



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

**Application for a licence to keep or train animals for
exhibition**

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

1	Reference number	
1.1	System reference Number (if known)	
1.2	Your reference (if known)	

2a	Agent					
2.1	Are you an agent acting on behalf of the applicant	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, go to 3.1
2b	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 details					
3.1	Name					
3.2	Address					
3.3	Email					
3.4	Main telephone number					
3.5	Other telephone number					
3.6	Are you applying as a business or organisation, including a sole trader	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
3.7	Are you applying as an individual	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

4a	Applicant Business					
4.1	Is your company registered with companies house	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, go to 4.3
4.2	Registration Number					
4.3	Is your business registered outside the UK					
4.4	VAT Number					
4.5	Legal status of the business					

4.6	Your position in the business	
4.7	The country where your head office is located.	
4b	Business Address – This should be your official address – The address required of you by law to receive all communication	
4.8	Building name or number	
4.9	Street	
4.10	District	
4.11	City or Town	
4.12	County or administrative area	
4.13	Post Code	
4.14	Country	

Application

1	Type of business/performance (please tick)		
1.1	TV/Film/Social Media		
1.2	Theatre		
1.3	Circus using domestic animals		
1.4	Exhibiting Animals		
1.5	Animal Encounters		
1.6	Birds of Prey shows/exhibits		
1.7	Other please state		

2a	Application Details				
2.1	Have you been registered/licenced before	Yes		No	If no, go to 2.3
2.2	Local Authority where registered/licenced				
2.3	Give details of registration e.g type and numbers of animals, type of performance or exhibition.				
2b	Further information about the applicant				
2.3	Stage name (if any)				
2.4	Nationality				
2.5	Date of birth				

3	Animals to be trained	
3.1	Name of premises/trading name	
3.2	Address of premises	
3.3	Telephone number of premises	
3.4	Email address	

4a	Kinds of animal to be trained and the number of each kind		
4.1	Kind of animal		
4.2	Number		
4.3	Add another kind of Animal?	Yes/No	If no, go to 5.1
4b	Kinds of animal to be trained and the number of each kind 2		
4.4	Kind of animal		
4.5	Number		

4.6	Add another kind of Animal?	Yes/No	If no, go to 5.1
4c	Kinds of animal to be trained and the number of each kind 3		
4.7	Kind of animal		
4.8	Number		
4.9	If you intend to train further kinds of animals please attach a separate list of these animals and the numbers of each.		

5a	Kinds of animal to be exhibited/Encounter and the number of each kind		
5.1	Kind of animal		
5.2	Number		
5.3	Add another kind of Animal?	Yes/No	If no, go to 6.1
5b	Kinds of animal to be exhibited/Encounter and the number of each kind 2		
5.4	Kind of animal		
5.5.	Number		
5.6	Add another kind of Animal?	Yes/No	If no, go to 6.1
5c	Kinds of animal to be exhibited/Encounter and the number of each kind 3		
5.7	Kind of animal		
5.8.	Number		
5.9	If you intend to exhibit further kinds of animals please attach a separate list of these animals and the numbers of each.		

6	Proposed Performance or Encounter		
6.1	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.		
6.2.	Approximate duration of the performance (s)		
6.3	Number of times the performance will be given in one day.		
6.4	How will the animals be transported		
6.5	Where are the animals to be kept when not performing or being exhibited.		

7	Veterinary surgeon		
7.1	Name of usual veterinary surgeon		
7.2	Company name		
7.3	Address		
7.4	Telephone number		
7.5	Email address		

8a	Emergency key holder		
8.1	Do you have an emergency key holder?	Yes / No	If no, go to 9.1
8.2	Name		
8.3	Position/job title		
8.4	Address		

8.5	Daytime telephone number		
8.6	Evening/other telephone number		
8.7	Email address		
8.8	Add another person?	Yes / No	If no, go to 9.1
8b	Emergency key holder 2		
8.9	Name		
8.10	Position/job title		
8.11	Address		
8.12	Daytime telephone number		
8.13	Evening/other telephone number		
8.14	Email address		

9	Public liability insurance		
9.1	Do you have public liability insurance?	Yes / No	If no, go to 9.7
9.2	Please provide details of the policy		
9.3	Insurance company		
9.4	Policy number		
9.4	Period of cover		
9.6	Amount of cover (£)		
9.7	Please state what steps you are taking to obtain such insurance		

10	Disqualifications and convictions		
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:		
10.1	Keeping a pet shop?		Yes/No
10.2	Keeping a dog?		Yes/No
10.3	Keeping an animal boarding establishment?		Yes/No
10.4	Keeping a riding establishment?		Yes/No
10.5	Having custody of animals?		Yes/No
10.6	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
10.7	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
10.8	If yes to any of these questions, please provide details,		

11	Additional details		
	Please check local guidance notes and conditions for any additional information which may be required		
11.1	Additional information which is required or may be relevant to the application		

Standard declaration section

1	Model Licence Conditions & Guidance	
	All applicants to tick that they have read the applicable model licence conditions & guidance	
1.1	Pet Vending	
1.2	Animal Boarding	
1.3	Performing Animals	
1.4	Riding Establishments	
1.5	The Breeding and Sale of Dogs	

2	Additional Information	
	Please attach the following Information	
2.1	A plan of the premises	
2.2	Insurance policy	
2.3	Operating procedures	
2.4	Risk Assessments (including Fire)	
2.5	Infection control procedure	
2.6	Qualifications	
2.7	Training records	

3	Declaration	
3.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
3.2	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.	
3.3	Signing this box indicates you have read and understood the above declaration	
3.4	Full Name	
3.5	Capacity	
3.6	Date	

Data Protection Privacy Notice

The personal information you provide will only be used by Rushcliffe Borough Council, the Data Controller, in accordance with General Data Protection Regulation 2016/ Data Protection Act 2018 to:

process your application, query or to provide a service that you are requesting
or
undertake a statutory function (also known as a 'public task')

The basis for processing this information is to enable the council to undertake a public task or to provide the service that you are requesting.

Your personal information will be included in a public register in accordance with our statutory responsibility.

Your personal data will be kept in accordance with the Council's retention policy and schedule. Details of which can be found on the Council's website at http://www.rushcliffe.gov.uk/retention_schedule/

In accordance with GDPR you have a right to:

- have a copy of the personal information that we hold about you. Details of how to obtain this are available at <http://www.rushcliffe.gov.uk/foi>
- Request that your personal data be corrected or completed.
- Complain to the Information Commissioner if you feel that your information is not being handled appropriately (<https://ico.org.uk/>)

You may also have a right to:

- have your personal data transferred (data portability).
- prevent automated processing and profiling.
- erasure (also known as the right to be forgotten).
- restrict processing.
- object to processing.

Your data protection rights are not absolute and in most cases are subject to the Council demonstrating compliance with other statutory legislation, for further information see <http://www.rushcliffe.gov.uk/privacy/>

For further details about how your personal information may be used or about your rights under data protection legislation, please contact the Council's Data Protection Officer at -

- By post: Data Protection Officer, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG.
- By email: customerservices@rushcliffe.gov.uk
- By Telephone: 0115 981 9911