## **Application for a licence to breed dogs**The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018



Please complete all the questions in the form.

premises

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II vou nav	e nounna	to record,	Diease State	'Not applicable' or 'None'	

1a	a Type of application						
1.1	Type of appl	lication	New		Renewal		
1.2	Existing lice	nce number					
1b	<b>Animals to</b>	be accommodated	t				
1.3	Wholly indoors	Wholly ou	tdoors		Combination and inc		
1.4	Breeds of do	ogs concerned					
1.5	Number of b	oitches kept					
1.6	Owned by the applicant	Co owned applica			On breedir	ng terms	
1.7	Provide deta bitches kept	ails of the ages of					
1.8	Number of s	tuds kept					
1.9	Owned by the applicant	Co owned applica	-		On breedir	ng terms	
1.10	Provide deta the studs ke	ails of the ages of ept					
1c	Further info	ormation about th	e applica	nt			
1.11	Applicant's f	full name					
1.12	Date of birth	า					
2	Premises to	o be licensed					
2.1	Name of pre	emises or trading					
2.2	Address of p	oremises					
2.3	Telephone n	umber of premises					
2.4	Email addres	ss					
2.5	Do you have permission fuse?	e planning For this business	Yes/No				
3 Accommodation and facilities							
3.1	Details of th accommoda	e quarters used to te animals, mber, size and					
3.2.	Exercise faci arrangemen	ilities and					
3.3	Heating arra	ingements:					
3.4	Method of ve	entilation of					

3.5 Lighting arrangements (natural and artificial) 3.6 Water supply 3.7 Facilities for food storage and preparation 3.8 Arrangements for disposal of excreta, bedding and other waste material 3.9 Isolation facilities for the control of infectious diseases of fire precautions or equipment and arrangements in the case of fire 3.10 Do you keep and maintain a register of animals? 3.12 How do you propose to minimise disturbance from noise? 4 Veterinary surgeon 4.1 Sugeon 4.2 Company name 4.3 Address 4.4 Telephone number 5.5 Do you have an emergency key holder 5.1 key holder? 5.2 Name 5.3 Position or job title 5.4 Address 5.5 Daytime telephone number 5.6 Evening or other telephone number 5.7 Email address 5.8 Emergency key holder Z 5.9 Do you have an emergency Yes/No If no, go to 6.1 8 Emergency key holder S 5.9 Daytime telephone number 5.10 Name 5.11 Position or job title 5.2 Address 5.3 Daytime telephone number 5.4 Add another person? Yes/No If no, go to 6.1 8 Emergency key holder S 5.9 Do you have an emergency Yes/No If no, go to 6.1 8 Emergency key holder S 5.9 Do you have an emergency Yes/No If no, go to 6.1 8 Emergency key holder S 5.9 Do you have an emergency Yes/No If no, go to 6.1 8 Emergency key holder S 5.0 Daytime telephone number 5.10 Name 5.11 Position or job title 5.12 Address 5.13 Daytime telephone number 5.14 Caddress 5.15 Email address	3	Accommodation and facilities		
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5.14 Evening or other telephone number	5.12	Address		
number number	5.13	Daytime telephone number		
5.15 Email address	5.14			
	5.15	Email address		

6	Public liability insurance		
6.1	Do you have public liability insurance?	Yes/No	If no, go to 6.6
6.2	Please provide details of the policy		
6.2	Insurance company		
6.3	Policy number		
6.4	Period of cover		
6.5	Amount of cover (£)		
6.6	Please state what steps you are taking to obtain such insurance		
7	Disqualifications and convic		
	Has the applicant, or any perso establishment, ever been disqu		ntrol or management of the
7.1	Keeping a pet shop?		Yes/No
7.2	Keeping a dog?		Yes/No
7.3	Keeping an animal boarding est	ablishment?	Yes/No
7.4	Keeping a riding establishment	?	Yes/No
7.5	Having custody of animals?		Yes/No
7.6	Has the applicant, or any perso control or management of the elbeen convicted of any offences Animal Welfare Act 2006?	establishment,	Yes/No
7.7	Has the applicant, or any perso control or management of the e ever had a licence refused, revo cancelled?	establishment,	Yes/No
7.8	If yes to any of these questions, please provide details,		
8	Additional details		
	Please check local guidance not may be required	es and conditions f	for any additional information which
8.1	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 breeding and sale o dogs
Have the following documents ready for the premises inspection which are

Have the following documents ready for the premises inspection which are required for the rating of the premises and 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 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 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 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: <u>How we use</u> 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.

Signature: (applicant)	Date:	
Print name:		
Capacity:		

Your application and fee 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

Cheques are made payable to West Suffolk Council