

**The Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018
Application for a licence to carry on the activity of keeping or
training animals for exhibition**

Please complete all the questions in the form.

If you have nothing to record, please state "Not applicable" or "None"

1	Agent	
1.1	Are you an agent acting on behalf of the applicant	Yes or No (if No, go to No.2)
1b	Further information about the Agent	
1.2	Name	
1.3	Address	
1.4	Email	
1.5	Main telephone number	
1.6	Other telephone number	
2	Applicant details	
2.1	Name	
2.2	Address	
2.3	Email	
2.4	Main telephone number	
2.5	Other telephone number	
2.6	Applying as a business or organisation, including a sole trader	Yes or No
2.7	Applying as an individual	Yes or No
3	Applicant Business	
3.1	Is your company registered with companies house	Yes or No (if no go to 3.3)
3.2	Registration number	
3.3	Is your business registered outside the UK	
3.4	VAT Number	
3.5	Legal status of the business	
3.6	Your position in the business	
3.7	The country where your head office is located.	

3b	Business Address – This should be your official address – The address required of you by law to receive all communication	
3.8	Building name or number	
3.9	Street	
3.10	District	
3.11	City or Town	
3.12	County or administrative area	
3.13	Postcode	
3.14	Country	
4	Type of business/performance (please tick)	
4.1	TV/Film/Social Media	
4.2	Theatre	
4.3	Circus using domestic animals	
4.4	Exhibiting Animals	
4.5	Animal Encounters	
4.6	Birds of Prey shows/exhibits	
4.7	Other please state	
5	Application Details	
5.1	Have you been registered/licensed before	Yes / No If NO go to 5b
5.2	Local Authority where registered/licensed	
5.3	Give details of registration e.g. type and numbers of animals, type of performance or exhibition. (Please use an additional sheet/spreadsheet if necessary)	
5b	Further information about the applicant	
5.3	Stage name (if any)	
5.4	Nationality	
5.5	Date of birth	
6	Animals to be trained	
6.1	Name of premises/trading name	
6.2	Address of premises	
6.3	Telephone number of premises	
6.4	Email address	
7	Kinds of animal to be trained and the number of each kind	
7.1	Kind of animal	
7.2.	Number	

7.3	Is there another kind of animal?	Yes/No If yes please include details in the additional information section at 14.1 and attach further copies of stockists
8	Kinds of animal to be exhibited/Encounter 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 14.1 and attach further copies of stockists
9	Proposed Performance or Encounter	
9.1	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. Please add additional documents if necessary.	
9.2.	Approximate duration of the performance (s)	
9.3	Number of times the performance will be given in one day.	
9.4	How will the animals be transported	
9.6	Where are the animals to be kept when not performing or being exhibited.	
9.7	Locations where animals will be displayed (if known at time of application)	
10	Veterinary surgeon	
10.1	Name of usual veterinary surgeon	
10.2	Company name	
10.3	Address	
10.4	Telephone number	
10.5	Email address	

11	Emergency key holder	
11.1	Do you have an emergency key holder?	Yes/No If No go to 12.1
11.2	Name	
11.3	Position/job title	
11.4	Address	
11.5	Daytime telephone number	
11.6	Evening/other telephone number	
11.7	Email address	
11.8	Is there another key holder?	Yes/No If yes please include details in the additional information section at 14.1
12	Public liability insurance	
12.1	Do you have public liability insurance?	Yes / No If no, go to question 12.6
	If Yes , please provide details of the policy	
12.2	Insurance company	
12.3	Policy number	
12.4	Period of cover	
12.5	Amount of cover (£5million minimum required)	
12.6	Please state what steps you are taking to obtain such insurance	
13	Disqualifications and convictions	
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:	
13.1	Keeping a pet shop?	Yes/No
13.2	Keeping a dog?	Yes/No
13.3	Keeping an animal boarding establishment?	Yes/No
13.4	Keeping a riding establishment?	Yes/No
13.5	Having custody of animals?	Yes/No
13.6	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

13.7	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
13.8	If yes to any of these questions, please provide details	
14	Additional details Please check local guidance notes and conditions for any additional information which may be required	
14.1	Additional information which is required or may be relevant to the application	
15	Payment – payment must be made in full at the time of making the application	
15.1	Confirmation of when and how payment made, including payment reference number, if applicable	
15.2	Please return forms to: Att. Jackie Wright, Sevenoaks District Council, Environmental Health, Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG	
16	Statutory Guidance - All applicants to tick that they have read the applicable statutory guidance and conditions	
16.1	Keeping or Training Animals for Exhibition	(tick here)
17	Additional Information – please ensure you provide copies of all the following documentation with the licence application form	
17.1	A plan of the premises	(tick here to indicate document provided)
17.2	Insurance policy (minimum £5 million)	(tick here to indicate document provided)
17.3	Standard Operating procedures	(tick here to indicate document provided)
17.4	Emergency Response Plan	(tick here to indicate document provided)
17.5	Infection Control Procedure	(tick here to indicate document provided)
17.6	Qualifications	(tick here to indicate document provided)
17.7	Training records	(tick here to indicate document provided)
17.8	Any other documents specific to the type of activity	(tick here to indicate document provided)

18	Declaration	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.
18.1	<p>The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief. I understand that a person authorised by the Council will inspect the premises before a licence is issued.</p> <p>I understand that once a licence has been issued 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 understand that I am liable for the all veterinary fees incurred by the Council in respect of the licence application.</p> <p>I understand that in the event of my application being refused or withdrawn, I will not be refunded the application fee or any part thereof.</p> <p>I apply under the above legislation for a licence to carry on the activity of Keeping or Training Animals at 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 2018 and Freedom of Information Acts.</p>	
18.3	Ticking this box indicates you have read and understood the above declaration	(tick here)
18.4	Signature	
18.5	Full Name	
18.6	Capacity/Position of Signatory	
18.7	Date	