



WEST OXFORDSHIRE  
DISTRICT COUNCIL

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

### APPLICATION FOR AN ANIMAL ACTIVITY LICENCE

ARE YOU APPLYING FOR THIS LICENCE AS:			
<b>An individual</b> (please complete Section A)		<b>A limited company</b> (please complete Section B)	
<b>Other (please specify)</b> (please complete box B)		<b>New Application</b>	
		<b>Renewal Application</b>	

<b>A</b>	DETAILS OF INDIVIDUAL APPLICANTS	
<b>First Name(s):</b>		
<b>Surname:</b>		<b>Title:</b>
<b>Postal Address:</b>		
<b>Phone (Home):</b>		<b>Phone (Mobile):</b>
<b>Email address:</b>		
<b>Date of Birth:</b>		<b>National Insurance No.:</b>

<b>B</b>	DETAILS OF LIMITED COMPANY OR OTHER APPLICANTS	
<b>Trading Name:</b>		
<b>Company number (if applicable):</b>		
<b>Address of Premises</b>		
<b>Phone (Office):</b>		<b>Phone (Mobile):</b>
<b>Email address:</b>		

<b>C</b>		<b>DETAILS OF PREMISES TO BE USED IN RELATION TO THE ACTIVITY / ACTIVITIES</b>
<b>Trading Name:</b>		
<b>Address of Premises:</b>		
<b>Is your company registered with companies house</b>	YES/NO	
<b>Registration Number</b>		
<b>Is your business registered outside the UK</b>	YES/NO	
<b>VAT Number</b>		
<b>Legal status of the business</b>		
<b>Your position in the business</b>		
<b>The country where your head office is located.</b>		

<b>D</b>	<b>LICENSABLE ACTIVITIES Please indicate which activity/activities you are applying for</b>	
Breeding dogs	<input type="checkbox"/>	Please complete <b>Section E</b> and <b>Schedule 1</b> of this form
Hiring out horses	<input type="checkbox"/>	Please complete <b>Section F</b> and <b>Schedule 2</b> of this form
Selling animals as pets	<input type="checkbox"/>	Please complete <b>Section G</b> and <b>Schedule 3</b> of this form
Providing boarding for cats	<input type="checkbox"/>	Please complete <b>Section H</b> of this form
Providing boarding <b>in kennels</b> for dogs	<input type="checkbox"/>	Please complete <b>Section I</b> of this form
Providing <b>home boarding</b> for dogs	<input type="checkbox"/>	Please complete <b>Section I</b> of this form
Providing <b>day care</b> for dogs	<input type="checkbox"/>	Please complete <b>Section I</b> of this form
<b>Arranging boarding</b> for dogs	<input type="checkbox"/>	Please complete <b>Section J</b> and <b>Schedule 4</b> of this form
Keeping or training animals for exhibition	<input type="checkbox"/>	Please complete <b>Section K</b> and <b>Schedule 5</b> of this form

<b>E</b>	<b>BREEDING DOGS</b>	
<b>NUMBER OF DOGS/BITCHES ON PREMISES</b>		
Breeding Bitches		
Stud Dogs		
Retired Bitches/Dogs		
Bitches less than 12 months old		
<b>KENNEL CLUB ASSURED BREEDER SCHEME</b>		
Are you a member of the Kennel Club Assured Breeder Scheme	YES/NO	
If yes, when was your last approved visit?		
How long have you held continuous accreditation		
<b>A copy of the last UKAS inspection report must be submitted with the application form</b>		

<b>ACCOMODATION</b>	
Will the dogs/bitches be kept wholly indoors	YES/NO
Will the dogs/bitches be kept wholly outdoors	YES/NO
Will the dogs/bitches be kept as a combination of indoors and outdoors	YES/NO
Will the accommodation provided and the husbandry intended meet the licence conditions and DEFRA guidance for Breeding of Dogs? (See website for conditions and relevant DEFRA guidance)	YES/NO
I have enclosed a plan with the dimensions of the proposed animal accommodation facilities, including any changes in level or other environmental enrichment features.	YES/NO
<b>Please complete SCHEDULE 1 at the end of this form in order to provide details of the bitches and studs that will be used in relation to the licensable activity.</b>	

