



**Application for a licence to be granted**

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

Before completing this form please read the guidance notes at the end of the form.  
If you are completing this form by hand please write legibly in block capitals.  
Use additional sheets if necessary.

**Details of Premises to be licensed**

Postal address of premises			
Post town		Postcode	

Telephone number at premises (if any)	
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**Applicant details**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>					
<b>Nationality</b>					
Current residential address if different from premises address					
Post town		Postcode			
<b>Daytime contact telephone number</b>					
<b>Email address</b>					

## BUSINESS DETAILS –

Name
Address
Registered number (where applicable)
Description of business (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

What licensable activities are you applying for? (See Note 4 before completion)

- 1) Selling Animals as Pets   
(Please provide a separate list of species that you intend to sell)
- 2) Providing or arranging for the provision of boarding for cats or dogs by
  - a) Providing boarding for cats   
Number of cats
  - b) Providing boarding in kennels for dogs   
Number of dogs
  - c) Providing home boarding for dogs   
Number of dogs
  - d) Providing day care for dogs   
Number of dogs
- 3) Hiring out Horses   
(Please provide a separate list of animals and ages)
- 4) Breeding Dogs   
(Please provide a separate list of breeding bitches and ages)
- 5) Keeping or training animals for exhibition   
(Please provide a separate list of species and ages)

What date do you want the licence to start?

**Please give a description of the premises and the business (See Note 1)**

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**Persons who may not apply for a licence**

Please read Schedule 8 to the Regulations (see Note 6).

Do any of the matters listed at 1-17 of Schedule 8 apply to the applicant or anyone who will have control or management of the establishment? If Yes please provide details below.	Yes	No
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**Checklist:**

Please tick those sections that apply:

- I have enclosed a plan of the premises. (See note 2) (required)
- I have enclosed a Basic DBS Certificate dated within 28 days of this application. (See Note 3) (required)
- I have read and am aware of the relevant General and Specific Conditions applicable to the licensable activities(s) I am applying for. (See Note 5 for links to these documents ) (required)
- I consent to my business details being published on the Arun District Council Website.
- Payment of Fee (see Notes 3 and 4) (required)
- I have enclosed payment of the fee or have paid on line (in which case state reference:
- I wish to pay by Debit/Credit Card – please contact me to take payment Please provide telephone number.

(Note the application is not valid until the fee has been paid)

Signature	
Date	
Capacity/Position	

Privacy Notice – Applicants for licences

Arun District Council will use your personal information for the purposes of assessing and determining your application. This will include information relating to convictions, health, nationality and ethnic origin (where applicable). The information will be used on an on-going basis for administration of the licensing regime. Your personal information will be safeguarded and processed in accordance with data protection requirements.

As appropriate, we may share and receive information from the police, DVLA, Home Office, DWP, Cabinet Office, Motor Insurers Bureau (MIB), DVSA, RPSCA, other local authorities and organisations (for taxis this may include private hire operators). We may also share information with other council departments. This information will be shared for the purposes of assessing your application and your continuing fitness to hold a licence. We may also share your information for the purposes of the prevention and detection of crime. We may use such information to revoke, suspend or refuse your licence. The council may publish details of convictions or enforcement actions against licence holders. If the council suspend or revoke a licence, this information may be entered onto a national refusals register and details of the revocation shared with other local authorities upon request.

After an application is granted, some information will be made available for public inspection via public registers in accordance with our statutory obligations. Please refer to our website for further information.

For more detailed information please go to [www.arun.gov.uk/licensing](http://www.arun.gov.uk/licensing)

## Notes for Guidance

1. Describe the premises and the nature of the business - for example the type of premises, its general situation and layout and any other information which could be relevant to the application.
2. The plan does not need to be scaled or professionally drawn, it needs to be clear and legible and provide the required information. It should indicate the area to be licensed and identify relevant details (kennels, stables, for home boarding - relevant rooms).
3. Do not delay submitting the application form if you are still awaiting the DBS Certificate. It will be accepted separately. Please note a licence cannot be granted without a relevant DBS certificate.
4. In terms of specific licensable activities please note:
  - Boarding Dogs and Cats: Please provide numbers of animals that you seek a licence for. Kennel establishments – please provide numbers of kennels to be used.
  - Breeding Dogs – Please provide a list of breeding bitches
  - Selling animals as pets: Please provide a list of species that you intend to sell.
  - Hiring out Horses; please provide a list of animals including names and ages that you intend to use.
  - Keeping or training animals for exhibition: Please provide a list of species and their ages.
5. Fees for all licences are split into two sections.
  - a. A fee payable at time of making the application
  - b. A fee payable on the grant of the licence.
  - c. Applicants can pay both sections on application.
  - d. If the application is not granted the second part of the fee will be reimbursed.
6. Hiring of Horses and Breeding Dogs.
  - a. A separate vet's fee is applicable for all inspections relating to Hiring of Horses, this will be invoiced separately and must be paid before the licence is granted.
  - b. A vet's fee is due for all new applications to breed dogs. This will be invoiced separately and must be paid before the licence is granted.
7. Link to Arun District Council web site showing Full Guidance and regulation relating to all animal welfare licences ;

<https://www.arun.gov.uk/licensing>

8. Persons who may not apply for a licence

Schedule 8

1. A person who has at any time held a licence which was revoked under regulation 15 of these Regulations.
2. A person who has at any time held a licence which was revoked under regulation 17 of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014.
3. A person who has at any time held a licence which was revoked under regulation 13 of the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012
4. A person who is disqualified under section 33 of the Welfare of Animals Act (Northern Ireland) 2011
5. A person who has at any time held a licence which was revoked under regulation 12 of the Welfare of Racing Greyhounds Regulations 2010.
6. A person who is disqualified under section 34 of the Animal Welfare Act 2006.
7. A person who is disqualified under section 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006.
8. A person who is disqualified under section 4(1) of the Dangerous Dogs Act 1991
9. A person who is disqualified under Article 33A of the Dogs (Northern Ireland) Order 1983
10. A person who is disqualified under section 6(2) of the Dangerous Wild Animals Act 1976 from keeping a dangerous wild animal.
11. A person who is disqualified under section 3(3) of the Breeding of Dogs Act 1973 from keeping a breeding establishment for dogs.
12. A person who is disqualified under section 4(3) of the Riding Establishments Act 1964 from keeping a riding establishment.
13. A person who is disqualified under section 3(3) of the Animal Boarding Establishments Act 1963 from keeping a boarding establishment for animals.
14. A person who is disqualified under section 5(3) of the Pet Animals Act 1951 from keeping a pet shop.
15. A person who is disqualified under section 1(1) of the Protection of Animals (Amendment) Act 1954 from having custody of an animal.
16. A person who is disqualified under section 4(2) of the Performing Animals (Regulation) Act 1925.
17. A person who is disqualified under section 3 of the Protection of Animals Act 1911 from the ownership of an animal.