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

**Application for an animal activity licence**

|  |  |  |  |
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| **ARE YOU APPLYING FOR THIS LICENCE AS:** | | | |
| **A Limited Company**  (please complete Section A & B) |  | **An Individual**  (please complete section C) |  |
| **Other (specify)**  (please complete section D) |  | **New Application** |  |
| **Renewal Application** |  |
| **Existing Licence Number**  (If renewal) |  |  |  |

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| **A** | | **DETAILS OF LIMITED COMPANY** | | | | | | | | | | |
| **Trading Name:** | | | | | | | | | | | | |
| **Company number (if applicable):** | | | | | | | | | | | | |
| **Address of Premises** | | | | | | | | | | | | |
| **Phone (Office):** | | | | | | | **Phone (Mobile):** | | | | | |
| **Email address:** | | | | | | | | | | | | |
| **B** | | **DETAILS OF LIMITED COMPANY** | | | | | | | | | | |
| **Is your company registered with companies’ house** | | | | | | | | YES/NO | | | | |
| **Registration Number** | | | | | | | |  | | | | |
| **Is your business registered outside the UK** | | | | | | | | YES/NO | | | | |
| **VAT Number** | | | | | | | |  | | | | |
| **Legal status of the business** | | | | | | | |  | | | | |
| **Name of the Director(s)** | | | | | | | |  | | | | |
| **Name of the applicant** | | | | | | | |  | | | | |
| **Your position in the business** | | | | | | | |  | | | | |
| **The country where your head office is located.** | | | | | | | |  | | | | |
| **C** | | **DETAILS OF INDIVIDUAL APPLICANTS** | | | | | | | | | | |
| **First Name(s):** | | | | |  | | | | | | | |
| **Surname:** | | | | |  | | | | | **Title:** | | |
| **Postal Address:** | | | | |  | | | | |  | | |
| **Phone (Home):** | | | | | **Phone (Mobile):** | | | | |  | | |
| **Email address:** | | | | |  | | | | |  | | |
| **Date of Birth:** | | | | | **National Insurance No.:** | | | | |  | | |
| **D** | | **OTHER APPLICANTS** | | | | | | | | | | |
| **First Name(s):** | | | | | |  | | | |  | | |
| **Surname:** | | | | | |  | | | | **Title:** | | |
| **Postal Address:** | | | | | |  | | | |  | | |
| **Phone (Home):** | | | | | | **Phone (Mobile):** | | | |  | | |
| **Email address:** | | | | | |  | | | |  | | |
| **Registered Number (Where applicable)** | | | | | |  | | | | | | |
| **Description of applicant (for example, partnership, company, unincorporated association etc.)** | | | | | |  | | | | | | |
| **E** | | **DETAILS OF PREMISES TO BE USED IN RELATION TO THE ACTIVITY / ACTIVITIES** | | | | | | | | | | |
| **Trading Name:** | | | | | | | | | | | | |
| **Address of Premises:** | | | | | | | | | | | | |
| **Telephone Number** | | | | | | | |  | | | | |
| **Email Address** | | | | | | | |  | | | | |
| **Is the establishment open throughout the year?** | | | | | | | | Yes |  | | No |  |
| **What are the operating hours** | | | | | | | |  | | | | |
| **Do you have planning permission for this business use?** | | | | | | | | Yes |  | | No |  |
| **F** | **LICENSABLE ACTIVITIES Please indicate which activity/activities you are applying for** | | | | | | | | | | | |
| Breeding dogs | | |  | Please complete **Section G** and **Schedule 1** of this form | | | | | | | | |
| Hiring out horses | | |  | Please complete **Section H** and **Schedule 2** of this form | | | | | | | | |
| Selling animals as pets | | |  | Please complete **Section I** and **Schedule 3** of this form | | | | | | | | |
| Providing boarding for cats | | |  | Please complete **Section J** of this form | | | | | | | | |
| Providing boarding **in kennels** for dogs | | |  | Please complete **Section K** of this form | | | | | | | | |
| Providing **home boarding** for dogs | | |  | Please complete **Section L** of this form | | | | | | | | |
| Providing **day care** for dogs | | |  | Please complete **Section M** of this form | | | | | | | | |
| Keeping or training animals for exhibition | | |  | Please complete **Section N** and **Schedule 4** of this form | | | | | | | | |
| **Arranging boarding** for dogs (**Franchisee**) | | |  | Please complete **Section O** and **Schedule 5** of this form | | | | | | | | |

