



Northumberland County Council

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

Application for a licence for Breeding Dogs

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

1. Type of Application						
1.1	Type of Application	New		Renewal		If new go to section 1.3
1.2	Existing licence number					
Animals to be accommodated						
1.3	Wholly Indoors		Wholly outdoors		Combination of outdoors and indoors	
1.4	Breeds of dogs concerned					
1.5	Number of bitches kept					
1.6	Owned by the applicant		Co owned by the applicant		On breeding terms	
1.7	Provide details of the bitches kept at Annex 2					
1.8	Number of studs kept					
1.9	Owned by the applicant		Co owned by the applicant		On breeding terms	
1.10	Provide details of the of the studs kept at Annex 3					

2. Agent						
2.1	Are you an agent acting on behalf of the applicant? (Put "no" if you are applying on your own behalf or on behalf of a business you own or work for).	Yes		No		If yes go to section 2.2 If no go to section 3
Further information about the Agent						
2.2	Name					
2.3	Address					

2.4	Email	
2.5	Main telephone number	
2.6	Other telephone number	

3. Applicant Type						
3.1	Applying as an individual	Yes		No		If yes go to section 4
3.2	Applying as a business or organisation, including a sole trader	Yes		No		If yes go to section 5

4. Applicant Details - Individual		
4.1	Name	
4.2	Address	
4.3	Email	
4.4	Main telephone number	
4.5	Other telephone number	
4.6	Date of birth	

5. Applicant - Business						
5.1	Is your company registered with companies house?	Yes		No		If no go to section 5.3
5.2	Registration Number					
5.3	Name of Business					
5.4	Is your business registered outside the UK					
5.5	VAT Number					
5.6	Legal status of the business					
5.7	Name of the Business owner					
5.8	Name of the applicant					
5.7	Your position in the business					
5.8	The country where your head office is located					

4. Applicant Details - Individual	
Business Address – This should be your official address – The address required of you by law to receive all communication	
5.9	Building name or number
5.10	Street
5.11	District
5.12	City or Town
5.13	County or administrative area
5.14	Post Code
5.15	Country

6. Premises to be licensed					
6.1	Name of premises/trading name				
6.2	Address of premises				
6.3	Telephone number of premises				
6.4	Email address				
6.5	Do you have planning permission for this business use?	Yes		No	

7. Accommodation and facilities	
7.1	Details of the quarters used to accommodate animals, including number, size and type of construction
7.2	Exercise facilities and arrangements
7.3	Heating arrangements:
7.4	Method of ventilation of premises

7.5	Lighting arrangements (natural & artificial)	
7.6	Water supply	
7.7	Facilities for food storage & preparation	
7.8	Arrangements for disposal of excreta, bedding and other waste material	
7.9	Isolation facilities for the control of infectious diseases	
7.10	Fire precautions/equipment and arrangements in the case of fire	
7.11	Do you keep and maintain a register of animals?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.12	How do you propose to minimise disturbance from noise?	

8. Veterinary surgeon

8.1	Name of usual veterinary surgeon	
8.2	Company name	
8.3	Address	
8.4	Telephone number	
8.5	Email address	

9. Emergency key holder

9.1	Do you have an emergency key holder?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no go to section 10
9.2	Name		

8. Veterinary surgeon						
9.3	Position/job title					
9.4	Address					
9.5	Daytime telephone number					
9.6	Evening/other telephone number					
9.7	Email address					
9.8	Add another person?	Yes		No		If yes complete Annex 1

10. Public liability insurance						
10.1	Do you have public liability insurance?	Yes		No		If no go to section 10.6
	If yes, please provide details of the policy					
10.2	Insurance company					
10.3	Policy number					
10.4	Period of cover					
10.5	Amount of cover (£m)					
10.6	Please state what steps you are taking to obtain such insurance					

11. Disqualifications and convictions						
11.1	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:					
	Keeping a pet shop?	Yes		No		
	Keeping a dog?	Yes		No		
	Keeping an animal boarding establishment?	Yes		No		
	Keeping a riding establishment?	Yes		No		
	Having custody of animals?	Yes		No		
11.2	Has the applicant, or any person who will have control or management of the establishment, been convicted of any offences under the Animal Welfare Act 2006?	Yes		No		
11.3	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		

11. Disqualifications and convictions	
11.4	If yes to any of these questions, please provide details

12. Additional details	
Please check the statutory licence conditions and guidance notes for any additional information which may be relevant to the application	
12.1	

