

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

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

Please complete all the questions in the form.

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

<b>1 Type of business/performance (please tick)</b>						
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					
<b>2a Application Details</b>						
2.1	Have you been registered/licenced before	Yes		No		<b>If no, go to 2.3</b>
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.					
<b>2b Further information about the applicant</b>						
2.4	Applicant's full name					
2.5	Stage name (if any)					
2.6	Nationality					
2.7	Date of birth					
<b>3 Animals to be trained</b>						
3.1	Name of premises/trading name					
3.2	Address of premises					
3.3	Telephone number of premises					
3.4	Email address					
<b>4a Kinds of animal to be trained and the number of each kind</b>						
4.1	Kind of animal					
4.2	Number					
4.3	Add another kind of Animal?	<b>Yes/No</b>	<b>If no, go to 5.1</b>			
<b>4b Kinds of animal to be trained and the number of each kind 2</b>						
4.4	Kind of animal					
4.5	Number					
4.6	Add another kind of Animal?	<b>Yes/No</b>	<b>If no, go to 5.1</b>			
<b>4c Kinds of animal to be trained and the number of each kind 3</b>						
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.					

<b>5a Kinds of animal to be exhibited/Encounter and the number of each kind</b>			
5.1	Kind of animal		
5.2	Number		
5.3	Add another kind of Animal?	<b>Yes/No</b>	<b>If no, go to 6.1</b>
<b>5b Kinds of animal to be exhibited/Encounter and the number of each kind 2</b>			
5.4	Kind of animal		
5.5.	Number		
5.6	Add another kind of Animal?	<b>Yes/No</b>	<b>If no, go to 6.1</b>
<b>5c Kinds of animal to be exhibited/encounter and the number of each kind 3</b>			
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.		
<b>6 Proposed performance or encounter</b>			
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.		
<b>7 Veterinary surgeon</b>			
7.1	Name of usual veterinary surgeon		
7.2	Company name		
7.3	Address		
7.4	Telephone number		
7.5	Email address		

<b>8a Emergency key holder</b>			
8.1	Do you have an emergency key holder?	<b>Yes / No</b>	<b>If no, go to 9.1</b>
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?	<b>Yes / No</b>	<b>If no, go to 9.1</b>
<b>8b Emergency key holder 2</b>			
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		
<b>9 Public liability insurance</b>			
9.1	Do you have public liability insurance?	<b>Yes / No</b>	<b>If no, go to 9.7</b>
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		
<b>10 Disqualifications and convictions</b>			
	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?		<b>Yes/No</b>
10.2	Keeping a dog?		<b>Yes/No</b>
10.3	Keeping an animal boarding establishment?		<b>Yes/No</b>
10.4	Keeping a riding establishment?		<b>Yes/No</b>
10.5	Having custody of animals?		<b>Yes/No</b>
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?		<b>Yes/No</b>

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?	<b>Yes / No</b>
10.8	If yes to any of these questions, please provide details,	
<b>11</b>	<b>Additional details</b>	
	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	

**Before you check your application and sign the declaration, please tick that you:**

- Have read the model licence conditions and guidance for the exhibiting of animals
- Have the following documents ready for the premises inspection which are required for the issue of the licence. You can attach these documents to speed up your application:
- A plan of the premises
  - Insurance policy
  - Operating procedures
  - Risk Assessments (including fire)
  - Infection and control procedure
  - Qualifications
  - Training Records

## 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 is Leah Mickleborough and can be contacted at the same address.

We are collecting your personal information in order to process your application under The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.

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/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 addresses 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](mailto: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.

<b>Signature: (applicant)</b>		<b>Date</b>	
<b>Print Name:</b>			
<b>Capacity:</b>			

Your application and fee should now be submitted with all supporting documents to:

Licensing department West Suffolk Council College Heath Road Mildenhall IP28 7EY Phone: 01284 758050	Licensing department West Suffolk Council Western Way Bury St Edmunds IP33 3YU Email: <a href="mailto:licensing@westsuffolk.gov.uk">licensing@westsuffolk.gov.uk</a>
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Cheques made payable to West Suffolk council