

Application for a licence to carry on the activity of keeping or training animals for exhibition

Standard applicant profile section 1

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| 1 | Reference number | |
| 1.1 | System reference number | |
| 1.2 | Your reference | |

Please complete all the questions in the form.
If you have nothing to record, please state 'not applicable' or 'none'

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| 2 | Agent | | | | | |
| 2.1 | Are you an agent acting on behalf of the applicant? | Yes | | No | | If 'no', go to 3 |
| 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 | | | | | |

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| 3 | Applicant details | | | | | |
| 3.1 | Name | | | | | |
| 3.2 | Address | | | | | |
| 3.3 | Email | | | | | |
| 3.4 | Main telephone number | | | | | |
| 3.5 | Other telephone number | | | | | |
| 3.6 | Applying as a business or organisation, including a sole trader? | Yes | | No | | |
| 3.7 | Applying as an individual? | Yes | | No | | |

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| 4 | Applicant business | | | | | |
| 4.1 | Is your company registered with Companies House? | Yes | | No | | 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, i.e. the address required of you by law to receive all communication | | | | | |
| 4.8 | Building name or number | | | | | |

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| 4 | Applicant business | |
| 4.9 | Street | |
| 4.10 | District | |
| 4.11 | City or town | |
| 4.12 | County or administrative area | |
| 4.13 | Postcode | |
| 4.14 | Country | |

Please complete all the questions in the form.
If you have nothing to record, please state 'not applicable' or 'none'

| | | |
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| 5 | Type of business/performance (please tick) | |
| 5.1 | TV/film/social media | |
| 5.2 | Theatre | |
| 5.3 | Circus using domestic animals | |
| 5.4 | Exhibiting animals | |
| 5.5 | Animal encounters | |
| 5.6 | Birds of prey shows/exhibits | |
| 5.7 | Other please state | |

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| 6 | Application details | | | |
| 6.1 | Have you been registered/licensed before | Yes | No | If new, go to 6b |
| 6.2 | Local authority where registered/licensed | | | |
| 6.3 | Give details of registration e.g. type and numbers of animals, type of performance or exhibition | | | |
| 6b | Further information about the applicant | | | |
| 6.3 | Stage name (if any) | | | |
| 6.4 | Nationality | | | |
| 6.5 | Date of birth | | | |

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| 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 | |

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| 8 | Kinds of animal to be trained and the number of each kind | |
| 8.1 | Kind of animal | |
| 8.2. | Number | |
| 8.3 | Is there another kind of animal? | Yes/No If 'yes', please include details in the Additional Information section at 15.1 |

| | | |
|----------|--|---|
| 9 | Kinds of animal to be exhibited/encounter and the number of each kind | |
| 9.1 | Kind of animal | |
| 9.2. | Number | |
| 9.3 | Is there another kind of animal? | Yes/No If yes please include details in the Additional Information section at 15.1 |

| | | |
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| 10 | Proposed performance or encounter | |
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| 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? |
| 10.6 | Where are the animals to be kept when not performing or being exhibited? |

| 11 Veterinary surgeon | |
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| 11.1 | Name of usual veterinary surgeon |
| 11.2 | Company name |
| 11.3 | Address |
| 11.4 | Telephone number |
| 11.5 | Email address |

| 12 Emergency keyholder | |
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| 12.1 | Do you have an emergency keyholder? Yes/No If 'no', go to 13.1 |
| 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 | Is there another keyholder? Yes/No If 'yes', please include details in the Additional Information section at 15.1 |

| 13 Public liability insurance | |
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| 13.1 | Do you have public liability insurance? Yes/No If 'no', go to question 14.6 |
| | 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 (£5 million minimum required) |
| 13.6 | Please state what steps you are taking to obtain such insurance |

| 14 Disqualifications and convictions | |
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| | Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from: |
| 14.1 | Keeping a pet shop? Yes/No |

| 14 Disqualifications and convictions | | | |
|---|--|--------|--|
| 14.2 | Keeping a dog? | Yes/No | |
| 14.3 | Keeping an animal boarding establishment? | Yes/No | |
| 14.4 | Keeping a riding establishment? | Yes/No | |
| 14.5 | Having custody of animals? | Yes/No | |
| 14.6 | Has the applicant, or any person who will have control or management of the establishment, been disqualified or convicted of any offences under the: Animal Welfare Act 2006 Animal Welfare (Scotland) Act 2006 Dangerous Dogs Act 1991 Any other legislation listed in Schedule 8 of the LAIA Regulations 2018? | Yes/No | |
| 14.7 | 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 | |
| 14.8 | If 'yes' to any of these questions, please provide details | | |

| 15 Additional details | | | |
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| Please check local guidance notes and conditions for any additional information which may be required | | | |
| 15.1 | Additional information which is required or may be relevant to the application | | |

Standard payment and declaration section

| 16 Payment | | | |
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| 16.1 | Payment must be made at the time of making the application | | |
| 16.2 | Confirm date payment of Part A fee made and how made e.g. online. Include reference number | | |

| 17 Statutory guidance | | | |
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| All applicants to tick that they have read the applicable statutory guidance and conditions | | | |
| 17.1 | Selling Animals as Pets | | |
| 17.2 | Boarding for Cats | | |
| 17.3 | Boarding in Kennels for Dogs | | |
| 17.4 | Day Care for Dogs | | |
| 17.5 | Home Boarding for Dogs | | |
| 17.6 | Keeping or Training Animals for Exhibition | | |
| 17.7 | Hiring Out Horses | | |
| 17.8 | Breeding Dogs | | |

| 18 Additional information | | | |
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| Please attach the following Information | | | |
| 18.1 | A plan of the premises | | |
| 18.2 | Insurance policy (minimum £5million) | | |

| 18 | Additional information | |
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| 18.3 | Standard operating procedures | |
| 18.4 | Emergency response plan | |
| 18.5 | Infection control procedure | |
| 18.6 | Qualifications | |
| 18.7 | Training records | |
| 18.8 | Other documents may be required specific to the type of activity | |

| 19 | Declaration | |
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| 19.1 | This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant. | |
| 19.2 | <p>I am aware of the provisions of the relevant Act, Regulations and Statutory Guidance. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.</p> <p>I understand that a person authorised by the Council will inspect the premises before a licence is issued. I understand that a person authorised by the Council may inspect the premises either by appointment or unannounced at any reasonable time.</p> <p>I understand that a person authorised by the Council may take photographs or video footage whilst carrying out inspections or visits to the premises.</p> <p>I am aware that a fee is payable for this licence application.</p> <p>I accept that all veterinary fees incurred by the authority in respect to the licence application will be recoverable at cost.</p> <p>I accept that in the event of my application being refused or I withdraw it, I will not be refunded the application fee or any part thereof under any circumstances.</p> <p>I apply under the above legislation for a licence to carry on the activity of keeping or training of animals for exhibition from the above premises.</p> <p>I accept that on occasion the Council has to provide information to third parties in response to requests made under the Environmental Information Regulations 2004, Data Protection Act 1998 and Freedom of Information Acts.</p> | |
| 19.3 | Ticking this box indicates you have read and understood the above declaration | |
| 19.4 | Full name | |
| 19.5 | Capacity/position of signatory | |
| 19.6 | Date | |

Please return your completed application form by email to env.health@stevenage.gov.uk or by post to Environmental Health, Daneshill House, Danestrete, Stevenage, HERTS, SG1 1HN

Telephone number for queries: 01438 242242