



Northumberland

County Council

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

Application for a licence for the performing/exhibition/training of performing animals

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	Have you been registered/licenced before?	Yes		No		If no go to section 2
1.2	Local Authority where registered/licenced					
1.3	Give details of registration e.g type and numbers of animals, type of performance or exhibition.					
2. Type of Business/Performance (please tick)						
2.1	TV/Film/Social Media					
2.2	Theatre					
2.3	Circus using domestic animals					
2.4	Exhibiting Animals					
2.5	Animal Encounters					
2.6	Birds of Prey shows/Exhibits					
2.7	Other please state					
3. Agent						
3.1	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 3.2 If no go to section 4
Further information about the Agent						
3.2	Name					
3.3	Address					
3.4	Email					
3.5	Main telephone number					

1. Type of Application						
3.6	Other telephone number					
4. Applicant Type						
4.1	Applying as an individual	Yes		No		If yes go to section 5
4.2	Applying as a business or organisation, including a sole trader	Yes		No		If yes go to section 6
5. Applicant Details - Individual						
5.1	Full Name (including Title)					
5.2	Address					
5.3	Email					
5.4	Main telephone number					
5.5	Other telephone number					
5.6	Stage Name (if any)					
5.7	Nationality					
5.8	Date of birth					
5.9	Do you have any training certificates or qualifications?	Yes		No		If no go to section 5.11
5.10	Please provide details of training certificates and qualifications					
5.11	Please provide details of relevant experience					
6 Business Applicant Details						
6.1	Is your company registered with Companies House?	Yes		No		If no go to 6.3
6.2	Registration Number					
6.3	Name of Business					
6.4	Is your business registered outside the UK?	Yes		No		

6.5	VAT number				
6.6	Legal status of the business				
6.7	Name of business owner				
6.8	Name of applicant				
6.9	Applicant's position in the business				
6.10	The country where your head office is located				
6b	Business Address – This should be the official address at which it is required of you by law to receive all communication				
6.11	Building name/number				
6.12	Street				
6.13	District				
6.14	City or town				
6.15	County or administrative area				
6.16	Postcode				
6.17	Country				
7. Animals to be trained					
7.1	Name of premises/trading name				
7.2	Address of premises				
7.3	Telephone number of premises				
7.4	Email address				
8. Kinds of animal to be trained and the number of each kind					
8.1	Kind of animal				
8.2	Number				
8.3	Add another animal	Yes		No	If yes complete Annex 1

9. Kinds of animal to be trained and the number of each kind						
9.1	Kind of animal					
9.2	Number					
9.3	Add another animal	Yes		No		If yes complete Annex 2
10. Proposed Performance or Encounter						
10.1	Describe the nature of the performance (s) in which the animals will be exhibited or for which they are to be trained, mentioning any apparatus which is used for the purpose of the performance. The description must be sufficient to give a general idea of what is done by the animals taking part in the performance. If it is an animal encounter please give details of what type of encounter and where these are to take place.					
10.2	Approximate duration of the performance (s)					
10.3	Number of times the performance will be given in one day.					
10.4	How will the animals be transported?					
10.5	Where are the animals to be kept when not performing or being exhibited?					
11. Veterinary surgeon						
11.1	Name of usual veterinary surgeon					
11.2	Company name					
11.3	Address					
11.4	Telephone number					
11.5	Email address					
12. Emergency key holder						
12.1	Do you have an emergency key holder?	Yes		No		If no go to section 13
12.2	Name					

12.3	Position/job title					
12.4	Address					
12.5	Daytime telephone number					
12.6	Evening/other telephone number					
12.7	Email address					
12.8	Add another person?	Yes		No		If yes go to Annex 3
13. Public liability insurance						
13.1	Do you have public liability insurance?	Yes		No		If no go to section 13.6
	If yes, please provide details of the policy					
13.2	Insurance company					
13.3	Policy number					
13.4	Period of cover					
13.5	Amount of cover (£m)					
13.6	Please state what steps you are taking to obtain such insurance					
14. Disqualifications and convictions						
14.1	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		
14.2	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		
14.3	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		
14.4	If yes to any of these questions, please provide details,					

15. Additional details	
Additional Details – Please check the statutory licence conditions and guidance notes for any additional information which may be relevant to the application	
15.1	
16 Additional Information (Supporting Documents / Written Procedures)	
Please attach the following information to your application and tick to confirm it has been enclosed:	
16.1	Operating procedures (see Part A, General Condition 9.0)
16.2	Emergency procedures (see Part A, General Condition 10.0)
16.4	Relevant qualifications/experience for keeping or training animals for exhibition licensing (see Part A, General Condition 4.0)
16.5	Training/continued professional development (CPD) records (see Part A, General Condition 4.0)
16.6	Insurance policy (must be submitted with both new and renewal application)
16.6	A plan of the premises if used for the licensable activity (please provide measurements in metric)
16.7	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