13. Payment						
13.1	<p>Payment must be made at the time of making the application.</p> <p>The fees are as follows:</p> <p>£248.00 Renewal application</p> <p>£275.00 New application</p> <p>£ 83.00 Re-inspection fee</p> <p>£ 88.00 Additional host inspection fee</p> <p>£252.00 Additional licensing activity fee</p> <p>Payment can be made using the link below:</p> <p>https://paymentportal.northumberland.gov.uk/Payment/NCC/Misc/</p>					
13.2	<table border="1"> <tr> <td>Payment Made</td> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table>	Payment Made	Yes		No	
Payment Made	Yes		No			
13.3	<p>Veterinary Fee</p> <p>All new applications require a veterinary inspection from one of our appointed vets, vet fees will be invoiced to the applicant once the inspection is complete. The applicant(s) is required to pay the veterinary fee in full before the grant of the licence.</p> <p>Renewal Applications - The Licensing Authority reserves the right to appoint a veterinary inspection from one of our appointed vets should they deem this necessary. Vet fees will be invoiced to the applicant once the inspection is complete. The applicant(s) is required to pay the veterinary fee in full before the grant of the licence.</p>					

15. Additional Information	
Additional Information (Supporting Documents / Written Procedures)	
15.1	Operating procedures (see Part A, General Condition 9.0)
15.2	Emergency procedures (see Part A, General Condition 10.0)
15.3	Relevant qualifications/experience for Breeding of dogs licensing (see Part A, General Condition 4.0)
15.4	Training/continued professional development (CPD) records (see Part A, General Condition 4.0)
15.5	Details of the bitches/studs kept
15.6	Plan of the premises

15. Additional Information	
15.7	Insurance policy (must be submitted with both new and renewal application)
15.8	For RENEWAL applications only – All policies/procedures will be checked at the inspection therefore you do not need to re-submit these with your application

16. Declaration	
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This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.

16.1	I/We have read the statutory licence conditions and guidance notes (Breeding for dogs) prior to making this application.
16.2	I/We are aware that I/We will be liable for any and all veterinary charges in association with this application
16.3	I/We agree to allow an inspector and/or vet authorised by the Council to inspect the premises which are the subject of this application before any licence is granted.
16.4	I/We enclose the receipt for payment of the appropriate application fee/s.
16.5	I/We declare that the details contained in the application form and any attached documentation are correct to the best of my/our knowledge and belief/s. I/We have read and understood the conditions of licence and will abide by them.

17 Signatures	
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This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.

16.6	Signed
16.7	Full Name (including title)
16.8	Capacity
16.9	Date

If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information, they shall be guilty of an offence.

Please return the completed application form, payment and supporting documents to:

Northumberland County Council
Licensing Department
West Hartford Fire Station
West Hartford Business Park
Cramlington
Northumberland
NE23 3JP

If you have any queries please contact the licensing section by telephone on 0345 600 6400 or by email at licensing01@northumberland.gov.uk

Additional emergency key holder	
Name	
Position/job title	
Address	
Daytime telephone number	
Evening/other telephone number	

Name	
Position/job title	
Address	
Daytime telephone number	
Evening/other telephone number	

Name	
Position/job title	
Address	
Daytime telephone number	
Evening/other telephone number	

Annex 2

Animals to be accommodated				
Details of the bitches kept				
	Name	Age	Breed	Microchip number

Annex 3

Animals to be accommodated				
Details of the studs kept				
Name	Age	Breed	Microchip number	



Northumberland County Council

Breeding

Please read the full DEFRA Guidance notes for all conditions required for the breeding of dogs enclosed with this information

Veterinary Inspection

- All **NEW** applications require a veterinary inspection from one of our appointed vets. The vet will carry out an inspection alongside one of our licensing officers and provide a written report as to the suitability of the premises and welfare conditions.

Pre-inspection information

Notes:

- Staff to dogs ratio for established businesses will be around 1:20 (adult dogs)
- In a kennel environment – Any wood used must be smooth and treated and properly maintained to render it impervious
- In a home environment – the home must be well maintained and in good repair, doors to outside must be escape proof. All outdoor fencing must be strong and rigid
- Unit doors (kennels)/Internal doors (homes) should open inwards, where this is not feasible a documented procedure is required to demonstrate staff safety
- Isolation facilities must be available
- The complete sales route from birth to sale must be clear, and the inspector must be shown how and where puppies are bred, born, reared and kept until sale.
- Copies of paperwork given to buyers (puppy packs) must be available
- The licence holder must ensure that no bitch—
 - (a) is mated if aged less than 12 months;
 - (b) gives birth to more than one litter of puppies in a 12 month period;
 - (c) gives birth to more than six litters of puppies in total;
 - (d) is mated if she has had two litters delivered by caesarean section.
 - No puppy under 8 weeks of age may be sold or permanently separated from its biological mother
 - Any advertisement for the sale of a dog must—
 - (a) include the number of the licence holder's licence,
 - (b) specify the local authority that issued the licence,
 - (c) include a recognisable photograph of the dog being advertised, and
 - (d) display the age of the dog being advertised.
 - Each puppy must be microchipped and registered to the licence holder before it is sold.
 - The licence holder must make arrangements for rehoming of dogs no longer required for breeding
 - There must be a designated key holder available in case of emergencies, details of this person need to be lodged with the Licencing authority
 - For a non-home based facility emergency contact name / number must be displayed on the outside of the premises.
 - The licence holder must register with a veterinarian
 - A first aid kit suitable for treatment of dogs must be kept on site

Procedures/policies needed:

- A written staff training policy (to include induction, annual appraisal, planned continued professional development, use of online courses and literature, should no staff be employed this should demonstrate the license holders own knowledge development. This must also cover dog welfare, dog handling, dog behaviour, cleanliness and hygiene, feeding and food

prep, disease control, recognising and treating sick animals) **NB: Applicable only if staff are employed at the premises**

- A written record of training, knowledge and experience must be kept
- A safety procedure if head height is less than 2m or if corridor of facing units is less than 1.2m wide (Kennels only)
- A cleaning and disinfecting procedure
- A procedure covering isolation
- A procedure covering transportation
- A procedure covering feeding (to record of the type, quantity, frequency of food for each dog)
- A procedure for the diet of pregnant bitches
- A procedure for weaning puppies
- A procedure covering the prevention of, and control of the spread of, disease
- A procedure covering the monitoring and ensuring the health and welfare of the animals
- A procedure covering the death or escape of an animal
- A procedure covering the care of animals following suspension/revocation of the licence or during and following an emergency
- A fire risk assessment and documented fire procedure is required
- A written emergency plan
- Documented system of recording observations for illness, injury or abnormal behaviour for each dog and any actions taken
- A veterinary treatment record must be available (to include internal and external parasites)
- A written health care plan must be in place agreed with a veterinarian (to include vaccination, internal and external parasite control, weight monitoring and body condition scores)
- An written enrichment programme, to include grooming, socialisation, play and appropriate toys and feeding enrichment
- A weekly record of weight and Body Condition Scoring (BCS) for each puppy
- A policy must be in place for monitoring the introduction of new dogs to other dogs in either domestic or kennel environments, to avoid stress to either new or resident animals
- There must be a documented policy in place for dealing with extremes of temperature and weather conditions (both hot and cold).
- Suitable paperwork needs to be given to buyers (puppy packs)
- A procedure for socialisation and habituation of puppies
- A procedure for dealing with dogs showing abnormal behaviour
- A record of all euthanasia is to be kept

Records:

- Weekly records of weight and Body Condition Scoring (BCS) for each puppy
- A record of sale to include date of sale, puppy information (DOB, breed, colour, vax details, internal/external parasite treatment details), microchip number and database registered on, purchasers name/address/contact number and any other relevant information
- Breeding bitches must be adequately supervised during whelping and the licence holder must keep a record of:
 - (a) the date and time of birth of each puppy,
 - (b) each puppy's sex, colour and weight,
 - (c) placentae passed,
 - (d) the number of puppies in the litter, and
 - (e) any other significant events.
- The licence holder must keep a record of each puppy sale including:
 - (a) the microchip number of the puppy,
 - (b) the date of the sale, and
 - (c) the age of the puppy on that date.
- The licence holder must keep a record of the following in relation to each breeding dog:
 - (a) its name,

- (b) its sex,
- (c) its microchip and database details
- (d) its date of birth,
- (e) the postal address where it normally resides,
- (f) its breed or type,
- (g) its description,
- (h) date or dates of any matings, whether or not successful,
- (i) details of its biological mother and biological father,
- (j) details of any veterinary treatment it has received, and
- (k) the date and cause of its death (where applicable).
- The licence holder must keep a record of the following in relation to each breeding bitch:
 - (a) the number of matings,
 - (b) its age at the time of each mating,
 - (c) the number of its litters,
 - (d) the date or dates on which it has given birth, and
 - (e) the number of caesarean sections it has had, if any.