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| **G** | **BREEDING DOGS** | | | | |
| **Animals to be accommodated** | | | | | |
| Breeds of dogs concerned (Specify) | |  | |  | |
| Number of Breeding Bitches | |  | |  | |
| Number of Stud Dogs | |  | |  | |
| Number of Retired Bitches/Dogs | |  | |  | |
| Number of Bitches less than 12 months old | |  | |  | |
| Number of Whelping units | |  | |  | |
| 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 |
| 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 |
| **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.** | | | | | |
| **H** | **HIRING OUT HORSES** | | | | |
| **NUMBER OF HORSES** | | | | | |
| 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? | | | | |  |
| **MANAGEMENT OF THE ESTABLISHMENT** | | | | | |
| 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? | | |  | | |

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| **ACCOMODATION & FACILITIES** | |
| **Please describe the accommodation available for horses:** | |
| Stalls (please give the number) |  |
| Boxes (please give the number) |  |
| Covered yard (please give dimensions) |  |
| Open yard (please give dimensions) |  |
| **Please describe the land available for:** | |
| Grazing |  |
| Instructing or demonstrating |  |
| Exercise |  |

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| **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.** | |
| **I** | **SELLING ANIMALS AS PETS** |

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| **TYPE OF BUSINESS** | |
| Pet Shop |  |
| Home Sales |  |
| Internet Sales |  |
| Wholesales |  |
| Third Party Sales |  |
| Hobby Sales (Pet Fairs) |  |
| Sale of animals to the public as pets by means of a fixed or minimum donation |  |
| Other please state |  |

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| **ACCOMMODATION AND FACILITIES** | | | | | |
| Do you keep and maintain a register of animals? | | | YES/NO | | |
| When the premises is closed what arrangements are in place to ensure the welfare of animals? | |  | | | |
| **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.** | | | | | |
| **J** | **PROVIDING OR ARRANGING THE PROVISION OF BOARDING FOR CATS** | | |  |
| **NUMBERS TO BE ACCOMMODATED** | | | |  |
| What is the proposed maximum number of cats to be accommodated at any one time | | | |  |
| How many pens are available for accommodation | | | |  |

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| **K** | **PROVIDING THE PROVISION OF BOARDING FOR DOGS IN KENNELS** | | |  |
| **NUMBERS TO BE ACCOMMODATED** | | | |  |
| What is the proposed maximum number of dogs to be accommodated at any one time | | | |  |
| How many kennels are available for accommodation | | | |  |
| **L** | **PROVIDING THE PROVISION OF HOME BOARDING FOR DOGS** | | |  |
| **NUMBERS TO BE ACCOMMODATED** | | | |  |
| What is the proposed maximum number of boarded dogs that will be accommodated at any one time | | | |  |
| How many dogs permanently reside at the premises (own dogs) | | | |  |
| Which rooms are available to enable each dog to be separated (specify) | | |  | |
| **M** | **PROVIDING THE PROVISION OF DOG DAY CARE** | | |  |
| **NUMBERS TO BE ACCOMMODATED** | | | |  |
| What is the proposed maximum number of dogs to be accommodated at any one time | | | |  |
| Describe the provisions in place to allow dogs to be separated. | | |  | |
| **N** | | **KEEPING OR TRAINING ANIMALS FOR EXHIBITION** | | | |

