



Licensing Services, Hazel Court EcoDepot, James Street,  
York, YO10 3DS

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

**APPLICATION FORM**

<b>TYPE OF APPLICATION:</b>	<input type="checkbox"/> New	<input type="checkbox"/> Renewal
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<b>APPLYING AS:</b>		
<input type="checkbox"/> An individual (please complete Section A)	<input type="checkbox"/> A limited company (please complete Section B)	<input type="checkbox"/> Other (please specify) (please complete Section B)

<b>Section A   DETAILS OF INDIVIDUAL APPLICANT</b>		
First Name(s):		Surname:
Title:	Date of Birth:	National Insurance No:
Postal Address:		
<i>Complete the contact details below and tick any contact information that you wish to appear on our website</i>		
Phone (Home):	<input type="checkbox"/>	Phone (Mobile): <input type="checkbox"/>
Phone (Business):	<input type="checkbox"/>	Email: <input type="checkbox"/>
Webpage:		<input type="checkbox"/>

<b>Section B   DETAILS OF LIMITED COMPANY OR OTHER APPLICANTS</b>		
Trading Name:		
Company Number (if applicable):		
Postal Address:		
<i>Complete the contact details below and tick any contact information that you wish to appear on our website</i>		
Phone (Office):	<input type="checkbox"/>	Phone (Mobile): <input type="checkbox"/>
Phone (Business):	<input type="checkbox"/>	Email: <input type="checkbox"/>
Webpage:		<input type="checkbox"/>

**Section C | DETAILS OF PREMISES TO BE USED IN RELATION TO ACTIVITIES**

Trading Name:

Address of Premises:

**Section D | LICENSABLE ACTIVITIES:** Which activity/activities are you applying for?Providing boarding for cats ☐ Please complete **Section E** of this formProviding boarding **in kennels** for dogs ☐ Please complete **Section F** of this formProviding **home boarding** for dogs ☐ Please complete **Section F** of this formProviding **day care** for dogs ☐ Please complete **Section F** of this formSelling animals as pets ☐ Please complete **Section G** of this formBreeding dogs ☐ Please complete **Section H** of this formHiring out horses ☐ Please complete **Section I** of this formKeeping or training animals for exhibition ☐ Please complete **Section J** of this form**Section E | PROVIDING BOARDING FOR CATS**

How many cats do you propose to provide or arrange accommodation for at any one time?

**Section F | NUMBER OF DOGS TO BE ACCOMMODATED AT ANY ONE TIME**

(kennels, home boarding and day care)

How many dogs do you propose to provide or arrange accommodation for at any one time?

## Section G | SELLING ANIMALS AS PETS

DETAILS OF ANIMALS THAT IT IS PROPOSED TO OFFER FOR SALE	
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[illegible]

## Section H | BREEDING DOGS

DETAILS OF DOGS TO BE BRED	
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[illegible]

**Section I | HIRING OUT HORSES****NUMBER OF HORSES**

How many horses/ ponies are kept under the terms of the Act at the present time?

How many horses/ponies is it intended to keep under the terms of the Act during the year?

***Please also complete Schedule 1 at the end of this form in order to provide details of the horses that will be used in relation to the licensable activity.***

**INSURANCE**

Are you the holder of a valid certificate of public liability insurance which –

- (i) insures you against liability for any injury sustained by, and the death of, any client, and
- (ii) Insures any client against liability for any injury sustained by, and the death of, any other person, caused by or arising out of the hire of the horse?

☐ Yes ☐ No

**Please enclose a copy of this policy.**

**Section J | KEEPING OR TRAINING ANIMALS FOR EXHIBITION****DETAILS OF THE ANIMALS KEPT OR TRAINED FOR EXHIBITION**

Common Name of Species	Scientific Name of Species	Numbers to be kept/trained

**INSURANCE**

Do you hold valid public liability insurance in respect of the licensable activity of keeping or training animals for exhibition?

☐ Yes ☐ No

**Please enclose a copy of this policy.**

**ALL APPLICANTS SHOULD COMPLETE THE REMAINING SECTIONS OF THIS FORM**

**Section K | DISQUALIFICATIONS**

Are you or any person connected with the application, disqualified from applying for a licence for any reason set out in Schedule 8 of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018?

