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

Application for a licence to keep or train animals for exhibition

Please complete all the questions in the form.
If you have nothing to record, please state "Not applicable" or "None"

Section 1 Standard applicant profile

1	**Reference number**	
1.1	System reference Number (if known)	
1.2	Your reference (if known)	

Please complete all the questions in the form.
If you have nothing to record, please state "Not applicable" or "None"

2a	**Agent**						
2.1	Are you an agent acting on behalf of the applicant	Yes		No		**If no, go to 3.1**
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						

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

4a	**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					

4a	Applicant Business	
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 – The address required of you by law to receive all communication**	
4.8	Building name or number	
4.9	Street	
4.10	District	
4.11	City or Town	
4.12	County or administrative area	
4.13	Post Code	
4.14	Country	

Section 2 Application for a licence to keep or train animals for exhibition

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	

5a	Application Details					
5.1	Have you been registered/licenced before	Yes		No		**If no, go to 5.3**
5.2	Local Authority where registered/licenced					
5.3	Give details of registration e.g type and numbers of animals, type of performance or exhibition.					
5b	**Further information about the applicant**					
5.4	Stage name (if any)					
5.5	Nationality					
5.6	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	

7a	Kinds of animal to be trained and the number of each kind		
7.1	Kind of animal		
7.2	Number		
7.3	Add another kind of Animal?	**Yes/No**	**If no, go to 8.1**
7b	**Kinds of animal to be trained and the number of each kind 2**		
7.4	Kind of animal		
7.5	Number		
7.6	Add another kind of Animal?	**Yes/No**	**If no, go to 8.1**
7c	**Kinds of animal to be trained and the number of each kind 3**		
7.7	Kind of animal		
7.8	Number		
7.9	If you intend to train further kinds of animals please attach a separate list of these animals and the numbers of each.		

8a	Kinds of animal to be exhibited/Encounter and the number of each kind		
8.1	Kind of animal		
8.2	Number		
8.3	Add another kind of Animal?	**Yes/No**	**If no, go to 9.1**
8b	**Kinds of animal to be exhibited/Encounter and the number of each kind 2**		
8.4	Kind of animal		
8.5	Number		
8.6	Add another kind of Animal?	**Yes/No**	**If no, go to 9.1**
8c	**Kinds of animal to be exhibited/Encounter and the number of each kind 3**		
8.7	Kind of animal		
8.8	Number		
8.9	If you intend to exhibit further kinds of animals please attach a separate list of these animals and the numbers of each.		

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.	
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	
9.5	Where are the animals to be kept when not performing or being exhibited.	

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	

11a	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	Add another person?	**Yes / No**	**If no, go to 12.1**
11b	**Emergency key holder 2**		
11.9	Name		
11.10	Position/job title		
11.11	Address		
11.12	Daytime telephone number		
11.13	Evening/other telephone number		
11.14	Email address		

12	Public liability insurance		
12.1	Do you have public liability insurance?	**Yes / No**	**If no, go to 12.7**
12.2	Please provide details of the policy		
12.3	Insurance company		
12.4	Policy number		
12.5	Period of cover		
12.6	Amount of cover (£)		
12.7	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 convicted of any offences under the Animal Welfare Act 2006?	**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	

Section 3 Declarations

15	Model Licence Conditions & Guidance	
	All applicants to tick that they have read the applicable model licence conditions & guidance	
15.1	Performing Animals	

16	Additional Information	
	Please attach the following Information	
16.1	A plan of the premises	
16.2	Insurance policy	
16.3	Operating procedures	
16.4	Risk Assessments (including Fire)	
16.5	Infection control procedure	
16.6	Qualifications	
16.7	Training records	

17	Declaration	
17.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
17.2	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.	
17.3	Signing this box indicates you have read and understood the above declaration	
17.4	Full Name	
17.5	Capacity	
17.6	Date	

DATA PROTECTION STATEMENT

The Council will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in a public register. The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. The Council may check information you have provided, or information about you that another person has provided, with other information we hold. The Council may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

-Verify the accuracy of information,
-Prevent or detect crime, or
-Protect public funds.

Braintree District Council is the data controller. Further information about your Data Protection rights in line with the provisions of the General Data Protection Regulations and Data Protection Act 2018, for example how the Council will use your information, how we maintain the security of your information, your rights to access the information we hold on you, including correcting or removing your information, how to contact the Data Protection Officer, how long your information is held or how we process your personal information can be found at: www.braintree.gov.uk/ Privacy. The Data Protection Officer can be contacted at dpo@braintree.gov.uk or on 01376 552525.