



**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"

1a Applicant						
1.1	Title					
1.2	Name					
1.3	Stage Name					
1.4	Nationality					
1.5	Address					
1.6	Contact phone number(s)					
1.7	Email address(es)					
1.8	Date of birth					
1b Miscellaneous						
1.9	Are you applying as a business or organisation, including a sole trader	Yes		No		If no go to 1.13
1.10	Is your business registered with companies house	Yes		No		If no go to 1.13
1.11	Company registration number					
1.12	Registered business address					
1.13	Is your business VAT Registered	Yes		No		If no, go to section 2
1.14	VAT Number					

2a Application Details						
2.1	Have you been registered/licenced before	Yes		No		If no, go to 2.3
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.					

3	Type of business/performance (please tick)	
3.1	TV/Film/Social Media	
3.2	Theatre	
3.3	Circus using domestic animals	
3.4	Exhibiting Animals	
3.5	Animal Encounters	
3.6	Birds of Prey shows/exhibits	
3.7	Other please state	

4	Animals to be trained	
4.1	Name of premises/trading name	
4.2	Address of premises	
4.3	Telephone number of premises	
4.4	Email address	

5a	Kinds of animal to be trained and the number of each kind (1)		
5.1	Kind of animal		
5.2	Number		
5.3	Add another kind of Animal?	Yes/No	If no, go to 6.1
5b	Kinds of animal to be trained and the number of each kind (2)		
5.4	Kind of animal		
5.5	Number		
5.6	Add another kind of Animal?	Yes/No	If no, go to 6.1
5c	Kinds of animal to be trained and the number of each kind (3)		
5.7	Kind of animal		
5.8	Number		
5.9	If you intend to train further kinds of animals please attach a separate list of these animals and the numbers of each.		

6a	Kinds of animal to be exhibited/Encounter and the number of each kind		
6.1	Kind of animal		
6.2	Number		
6.3	Add another kind of Animal?	Yes/No	If no, go to 7.1
6b	Kinds of animal to be exhibited/Encounter and the number of each kind 2		
6.4	Kind of animal		
6.5	Number		
6.6	Add another kind of Animal?	Yes/No	If no, go to 7.1
6c	Kinds of animal to be exhibited/Encounter and the number of each kind 3		
6.7	Kind of animal		
6.8	Number		
6.9	If you intend to exhibit further kinds of animals please attach a separate list of these animals and the numbers of each.		

7	Proposed Performance or Encounter	
7.1	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.	
7.2	Approximate duration of the performance (s)	
7.3	Number of times the performance will be given in one day.	
7.4	How will the animals be transported	
7.5	Where are the animals to be kept when not performing or being exhibited.	

8	Veterinary surgeon	
8.1	Name of usual veterinary surgeon	
8.2	Company name	
8.3	Address	
8.4	Telephone number	
8.5	Email address	

9a	Emergency key holder (1)		
9.1	Do you have an emergency key holder?	Yes / No	If no, go to 10.1
9.2	Name		
9.3	Position/job title		
9.4	Address		
9.5	Daytime telephone number		
9.6	Evening/other telephone number		
9.7	Email address		
9.8	Add another person?	Yes / No	If no, go to 10.1
9b	Emergency key holder (2)		
9.9	Name		
9.10	Position/job title		
9.11	Address		
9.12	Daytime telephone number		
9.13	Evening/other telephone number		
9.14	Email address		

10	Public liability insurance		
10.1	Do you have public liability insurance?	Yes / No	If no, go to 10.7
10.2	Please provide details of the policy		
10.3	Insurance company		
10.4	Policy number		
10.5	Period of cover		
10.6	Amount of cover (£)		
10.7	Please state what steps you are taking to obtain such insurance		

11 Disqualifications and convictions	
11.1	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:
11.2	Keeping a pet shop? Yes/No
11.3	Keeping a dog? Yes/No
11.4	Keeping an animal boarding establishment? Yes/No
11.5	Keeping a riding establishment? Yes/No
11.6	Having custody of animals? Yes/No
11.7	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
11.8	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
11.9	If yes to any of these questions, please provide details,

12 Additional details	
Please check local guidance notes and conditions for any additional information which may be required	
12.1	Additional information which is required or may be relevant to the application
12.2	Please give any dates in the next 10 weeks when the premises will not be available for inspection

13 Guidance & Additional Information	
<p>It is recommended that you read the procedural guidance notes published by the Department for Environment, Food and Rural Affairs (DEFRA) for Local Authorities. DEFRA has also published guidance in relation to all licensable activities which includes the conditions of that licence, that will be imposed if a licence is issued.</p> <p>The guidance documents can be found on the Bassetlaw District Council website.</p> <p>The guidance documents will be useful to applicants and operators as they explain the licensing requirements, conditions of licence, inspection of premises together with information relating to how the star rating and length of the licence to be issued will be determined by the Council.</p>	

Who will control my data?