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| **TYPE OF BUSINESS/PERFORMANCE** | |
| TV/Film/social media |  |
| Theatre |  |
| Circus using domestic animals |  |
| Exhibiting Animals |  |
| Animal Encounters |  |
| Birds of Prey shows/Exhibits |  |
| Other please state |  |

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| Number of animals to be kept | |  | | |
| **Please complete SCHEDULE 4 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** | | | | |
| **O** | **ARRANGING BOARDING FOR DOGS (franchisee)** | | |
| **HOST DETAILS** | | | |
| How many host premises does the applicant intend to use for the licensable activity? | | |  |
| Maximum Number of Dogs to be boarded by all hosts | | |  |
| **Please complete SCHEDULE 5 at the end of this form in order to provide details of the franchisee Hosts details in relation to the licensable activity** | | | |

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| **ALL APPLICANTS MUST COMPLETE THIS SECTION** | | | | |
| **P** | **Accommodation & Facilities** | | | |
| Details of the quarters used to accommodate animals, including number, size and type of construction | |  | | |
| Exercise facilities and arrangements | |  | | |
| Heating arrangements: | |  | | |
| Method of ventilation of premises | |  | | |
| Lighting arrangements (natural & artificial) | |  | | |
| Water supply | |  | | |
| Facilities for food storage & 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 | |  | | |
| Do you keep and maintain a register of animals? | | YES/NO | | |
| How do you propose to minimise disturbance from noise? | |  | | |
| **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:** | | |  | |

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| **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/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 |
| **A copy of this policy must be submitted with the application form** | | |
| **PAYMENTS** | | |
| Payment must be made at the time of making the application.  The fees are as follows: | | |
| £275.00 - New application  £248.00 - Renewal application  £264.00 - Keeping animals for Exhibition (New & Renewal) Only  £ 83.00 - Re-inspection fee  £ 88.00 - Additional host inspection fee  £252.00 - Additional licensing activity fee | | |
| Payment can be made using the link below:  <https://paymentportal.northumberland.gov.uk/Payment/NCC/Misc/> | | |
| **A copy of the receipt of payment must be submitted with the application form** | | |
| **VETERINARY FEES** | | |
| **New Applications:** All new applications for Breeding of Dogs, Hiring out of Horses, Selling Animals as Pets, Boarding in Kennels & Providing Boarding for Cats, 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.  **The Licensing Authority reserves the right to appoint a vet to inspect any premises upon application should they deem this necessary.** | | |
| **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.  **Renewal of Hiring out of Horses**: A veterinary inspection is required 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.  **Annual Inspection Hiring out of horses**: An annual vet inspection is also required to assess the suitability of the horses to continue to work in the riding school once the licence has been issued. This is inspection will usually take place on the anniversary of the date of issue of the licence. | | |
| **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?  **PLEASE REFER TO GUIDANCE NOTE 2.** | YES/NO | |

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| **PROOF OF IDENTIFICATION** | | | | |
| All applicants are required to provide a valid form of identification, this will be checked at the **INSPECTION** conducted by one of our officers.  **PLEASE DO NOT SEND ID DOCUMENTS WITH THE APPLICATION.**  Please refer to guidance note 5 for a list of accepted forms of identification. | | | | |
| **DETAILS FOR WEBSITE**  Are you happy for your details to be entered on the public register on the Council’s website  **If YES please complete the details below that you wish to appear on the website** | | | **YES/NO** | |
| **Full Name(s):** | | |  | |
| **Address:** | | |  | |
| **Trading Name:** | | |  | |
| **Phone No.** | **Email:** | |  | |
| **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. * **Data Protection Statement** We will only use your personal information gathered for the specific purposes of your application. We will not give information about you to anyone else or use information about you for any other purpose, unless the law allows us to. Further privacy information can be found on our website www.northumberland.gov.uk | | | | |
| **Signature:** | | **Date:** | | |
| **Full Name(s): *(please print)*** | | | | |