Star ratings:

As part of the new regulations each premises will receive a star rating following their formal inspection. In order to achieve the best star rating possible each premises will need to have covered all of the standard conditions and have all consents, policies and procedures in place.

In order to meet the highest possible rating for both the high and low risk categories in the rating matrix certain extra conditions will need to be met. The higher standards are classified in to two types: **required** and **optional** and are outlined below. **Higher standards that appear in blue text are required**, whereas **those that appear in red text are optional**. To qualify as meeting the higher standards, the business needs to achieve all of the required higher standards as well as a minimum of 50% of the optional higher

REQUIRED HIGHER STANDARDS

1. One staff member should not be responsible for more than 10 dogs.
2. All individual dogs must be checked at least once at an appropriate interval during the out of hours period (6pm to 8am) by CCTV or in person. When there are litters, they must be checked in person.
3. The licence holder must keep a record of all checks made during both normal hours and out of hours, including the date and time of each check.
4. The design and layout of the facility must give the dogs a choice of areas.
5. Dogs must be fed twice a day. Each dog must have a feeding plan that balances feeding with food enrichment such as use of scatter feeders. Inspector must see the enrichment tools and plan for each dog.
6. A minimum of a week's supply of the puppies' current diet must be included when they go to their new home.
7. There must be a clear plan setting out 2 forms of exercise per dog each working day for a minimum of 20 minutes each. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons.
8. The breeder will make sure all breeding stock or puppies are recoded in the UK with a registration organisation that has to make available records of parent or lineage, including:
 - Coefficient of inbreeding
 - Records of any surgery undergone
 - Record of health screening test results
9. All bitches must be at least 18 months old before they are mated.
10. A bitch must not:

- Be mated if she is 8 years of age or older
 - Give birth to more than 4 litters of puppies in total
 - Be bred from if they have had one caesarean
11. Licence holders must test all breeding stock for hereditary disease using the accepted and scientifically validated health screening schemes relevant to their breed or type. They must carefully evaluate all test results and follow any breeding advice issued under each scheme prior to breeding. No mating must take place if the test results indicate that it is likely to produce health or welfare problems in the offspring or affect negatively the relevant breeding strategy (or both).
 12. Surgery to correct exaggerated conformation must be reported to the registration organisation.
 13. A vet must check each puppy before sale. Proof of the check must be held and available to the puppy buyer.
 14. A puppy contract must be used. It must include:
 - Undertakings and warranties around health
 - Vaccinations
 - Socialisation carried out by the seller prior to sale
 - The responsibilities of the buyer relative to the dog
 15. The contract must give both parties confidence that a transaction has taken place in good faith.

OPTIONAL HIGHER STANDARDS

1. Each business must have a full-time, permanent member of staff with an appropriate OFQUAL regulated Level 3 qualification.
2. Businesses must appoint a qualified behaviour expert and record all discussions that are had.
3. Ventilation must be a managed fixed or portable air system to maintain temperatures in all weathers. This can be an air conditioning unit or removeable fans installed safely away from animals.
4. Businesses must have a noise management plan in place that is proven to reduce noise for the dogs. Measures can include:
 - Physical barriers
 - Sound absorbing materials
 - Positive reinforcement training to keep barking down
 - Kennel design to prevent noise generation with demonstration of effectiveness
5. A competent person must be on site at all times.
6. The breeder must give all details of the sire and bitch to the buyer including:
 - Date of birth
 - Microchip number
 - Registration body (if applicable)
 - Details of any inherited diseases that the breed is prone to
 - Any screening tests
7. The licence holder must make sure that the microchipping database is amended with the puppy buyer details.
8. No bitch must be intentionally mated when the Coefficient of Inbreeding (CoI) of the puppies would exceed the breed average or 12.5% (if no breed average exists as measured from a minimum 5 generation pedigree).

Scoring Matrix		Welfare Standards		
		Minor Failings (existing business that are falling to meet minimum standards)	Minimum Standards (as laid down in the schedules & guidance)	Higher Standards (as laid down in the guidance)
Risk	Low Risk	1 Star 1 yr. licence Min 1 unannounced visit within 12 month period	3 Star 2 yr. licence Min 1 unannounced visit within 12 month period	5 Star 3 yr. licence Min 1 unannounced visit within 12 month period
	High Risk	1 Star 1 yr. licence Min 1 unannounced visit within 12 month period	2 Star 1 yr. licence Min 1 unannounced visit within 12 month period	4 Star 2 yr. licence Min 1 unannounced visit within 12 month period