<b>F</b>	<b>HIRING OUT HORSES</b>	
<b>NUMBER OF HORSES</b>		
How many horses/ponies are kept under the terms of the Act at the present time?		
How many horses/ponies is it intended to keep under the terms of the Act during the year?		
<b>ACCOMMODATION</b>		
Will the accommodation provided meet the licence conditions and DEFRA guidance for Hiring out Horses? (See website for conditions and relevant DEFRA guidance)		YES/NO
<b>MANAGEMENT OF THE ESTABLISHMENT</b>		
Name & Address of the manager/person with direct control of the establishment		
What qualifications or experience does the manager have in the management of horses?		
<b>INSURANCE</b>		
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/NO
(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/NO
<b>A copy of this policy must be submitted with the application form</b>		
<b>Please complete SCHEDULE 2 at the end of this form in order to provide details of the horses that will be used in relation to the licensable activity.</b>		

<b>G</b>	<b>SELLING ANIMALS AS PETS</b>	
<b>ACCOMMODATION AND FACILITIES</b>		
Will the accommodation provided meet the licence conditions and DEFRA guidance for Selling Animals as Pets? (See website for conditions and relevant DEFRA guidance)		YES/NO
Do you keep and maintain a register of animals?		YES/NO
When the premises are closed are arrangements in place to ensure the welfare of animals?		YES/NO
<b>Please complete SCHEDULE 3 at the end of this form in order to provide details of the animals proposed to offer for sale in relation to the licensable activity.</b>		

<b>H</b>	<b>PROVIDING OR ARRANGING THE PROVISION OF BOARDING FOR CATS</b>	
<b>NUMBERS TO BE ACCOMMODATED</b>		
How many cats do you propose to provide accommodation for at any one time?		
<b>ACCOMMODATION</b>		
Will the accommodation provided meet the licence conditions and DEFRA guidance for providing or arranging the provision of boarding for cats or dogs? (See website for conditions and relevant DEFRA guidance)		YES/NO

<b>I</b>	<b>PROVIDING THE PROVISION OF BOARDING FOR DOGS (Kennels, Home Boarding, Day Care)</b>	
<b>NUMBERS TO BE ACCOMMODATED</b>		
How many dogs do you propose to provide accommodation for at any one time (Please complete numbers in relation to the activity you are applying for)	Kennels	
	Home Boarding	
	Day Care	
<b>Home Boarding Only</b> - how many dogs are kept permanently at the premises (own dogs(pet))		
<b>ACCOMMODATION</b>		
Will the accommodation provided meet the licence conditions and DEFRA guidance for providing the provision of boarding for cats or dogs? (See website for conditions and relevant DEFRA guidance)		YES/NO

<b>J</b>	<b>ARRANGING BOARDING FOR DOGS (Franchise)</b>	
<b>HOST DETAILS</b>		
Total number of host premises with their own licence		
Total number of host premises without their own licence		
<b>ACCOMMODATION</b>		
Will the accommodation provided at the host premises meet the licence conditions and DEFRA guidance for providing the provision of boarding for dogs? (See website for conditions and relevant DEFRA guidance)		YES/NO
<b>Please complete SCHEDULE 4 at the end of this form in order to provide details of the Arrangers Host details in relation to the licensable activity</b>		

<b>K</b>	<b>KEEPING OR TRAINING ANIMALS FOR EXHIBITION</b>	
<b>INSURANCE</b>		
Do you hold valid public liability insurance in respect of the licensable activity of keeping or training animals for exhibition?		YES/NO
<b>A copy of this policy must be submitted with the application form</b>		
<b>ACCOMODATION</b>		
Will the accommodation provided meet the licence conditions and DEFRA guidance for Keeping or Training Animals for Exhibition? (See website for conditions and relevant DEFRA guidance)		YES/NO
<b>Please complete SCHEDULE 5 at the end of this form in order to provide details of the animals kept or trained for exhibition in relation to the licensable activity.</b>		

## ALL APPLICANTS MUST COMPLETE THIS SECTION

### DISQUALIFICATIONS

Are you or any person connected with the application, disqualified from applying for a licence for any reason set out in Schedule 8 of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018?