17 Declaration	
This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant (please tick all boxes)	
17.1	I/We have read the statutory licence conditions and guidance notes prior to making this application.
17.2	I/We are aware that I/We will be liable for any and all veterinary charges in association with this application
17.2	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.
17.3	I/We enclose the receipt for payment of the appropriate application fee/s.
17.4	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.
18 Payment	
18.1	<p>Payment must be made at the time of making the application.</p> <p>The fees are as follows:</p> <p>£264.00 - Renewal application</p> <p>£264.00 - New application</p> <p>£83.00 - Re-inspection fee</p> <p>Payment can be made using the link below:</p> <p>https://paymentportal.northumberland.gov.uk/Payment/NCC/Misc/</p>

18.2	Payment Made	Yes		No	
18.3	Veterinary Fee 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.				

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.

19	Signatures	
This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.		
19.1	Signed	
19.2	Full Name (including title)	
19.3	Capacity	
19.4	Date	

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 01670 620443 or by email at licensing01@northumberland.gov.uk

Annex 1

Kinds of animal to be trained and the number of each kind		
Species	Latin Name	Number

Please continue on a separate sheet if necessary

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	



Northumberland County Council

Keeping or training animals for exhibition

Please read the full DEFRA Guidance notes for all conditions required for Keeping or training animals for exhibition enclosed with this information

Pre-inspection information

Notes:

- Sufficient numbers of people who are competent for the purpose must be available to provide a level of care that ensures that the welfare needs of all the animals are met.
- Animals must be provided with suitable housing and rest areas which will depend on the species or species group. All housing must be:
 - secure (predator proof, escape proof and lockable);
 - clean and free from parasites (and vermin);
 - free from hazards (e.g. sharp projections and edges);
 - ventilated (or oxygenated for aquatic species). Ventilation must be provided to all interior areas, as appropriate to the species and have no detrimental effect on temperature or humidity;
 - sheltered from extremes of weather;
 - at a temperature suitable to the species of animal.
- Suitable temporary accommodation must be provided for all the animals at any venue where they are exhibited.
- Active and effective environmental enrichment must be provided to the animals in inside and any outside environments.
- The licence holder must register with an appropriate veterinarian
- The licence holder must hold valid public liability insurance in respect of the licensable activity

Procedures/policies needed:

- A written emergency plan to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation and aeration or filtration systems or other emergencies.
- An emergency plan must be in place before any animals arrive on-site of an exhibit location which must include health and safety risk assessment
- A written policy detailing contingency measures in the event of the breakdown of a vehicle used to transport the animals or any other emergency must be available to all staff.
- A written staff training policy to include annual appraisal, planned continued professional development, recognition of knowledge gaps, use of online courses and literature, research or developments for specific species. Should no staff be employed the licence holder should demonstrate their own knowledge development.
- Written procedure covering the care of the animals following the suspension or revocation of the licence or during and following an emergency.
- Written procedures must be in place and implemented covering-
 - Feeding regimes
 - Cleaning regimes
 - Transportation
 - The prevention of, and control of the spread of, disease
 - Monitoring and ensuring the health and welfare of all the animals,

- The death or escape of an animal (including the storage of carcasses)
- Written instructions must be provided for staff on the provision of health care and the procedures to be followed in the event of an incident involving any venomous animal and a member of the public or staff member.
- A policy must be in place for monitoring the introduction of new animals to existing groups to avoid stress to either new or resident animals and outlining steps that must be taken should a problem arise.
- A written plan in place to accommodate the needs of immature animals
- A hot and cold weather policy must be in place for animals in transit

Records:

- Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice (if necessary) of a veterinarian (or in the case of fish, of an appropriately competent person) must be sought and followed.
- A register must be maintained for all the animals or, in the case of fish, all the groups of fish, on the premises. The register where they are kept for sale must include:
 - the full name of the supplier of the animal, ○ its date of birth
 - the date of its arrival
 - its name (if any), age, sex, neuter status, description and microchip or ring number (if applicable),
 - the name and contact details of the animal's normal veterinarian and details of any insurance relating to it,
 - details of the animal's relevant medical and behavioural history including details of any treatment administered against parasites and any restrictions on exercise or diet,
 - a record of the date or dates of the animal's most recent vaccination, worming and flea treatments, and
 - the distance to and times taken for it to travel to and from each exhibition event.
- A record of when the animals are exhibited must be kept and an animal rotation policy must be put in place to ensure that the animals have enough rest between and during exhibition events. The log must include:
 - Date of exhibit;
 - Time of exhibit;
 - Duration of exhibit (Arrival to departure time);
 - Type of exhibit;
 - Animals used in exhibit;
 - Location of exhibit;
 - Distance/travel time to exhibit from licensed premises.
- All records must be kept for at least three years.