**Schedule 1 – Breeding of Dogs**

**DETAILS OF BITCHES/STUDS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Kennel Name & Pet Name** | **Breed** | **Sex**  **M/F** | **D.O.B** | **No. of Litters** | **Date next litter due/planned** | **Date vaccinated** | **Date wormed** | **Microchip No.** |
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**Please continue on a separate sheet if necessary**

**Schedule 2 – Hiring Out Horses**

**LIST OF HORSES TO BE INSPECTED BY THE VETERINARY INSPECTOR**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Please provide details of all the horses currently kept** | | | | | | | |
| **Name of Horse** | **Description including size** | **Sex** | **Age/Year of Birth** | **Horse passport Number** | **Microchip Number** | **Purpose for which horse is kept** | **Age range of people who ride this horse** |
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**Please continue on a separate sheet if necessary**

**Schedule 3 – Selling Animals as Pets**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type** | | | **Proposed Number** | **Details of accommodation** | **Size of accommodation:** incl: H x W x L + floor area | **Proposed age at sale** |
| Dogs / puppies | Yes | No |  |  |  |  |
| Cats /kittens | Yes | No |  |  |  |  |
| Rabbits | Yes | No |  |  |  |  |
| Guinea Pigs | Yes | No |  |  |  |  |
| Hamsters | Yes | No |  |  |  |  |
| Rats | Yes | No |  |  |  |  |
| Mice | Yes | No |  |  |  |  |
| Gerbils | Yes | No |  |  |  |  |
| Ferrets | Yes | No |  |  |  |  |
| Degus | Yes | No |  |  |  |  |
| Chinchillas | Yes | No |  |  |  |  |
| Parrots, Cockatoos parakeets and macaws | Yes | No |  |  |  |  |
| Cockatiels, Love Birds & other large Birds | Yes | No |  |  |  |  |
| Pigeons | Yes | No |  |  |  |  |
| Budgerigars, finches, Canaries and other small birds | Yes | No |  |  |  |  |
| Other large birds (please specify) | Yes | No |  |  |  |  |
| Tortoises | Yes | No |  |  |  |  |
| Terrapins & Turtles | Yes | No |  |  |  |  |
| Crocodilians | Yes | No |  |  |  |  |
| Frogs & Toads | Yes | No |  |  |  |  |
| Newts & Salamanders | Yes | No |  |  |  |  |
| Snakes and lizards | Yes | No |  |  |  |  |
| Lizards | Yes | No |  |  |  |  |
| Tropical fish | Yes | No |  |  |  |  |
| Marine fish | Yes | No |  |  |  |  |
| Cold Water Fish | Yes | No |  |  |  |  |
| Any other species (please specify) | Yes | No |  |  |  |  |

**Please continue on a separate sheet if necessary**

**Schedule 4 – Keeping or Training Animals for Exhibition**

**DETAILS OF THE ANIMALS KEPT OR TRAINED FOR EXHIBITION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Species of Animal** | **Scientific Name of Species** | **No. Kept** | **Trainer/Exhibitor** | **General nature of performance** |
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**Please continue on a separate sheet if necessary**

**Schedule 5 – Franchisee, Applicant to be nominated as a host**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Host Details** | | | | | | | |
| Full Name (Including Title) | | | | |  | | |
| Address | | | | |  | | |
| Email | | | |  | | |
| Main telephone number | | | |  | | |
| Other telephone number | | | |  | | |
| Date of birth | | | |  | | |
| Number of Dogs host proposes to accommodate | | | |  | | |
| Number of resident dogs | | | |  | | |
| **Accommodation and facilities** | | | | | | |
| Rooms to be used to accommodate dogs (Specify) | |  | | | | |
| Details of the quarters used to accommodate animals, including number, size and type of construction | |  | | | | |
| Exercise facilities and arrangements | |  | | | | |
| Heating arrangements: | |  | | | | |
| Method of ventilation of premises | |  | | | | |
| Lighting arrangements (natural & artificial) | |  | | | | |
| Water supply | |  | | | | |
| Facilities for food storage & 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 | | |  | | | |
| **Declaration** | | | | | | |
| This section must be completed by the **HOST**. | | | | | | |
| I am aware of the provisions of the relevant Act and model licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief. | | | | | | |
| Ticking this box indicates you have read and understood the above declaration | | | | | |  |
| Signed |  | | | | | |
| Full Name |  | | | | | |
| Date |  | | | | | |