YES/NO

**PLEASE REFER TO GUIDANCE NOTE 2.**

### VETERINARY SURGEON DETAILS

**Practice Name:**

**Postal Address:**

**Phone No.**

**Email address:**

### EMERGENCY KEY HOLDER DETAILS

**First Name(s):**

**Surname:**

**Title:**

**Postal Address:**

**Phone (Home):**

**Phone (Mobile):**

**Email address:**

### DETAILS FOR WEBSITE

If you would like your details to be entered onto the public register on the Council's website please follow this link or scan the QR code and enter your details.

[West Oxfordshire District Council Animal Activity Public Contact List](#)



**DECLARATIONS (This section must be completed by the applicant)**

- I agree that I have read and understood the relevant guidance that has been issued by DEFRA in relation to the licensable activity that I will be undertaking.
- I understand that I will not be permitted to operate my business until such time that 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 refusal of my licence.
- I confirm that the inspecting officer will be allowed to take photographs and/or videos of the animals and the premises if required.
- 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 the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes.
- I understand that the authority will only use my personal information gathered for the specific purposes of my application. They will not give information about me to anyone else or use information about me for any other purpose, unless the law allows them to.  
Further privacy information can be found on [www.westoxon.gov.uk](http://www.westoxon.gov.uk)

**Signature:****Date:****Full Name: (please print)****ADDITIONAL INFORMATION****Please attach the following documents with your application**

	Plan of the premises
	Insurance Policy
	Qualifications
	<p>Written Procedures which must include the following:-</p> <ul style="list-style-type: none"> <li>• Feeding Regimes</li> <li>• Cleaning Regimes</li> <li>• Transportation</li> <li>• Prevention of and control of the spread of disease</li> <li>• Monitoring and ensuring the health and welfare of the animals</li> <li>• Death or escape of an animal (including the storage of dead animals)</li> <li>• Care of animals following the suspension or revocation of the licence or for facilities failure e.g. heating, cooling or aeration loss</li> <li>• Emergency plan in case of a fire or other emergencies including telephone list of the emergency services. If you have any dangerous wild animals on site, detail specific plans for their removal and immediate rehoming.</li> <li>• Training policy for staff where employed (including relevant family members).</li> </ul>

Please return your completed form with any relevant supporting documents and the appropriate application fee to

(Cheques must be made payable to **West Oxfordshire District Council**)

Environmental and Regulatory Services  
 West Oxfordshire District Council  
 Town Centre Shop  
 3 Welch Way  
 Witney  
 Oxon. OX28 6JH



Schedule 2 – Hiring Out Horses

LIST OF HORSES TO BE INSPECTED BY THE VETERINARY INSPECTOR

TO BE COMPLETED BY THE APPLICANT						TO BE COMPLETED BY THE VETERINARY INSPECTOR				
NAME & I.D	WORK TYPE	AGE	COLOUR	SEX	APPROX HEIGHT	CONDITION SCORE	CONDITION OF		SUITABLE TO WORK	ADDITIONAL COMMENTS
							FEET	SHOE		
Name: ..... Passport No. .... Microchip No. ....	All Rounder Trekking Light Other .....			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
Name: ..... Passport No. .... Microchip No. ....	All Rounder Trekking Light Other .....			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
Name: ..... Passport No. .... Microchip No. ....	All Rounder Trekking Light Other .....			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
Name: ..... Passport No. .... Microchip No. ....	All Rounder Trekking Light Other .....			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
Name: ..... Passport No. .... Microchip No. ....	All Rounder Trekking Light Other .....			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	
Name: ..... Passport No. .... Microchip No. ....	All Rounder Trekking Light Other .....			M/G		/10	Good Fair Poor	Shod Unshod Shod F Shod R	Yes/No	

**Schedule 3 – Selling Animals as Pets**

**DETAILS OF ANIMALS PROPOSED TO OFFER FOR SALE**

Type of Animals		Proposed Numbers	Details of Accommodation	Proposed age at sale
Dogs				
Cats				
Rabbits				
Guinea Pigs				
Hamsters				
Ferrets				
Rats				
Mice				
Hamsters				
Gerbils				
Degus				
Chinchillas				
Parrots, Cockatoos, Parakeets and Macaws				
Cockatiels, Love Birds and other large birds				
Budgerigars, Finches, Canaries and other small birds				
Fish	Cold Water			
	Tropical Freshwater			
	Tropical Marine			
Frogs and Toads				
Newts and Salamanders				
Snakes				
Lizards				
Terrapins and Turtles				
Tortoises				
Crocodilians				
Any other species (please specify)				

