

Application for a licence to keep a Dangerous Wild Animal
 Dangerous Wild Animals Act 1976

Please complete all the questions in the form.

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

1a Type of application	
1.1	Type of application
1.2	Existing licence number
1b Information about the applicant	
1.3	Applicant's full name
1.4	Date of birth (applicant must be over 18)
1.5	Name(s) of other person(s) to be included in the licence as keeper(s)
1.6	Home address
1.7	Telephone number
1.8	Email address
1c Premises to be licensed	
1.9	Address at which animal(s) are to be kept (if different from above)
1.10	Emergency key holder or address in absence of keeper
2a Animals to be kept	
2.1	Species of animal and the number of animals of each species proposed to be kept under the authority of the licence (see note 1)
2.2	Do you own and possess all the animals listed at 1.9 above? If no, please give full details of current ownership
2.3	Do you intend to use any of the animals listed in 1.9 above for breeding purposes? If yes, please give all relevant details

2b	Qualifications		
2.4	Give details of any qualifications, and any other persons mentioned in the application, for keeping the animal(s) propose (see Note 2)		
3	Accommodation and facilities		
	Please give the following information about the accommodation in which the animals listed in 1.9 above will be held		
3.1	Type of construction (brick, timber) including size of enclosure(s)		
3.2	Drainage for enclosures		
3.3	Water supply		
3.4	Temperature control or heating:		
3.5	Method of ventilation of premises		
3.6	Lighting arrangements (natural and artificial)		
3.7	Facilities for food storage and preparation, including feed supplier		
3.8	Arrangements for disposal of excreta, bedding and other waste material		
3.9	Isolation facilities or veterinary care procedure for the control of infectious diseases		
3.10	Fire precautions or equipment and arrangements in the case of fire		
3.11	How do you propose to minimise disturbance from noise?		
4	Veterinary surgeon		
4.1	Name of usual veterinary surgeon		
4.2	Company name		
4.3	Address		
4.4	Telephone number		
4.5	Email address		
5	Transporting animal(s)		
5.1	What arrangements are there for transportation of the animal(s), if needed		
6	Public liability insurance		
6.1	Do you have public liability insurance which insures you against liability for any damage which may be caused by any animal(s) listed in 1.9 above?	Yes/No	If no, go to 6.7

6.2	Please provide details of the policy	
6.3	Insurance company	
6.4	Policy number	
6.5	Period of cover	
6.6	Amount of cover (£)	
6.7	Please state what steps you are taking to obtain such insurance (see note 3)	
7	Disqualifications and convictions	
	Are you at present disqualified from	
7.1	Keeping any dangerous wild animals?	Yes/No
7.2	Keeping a dog?	Yes/No
7.3	Having the custody of animals?	Yes/No
7.4	Keeping an animal boarding establishment?	Yes/No
7.5	Keeping a riding establishment?	Yes/No
7.6	Keeping a dog breeding establishment?	Yes/No
7.7	Have you, or any person who will have control or management of the establishment, been convicted of any offences under Animal Welfare or Animal Wildlife legislation?	Yes/No
7.8	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
7.9	If yes to any of these questions, please provide details,	
8	Additional details	
8.1	Please provide any additional information required or relevant to your application	
8.2	Please provide copies or have ready for inspection as these are required for the issue of the licence: <ul style="list-style-type: none"> • A plan of the premises • Insurance policy • Risk assessments (including fire) 	

NOTE:

1. Item 1.3 – Give common and scientific name, if possible and continue on a separate sheet, if needed.
2. Item 2b – For example, membership of animal society, professional qualification, previous experience, and anything else relevant.
3. Item 6 – This policy must be produced, of evidence of steps taken, to an inspecting officer, if required.

Privacy notice

West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU Tel: 01284 763233. The Data protection Officer can be contacted at the same address.

We are collecting your personal information in order to process your application under the Dangerous Wild Animals Act 1976.

Your data will not be shared with third parties unless used for council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for 7 years post licence expiry or surrender in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

If you do not provide the information required on the application form then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence.

For further information on our Data protection Policies please go to our website: [How we use your information](#) or email: data.protection@westsuffolk.gov.uk

Declaration and signature

The information I have provided will be held by the council on computerised and manual files (data will be made available on a public register as required by relevant legislation).

This section must be completed by the applicant, if you are an agent please ensure this section is completed by the applicant.

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.

I understand that it is an offence to make a false statement in this application or to omit relevant details.

Please note - A further charge will be made to cover the cost of an inspection of the premises by a veterinary surgeon or a veterinary practitioner authorised by the council to carry out such an inspection.

I agree to permit an officer, veterinary surgeon or veterinary practitioner authorised by the council to inspect the premises which are the subject of this application before any licence is granted.

I certify that I am over the age of 18 and enclose the fee of **£250.00**.

I apply for a licence to keep the animal(s) which are the subject of my application from 20..
(A licence runs for two years.)

Signature (applicant)		Date	
Print name			
Capacity			

Your application should now be submitted with all supporting documents to

Commercial Environmental Health Team
West Suffolk Council
Western Way
Bury St Edmunds IP33 3YU

Phone: 01284 757400

Email: food&safety@westsuffolk.gov.uk