**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.

# 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:

1. 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.
2. 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.

**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.

1. 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.

1. 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.

1. A person who is disqualified under section 33 of the Welfare of Animals Act (Northern Ireland) 2011.

1. A person who has at any time held a licence which was revoked under regulation 12 of the Welfare of Racing Greyhounds Regulations 2010.

1. A person who is disqualified under section 34 of the Act.

1. A person who is disqualified under section 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006.

1. A person who is disqualified under section 4(1) of the Dangerous Dogs Act 1991.

1. A person who is disqualified under Article 33A of the Dogs (Northern Ireland) Order 1983.
2. A person who is disqualified under section 6(2) of the Dangerous Wild Animals Act 1976 from keeping a dangerous wild animal.

1. A person who is disqualified under section 3(3) of the Breeding of Dogs Act 1973 from keeping a breeding establishment for dogs.

1. A person who is disqualified under section 4(3) of the Riding Establishments Act 1964 from keeping a riding establishment.

1. A person who is disqualified under section 3(3) of the Animal Boarding Establishments Act 1963 from keeping a boarding establishment for animals.

1. A person who is disqualified under section 5(3) of the Pet Animals Act 1951from keeping a pet shop.

1. A person who is disqualified under section 1(1) of the Protection of Animals (Amendment) Act 1954 from having custody of an animal.

1. A person who is disqualified under section 4(2) of the Performing Animals (Regulation) Act 1925.

1. 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** | **1 Star**  1yr licence  Min 1 unannounced visit within 12 month period | **3 Star**  2yr licence  Min 1 unannounced visit within 24 month period | **5 Star**  3yr licence  Min 1 unannounced visit within 36 month period |
| **Higher Risk** | **1 Star**  1yr licence  Min 1 unannounced visit within 12 month period | **2 Star**  1yr licence  Min 1 unannounced visit within 12 month period | **4 Star**  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.

# 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 [licensing01@northumberland.gov.uk](mailto:licensing01@northumberland.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.

# 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.

# More information

Further information on the Regulations and associated guidance can be found on the Council’s website

**Guidance note 6 – Identification documents**

| **Proof of name with Photograph** | **Proof of address** |
| --- | --- |
| **Current signed passport** | **Utility bill (gas, electric, satellite television, landline phone bill) issued within the last three months** |
| **Current UK or EEA photocard driving licence (Can also be used as evidence of address)** | **Local authority council tax bill for the current council tax year** |
| **EEA member state identity card (can also be used as evidence of address if it carries this)** | **Full old-style driving licence** |
| **National identity card bearing a photograph of the applicant** | **Bank, Building Society or Credit Union statement or passbook dated within the last three months** |
| **HM forces ID Card (UK)** | **Original mortgage statement from a recognised lender issued for the last full year** |
| **Cards carrying the PASS accreditation logo (UK)** | **Electoral Register entry or NHS Medical card or letter of confirmation from GP’s practice of registration with the surgery** |

**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

[licensing01@northumberland.gov.uk](mailto:licensing01@northumberland.gov.uk)

If you have any queries, please contact the licensing section by telephone on 01670 620443 or by email at [licensing01@northumberland.gov.uk](mailto:licensing01@northumberland.gov.uk)