## Schedule 4 – Arranging Boarding for Dogs

### ARRANGER'S HOST DETAILS

You must complete a separate form for every host

DETAILS OF HOST				
First Name(s):				
Surname:				
Hosts Trading Name:				
Address:				
Phone (Home):		Phone (Mobile)		
Email:				
Arranger Trading Name:				
Arranger Licence No. (if issued)				
ANIMAL TRANSPORTATION				
Where required what vehicle will be used for animal transportation				
Make and Model				
Registration No.				
PROVIDING ACCOMODATION FOR DOGS				
Number of dogs the host proposes to accommodate at any one time				
How many dogs or cats live at the premises (pets)?		Dogs		Cats
Are children under 16 years old at the premises?		YES/NO	No. present	
DECLARATION (To be completed by the arranger) – Please sign to confirm acceptance and understanding				
<ul style="list-style-type: none"> <li>The details contained in Schedule 4 and any attached documentation is correct to the best of my knowledge and belief</li> <li>I understand that if there are any wilful omissions, or incorrect statements made, my whole application may be refused without further consideration or, if a licence has been issued, it may be liable to immediate suspension or revocation.</li> <li>I confirm that I have informed the host that the inspecting officer will be allowed access to all of the available rooms and areas within the premises and externally that may be used for boarding purposes and also allowed to take photographs and/or videos of the animals and the premises if required and that they have agreed to this.</li> </ul>				
Name (please print)		Signature		Date

  

WORKING HOURS	
Does the host business operate all throughout the year?	YES/NO
How many days (estimated) does the host provide boarding?	
STAFF (If applicable)	
How many staff are at the premises (include family members) involved in the business?	
How many staff members are present at any one time?	
Will a member of staff be available on site at all times?	YES/NO
Are all staff suitably qualified to care for dogs with regard to their health and welfare?	YES/NO
ARRANGER INSPECTION (Please note we must inspect all hosts in our district prior to a licence being issued)	
What date and time are you intending to visit/inspect the host boarder?	
CONSENTS	
Have all necessary consents and planning permissions been obtained for the business?	YES/NO
DISEASE CONTROL	
Where is your host's isolation facility located?	
At Host premises (this must be a dedicated space and comply with DEFRA guidance)	YES/NO
At Vet Practice (Practice name and written confirmation from Vets must be provided)	YES/NO
FINANCES	
What was the host's previous annual income?	£
If no history, what is the expected income for the coming year?	£



# Guidance notes on applying for an Animal Activity Licence

## **Guidance Note 1 – Application process**

The steps involved in the application process are set out below. Wherever possible, we aim to complete the application process within 10 weeks of receiving the application.

1. The applicant submits their application form and the relevant application fee to the local authority.
  2. A suitably qualified inspector will arrange to visit the relevant premises and carry out an inspection to establish if a licence can be granted and what star rating will apply to the premises concerned (the length of licence to be issued will depend on the star rating awarded by the inspector. In the case of a new application you will automatically be considered as high risk.).
  3. The applicant is informed of the outcome of the inspection, the star rating that will apply and the length of licence that they have been deemed eligible for.
  4. The applicant will receive an invoice relating to the vet inspection fees (if applicable).
  5. Once the fee and any applicable vet inspection fees have been received, the licence will be issued for the relevant period of time.
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## **Guidance Note 2 – Persons who may not apply for a licence**

Regulation 11 sets out details of those persons who may not apply for a licence in respect of any licensable activity. Regulation says that the following persons may not apply:

- (a) a person listed as a disqualified person in paragraph 4 or any of paragraphs 6 to 17 of Schedule 8 where the time limit for any appeal against that disqualification has expired or where, if an appeal was made, that appeal was refused;
  - (b) a person listed in any of paragraphs 1 to 3 and 5 of Schedule 8 as having held a licence which was revoked where the time limit for any appeal against that revocation has expired or where, if an appeal was made, that appeal was refused.
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### **SCHEDULE 8**

#### ***Persons who may not apply for a licence***

1. A person who has at any time held a licence which was revoked under regulation 15 of these Regulations.
2. A person who has at any time held a licence which was revoked under regulation 17 of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014.
3. A person who has at any time held a licence which was revoked under regulation 13 of the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012.
4. A person who is disqualified under section 33 of the Welfare of Animals Act (Northern Ireland) 2011.
5. A person who has at any time held a licence which was revoked under regulation 12 of the Welfare of Racing Greyhounds Regulations 2010.
6. A person who is disqualified under section 34 of the Act.
7. A person who is disqualified under section 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006.
8. A person who is disqualified under section 4(1) of the Dangerous Dogs Act 1991.
9. A person who is disqualified under Article 33A of the Dogs (Northern Ireland) Order 1983.