☐ Yes      ☐ No

**PLEASE REFER TO GUIDANCE NOTE 2.**

**Section L | VETERINARY SURGEON DETAILS**

Name and address of veterinary surgeon

**Section M | DECLARATIONS AND PRIVACY POLICY**

- ☐ I understand that my application will not be processed until I have paid the requisite fee
- ☐ I enclose a plan of the premises
- ☐ I have read and understood the relevant guidance that has been issued by DEFRA
- ☐ I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to immediate suspension or revocation.
- ☐ I understand that the Licensing Service will store my personal data and share it with other agencies in accordance with City of York Council's privacy policy. Please see the Council's website [www.york.gov.uk/privacy](http://www.york.gov.uk/privacy). If a licence is granted your trading name and business address will be made available on a register on our website
- ☐ I understand it is my responsibility to check any planning requirements/permissions I may need to run a business from my premises. [planning.enquires@york.gov.uk](mailto:planning.enquires@york.gov.uk)

Signature:

Print Name:

Date:

Please return your completed form with any relevant supporting documents and appropriate fee to:  
City of York Council  
Licensing Section  
Hazel Court EcoDepot  
James Street  
York  
YO10 3DS

Email: [licensing@york.gov.uk](mailto:licensing@york.gov.uk)  
Tel: 01904 552422

Methods of how to pay are listed below.

**Schedule 1 – HIRING OUT HORSES  
LIST OF HORSES FOR INSPECTION**

<b>Name</b>	<b>Age</b>	<b>Colour</b>	<b>Sex</b>	<b>Height (approx)</b>	<b>Microchip Number</b>

**LIST OF HORSES FOR INSPECTION CONTINUED** (if applicable)

<b>Name</b>	<b>Age</b>	<b>Colour</b>	<b>Sex</b>	<b>Height (approx)</b>	<b>Microchip Number</b>



## **Guidance notes on applying for an Animal Activities Licence**

### **Guidance Note 1 – Application process**

The steps involved in the application process are set out below. Wherever possible, we aim to complete the application process within 10 weeks of receiving the application.

1. The applicant submits their application form and the relevant application fee to the local authority.
2. A suitably qualified inspector will arrange to visit the relevant premises and carry out an inspection to establish if a licence can be granted and what star rating will apply to the premises concerned (the length of licence to be issued will depend on the star rating awarded by the inspector).
3. The applicant is informed of the outcome of the inspection, the star rating that will apply and the length of licence that they have been deemed eligible for.
4. The applicant will pay any invoice relating to vet inspection fees (if applicable)
5. Once any applicable vet inspection fees have been received, the licence will be issued for the relevant period of time.

### **Guidance Note 2 – Persons who may not apply for a licence**

Regulation 11 sets out details of those persons who may not apply for a licence in respect of any licensable activity. Regulation 11 states that the following persons may not apply:

- (a) a person listed as a disqualified person in paragraph 4 or any of paragraphs 6 to 17 of Schedule 8 where the time limit for any appeal against that disqualification has expired or where, if an appeal was made, that appeal was refused;
- (b) a person listed in any of paragraphs 1 to 3 and 5 of Schedule 8 as having held a licence which was revoked where the time limit for any appeal against that revocation has expired or where, if an appeal was made, that appeal was refused.

Schedule 8 of the regulations is detailed below:

#### **SCHEDULE 8** ***Persons who may not apply for a licence***

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 Act.
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.

### **Guidance Note 3 – Refusal of licences**

If the applicant fails to meet the required standards to enable a licence to be granted, we will work with them to explain the issues and assist them in meeting the standards. However if the required minimum standards are not subsequently met then the application will have to be refused. If an application for a licence is refused, the applicant has the right to appeal against the decision to the First-Tier Tribunal.

General Regulatory Chamber  
HM Courts & Tribunals Service  
PO Box 9300  
Leicester  
LE1 8DJ

Tel: 0300 123 4504  
Email: [grc@hmcts.gsi.gov.uk](mailto:grc@hmcts.gsi.gov.uk)

## How to Pay

1. **By cheque** made payable to City of York Council and forwarded to;  
City of York Council  
Licensing Section  
Hazel Court EcoDepot  
James Street  
York  
YO10 3DS

2. **By bank card** telephone 01904 552422 to arrange payment.

3. **By BACS**

Please include licence/certificate CYC reference number on payment and allow three days to clear.

**ACCOUNT NUMBER:** 70897558    **SORT CODE:** 40 - 47 - 31  
**ACCOUNT NAME:** CITY OF YORK GENERAL ACCOUNT  
**BANK NAME:** HSBC PLC  
**BANK ADDRESS:** 13 PARLIAMENT STREET  
YORK  
YO1 8XS

**NB This authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.**