you be the Owner of the animal(s)	Yes / No
	If No, who will be the registered owner?	
6.	Accommodation and facilities	
	Details of the quarters used to accommodate animals, including number, size and type of construction	
	I confirm that I have sought and received all the necessary permissions to keep the animal(s) listed in this application from any third party with interest in the property	Yes* / No *Please enclose evidence with your application
6.1	Please describe the escape proof accommodation in which the animals listed above will be held:	
	Construction	
	Size	
	Drainage	
	Ventilation	
	Temperature Control	

	Disposal of animal waste	
	Lighting	
6.2	Please describe the Husbandry Arrangements for the animals listed above:	
	Arrangements for the storage and preparation of food and drink	
	Arrangements for the provision of adequate exercise	
	For ensuring veterinary care, including preventative measures and to control the spread of disease	
	Emergency evacuation procedures in the event of fire or other emergency	
7.	Nature of the Animal Exhibiting:	
	Please describe the Purpose of the exhibiting, e.g. entertainment, performance, education	
	Please describe, for each of the animal types listed (section 5), how the animals will be exhibited/performing and the welfare arrangements for the animals (Attach a separate document if required)	
	Approximate duration of the Exhibition/performance	
	How will the animals be transported?	
	Where will the animals be kept when not being exhibited/performing at the exhibition/performance site?	

8.	Veterinary surgeon	
	Name of usual veterinary surgeon	
	Company name	
	Address	
	Telephone number	
	Email address	
	Do you consent for RBC and/or their authorised Inspectors to contact your veterinary practice?	Yes / No
9.	Emergency key holder(s)	
	Do you have an emergency key holder?	Yes / No
	Name	
	Position/job title	
	Address	
	Daytime telephone number	
	Evening/other telephone number	
	Email address	
	Emergency key holder 2	
	Name	
	Position/job title	
	Address	
	Daytime telephone number	
	Evening/other telephone number	
	Email address	
10.	Public liability insurance	
	Do you have public liability insurance (PLI)? If yes, please attach a copy of the policy PLI will need to be in place before the licence can be granted	Yes / No

11.	Disqualifications and convictions	
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from keeping any animal?	Yes/No
	Has the applicant, or any person who will have control or management of the establishment, been convicted of any offences involving animals?	Yes/No
	Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	Yes/No
	If yes to any of these questions, please provide details	
12.	Additional Information	
	Please attach the following information:	
	A plan of the premises	
	Land Owner's Permission	
	Public Liability Insurance policy	
	Operating procedures	
	Risk Assessments (including Fire)	
	Infection control procedure	
	Qualifications	
	Training records	

13.	Declaration
	This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant.
	<p>If required by the nature of this variation application, I agree to permit an officer and/or a veterinary surgeon or veterinary practitioner authorised by the Council to inspect the premises which are the subject of this application.</p> <p>If granted, I agree to my licence information being included on the public list available on the website.</p> <p>I declare that the details contained in the application form and the attached documentation is correct to the best of my knowledge.</p> <p>I also confirm that I read and understand the privacy notice and that I am aware of the provisions of the relevant legislation and the model licence conditions which I will comply with at all times and that I have read and understand the privacy notice.</p>
	Signing the box below indicates you have read and understood the above declaration
	Signature
	Full Name
	Capacity
	Date
14.	Payment
	<p>Current licence fees are available at www.rushmoor.gov.uk/animallicensing</p> <p>Payment must be made at the time of making the application using a debit or credit card by calling 01252 398855 or in person at the Council Offices.</p>
15.	Public List of Animal Activity Licences
	<p>The DEFRA Guidance (Defra - Procedural guidance note for local authorities) provides that local authorities should maintain a list of licensed businesses and their associated ratings on their websites. To comply with this guidance, as many other local authorities have already done, the Council will now publish a list of all Animal Activity licence holders on its website. The list will contain the name of the licence holder (Company/Premise Holder), licensed activity, Licence number and star rating of the licence (if applicable). The website will also include the risk-based approach used to arrive at the star rating to clarify that all licences meet the minimum welfare conditions.</p> <p>By signing this application form, you are agreeing</p> <p>This will be available to the public on our website at public-register-animal-licensing.pdf (rushmoor.gov.uk).</p> <p><u>Change of Details</u></p> <p>If your business contact details change, it is your responsibility to contact us to update this information. You can do this by emailing licensing@rushmoor.gov.uk or by phoning 01252 398855. Please note, we will update the list monthly.</p>

If you have any queries, contact licensing@rushmoor.gov.uk or 01252 398855

Please return the completed application to:

The Licensing Team
Rushmoor Borough Council
Council Offices, Farnborough Road
Farnborough, GU14 7JU