The Data Controller for all the information you provide on this form, together with any supporting information or document requested as part of the application process is Bassetlaw District Council, Queens Buildings, Potter Street, Worksop, S80 2AH

If there is something you don't understand?

Please contact Bassetlaw District Council Licensing Department on 01909 533533 or licensing@bassetlaw.gov.uk

Who will we share your information with?

We will only use this information in conjunction with your application and any licence issued. This may include checks with a Veterinary Surgeon/Practitioner, DEFRA, RSPCA, UKAS-accredited body, Bassetlaw District Council Planning Department, Bassetlaw District Council Environmental Health Department, Trading Standards, Bassetlaw District Council Legal Services Department, Nottinghamshire Police and any referral to the Licensing Committee or Sub-Committee.

How long will we keep this information for?

Your information will be kept for 7 years from the date you last accessed the service of 7 years after any licence ceases to have effect

What are my data rights?

Your personal information belongs to you and you have the right to:

- Be informed of how we process it
- Request a copy of what we hold about you in commonly used electronic format, if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- Have it amended if it is incomplete or incorrect
- Have it deleted (where we do not have a legal requirement to retain it)
- Withdraw your consent if you no longer wish us to process it
- Restrict how we process it
- Object to us using it for marketing or research purposes
- Object to us using it in relation to a legal task or in the exercise of an official authority
- Request that a person reviews an automated decision where it has had an adverse effect on you

How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Information Governance Team, Bassetlaw District Council, Queens Buildings, Potter Street, Worksop, S80 2AH

Tel: 01909 533533

Email: Information.Governance@bassetlaw.gov.uk

ICO Reference Z560966

A full copy of the Bassetlaw District Council Privacy Notice can be viewed at <http://www.bassetlaw.gov.uk/privacy>

15	Declaration		
<p>This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.</p> <p>I/We agree to permit an officer/officers and/or a veterinary surgeon/veterinary practitioner authorised by Bassetlaw District Council to inspect the premises which are the subject of this application.</p> <p>I/we declare that the details contained in this application form and the attached documentation is/are correct to the best of my/our knowledge and belief</p> <p>I/we also confirm that I/we have read and understood the privacy notice and that I/we are aware of the provisions of the relevant legislation and the licence conditions which I/we will comply with at all times</p>			
15a	First Applicant		
15.1	Signed		Signing this box indicates you have read and understood the above declaration
15.2	Capacity		
15.3	Printed		
15.4	Dated		
15b	Second Applicant		
15.5	Signed		Signing this box indicates you have read and understood the above declaration
15.6	Capacity		
15.7	Printed		
15.8	Dated		

16	Supporting Documentation		
<p>Please provide the following information with your application. Please note we will not be able to process your application without this information:</p> <ul style="list-style-type: none"> • Insurance policy • Operating procedures (including emergency transportation contingency procedure) • Risk assessment(s) • Infection control procedure • Qualifications • Training records • List of animals kept • Exhibitions records • Details/evidence of certification by a UKAS-accredited body with 3 or more years of compliance history 			
16.1	If you are unable to provide any of the above specified information please give reasons why?		

Please send your application form, together with the appropriate application fee to:

Licensing Department
Bassetlaw District Council
Queens Buildings
Potter Street
Worksop
S80 2AH

Alternatively, you can submit your application via email to:

Licensing@bassetlaw.gov.uk

Please read the information on fees carefully, especially if you are applying for more than one animal activity. Information on fees and charges can be found on the licensing section of the Bassetlaw District Council website.

Any cheques must be made payable to Bassetlaw District Council

Credit and debit card payment can be made over the telephone by calling 01909 533533 and speaking to a member of the licensing department or by attending at any of the Council offices.