10. A person who is disqualified under section 6(2) of the Dangerous Wild Animals Act 1976 from keeping a dangerous wild animal.
11. A person who is disqualified under section 3(3) of the Breeding of Dogs Act 1973 from keeping a breeding establishment for dogs.
12. A person who is disqualified under section 4(3) of the Riding Establishments Act 1964 from keeping a riding establishment.
13. A person who is disqualified under section 3(3) of the Animal Boarding Establishments Act 1963 from keeping a boarding establishment for animals.
14. A person who is disqualified under section 5(3) of the Pet Animals Act 1951 from keeping a pet shop.
15. A person who is disqualified under section 1(1) of the Protection of Animals (Amendment) Act 1954 from having custody of an animal.
16. A person who is disqualified under section 4(2) of the Performing Animals (Regulation) Act 1925.
17. A person who is disqualified under section 3 of the Protection of Animals Act 1911 from the ownership of an animal.

### Guidance Note 3 – Star rating and length of licences

The regulations and associated guidance introduce a risk-based system that must be used when issuing animal activities licences under the regulations, with the exception of “Keeping or Training Animals for Exhibition” where all licences are issued for three years. This system is used to determine both the length of licence and the star rating to award. These are expected to be followed in full.

The purpose is to ensure consistency in implementation and operation of the licensing system by local authorities, and to ensure that consumers can be confident that the star rating applied to businesses is an accurate reflection of both their risk level and the animal welfare standards that they adopt. The scoring matrix is shown below:

Scoring Matrix		Welfare Standards		
		Minor Failings (existing business that are failing to meet minimum standards)	Minimum Standards (as laid down in the schedules and guidance)	Higher Standards (as laid down in the guidance)
Risk	Low Risk	<b>1 Star</b> 1yr licence Min 1 unannounced visit within 12 month period	<b>3 Star</b> 2yr licence Min 1 unannounced visit within 24 month period	<b>5 Star</b> 3yr licence Min 1 unannounced visit within 36 month period
	Higher Risk	<b>1 Star</b> 1yr licence Min 1 unannounced visit within 12 month period	<b>2 Star</b> 1yr licence Min 1 unannounced visit within 12 month period	<b>4 Star</b> 2yr licence Min 1 unannounced visit within 24 month period

Further detailed information on the risk-based system and the standards that are required to be met can be found on our website. <https://www.westoxon.gov.uk/business/licences-permits/animal-licences/>

#### **Guidance Note 4 – Appeals against star ratings and requests for re-inspections**

There is an appeal process if you are not satisfied with the star rating your business is awarded. Further details of the appeal process are available on request. Please email [ers@westoxon.gov.uk](mailto:ers@westoxon.gov.uk) if you wish to receive further information.

If a business takes steps to improve the welfare standards it adopts and wishes to apply for a re-inspection in an attempt to achieve a higher star rating, this is also possible. You will need to make a request for a re-inspection in writing outlining the case for re-inspection. This written request should indicate the actions that have been taken by the business to improve the level of compliance or welfare since the inspection and, where appropriate, should include supporting evidence. Those requesting a re-inspection will also need to pay the relevant inspection fee.

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#### **Guidance Note 5 – Refusal of licences**

If the applicant is failing to meet the required standards to enable a licence to be granted, we will work with them to explain the issues and assist them in meeting the standards. However if the required minimum standards are not subsequently met then the application will have to be refused. If an application for a licence is refused, the applicant has the right to appeal against the decision to the First-Tier Tribunal.

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#### **More information**

Further information on the Regulations and associated guidance can be found on the Council's website <https://www.westoxon.gov.uk/business/licences-permits/animal-licences/>

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