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**Application For a Licence to keep Dangerous and Wild Animals**

**Dangerous and Wild Animals Act 1976**

Before completing please read guidance notes at the end of the form

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| **APPLICATION TYPE** (please tick the relevant box) |
| **Grant** of a new licence |   |
| **Renewal** of a Licence |   |
| **Variation** of a Licence (change number of animals) |   |
| **Variation** of a Licence (change species of animals) |   |

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| Applicant type (tick one) | Single applicant |  |
| Multiple applicants |  |
| A Limited Company |  |

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| **First Applicant’s name:** |
| **Address and postcode:** |
| **Date of Birth:** |
| **Telephone:** |
| **E-mail**: |
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| **Second Applicant’s name:** |
| **Address and postcode:** |
| **Date of Birth:** |
| **Telephone:** |
| **E-mail**: |
| **Limited Company Registered name:** |
| **Company Registration Number:** |
| **Address and postcode:** |
| **Telephone:** |
| **E-mail**: |
| **Directors Names and Date of Birth:**Name: D.o.B:Name: D.o.B:Name: D.o.B:Name: D.o.B: |
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| **Premises where animals will normally be kept (full address):** |
| **If animals are to be kept in part of this premises only, please give details of that part:** |
| **Is this premises (or the relevant part thereof) accessible by members of the public?** (please circle) | **Yes / No** |
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| **Nature of Premises** (Please tick as appropriate)**:**Domestic dwelling Commercial Retail other ……………………….  |
| **Do you occupy these premises as** (Please tick as appropriate)**:**freeholder leaseholder tenant other ……………………………. |
| **Where the applicant(s) is not the freeholder of the premises, has the freeholder given their consent to the making of this application?** (please circle) | **Yes / No** |

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| **Animals to be Kept** |
| Please list all of the dangerous wild animals (proposed to be) kept under this licence: See <http://www.legislation.gov.uk/uksi/2007/2465/schedules/made> for a list of all applicable species |
| Common Name | Scientific Name | Quantity to be kept | Accommodation details |
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| Do the Applicants:(please tick) | Currently own all above animals |  |
| Propose to own all of the above animals |  |
| Other …………………………………. |  |

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| **Please describe the accommodation being provided for the animals kept. Where multiple types of accommodation are available, please describe each of them (use additional pages if necessary).** |
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| **What steps do you intend to take to secure that animals will be kept in accommodation which secures that they will not escape; and which is suitable in construction, size, temperature, lighting, ventilation drainage and cleanliness?** |
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| **What steps do you intend to take to secure that animals will be adequately supplied with suitable food and drink, provided with clean bedding material, can take adequate exercise, and be visited regularly?** |
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| **What steps do you intend to take to ensure that animals will be protected in case of fire or other emergency? (please include a list of any fire prevention/detection equipment which is operated)** |
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| Please note: Persons holding dangerous wild animal licences may be subject to the provisions of the Regulatory Reform (Fire Safety) Order 2005, which requires them to take general fire precautions, to carry out a fire safety risk assessment, and if necessary to install fire detection and fire-fighting equipment at their premises. Further information is available at [www.gov.uk/workplace-fire-safety-your-responsibilities](http://www.gov.uk/workplace-fire-safety-your-responsibilities)  |
| **What steps will be taken to prevent and control the spread of infectious or contagious disease among animals kept at the premises? (please include a list of any quarantine/isolation facilities provided)** |
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| **Please give the details of a veterinary surgeon or practitioner who provides services to the applicant(s):** |
| Name: |  |
| Address: |  |
| Telephone Number |  |

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| **What steps will be taken to prevent unauthorised access to the premises (or parts of the premises to which the public are not to be admitted), unauthorised removal of animals, or escape by animals?** |
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| **Do you intend for any of the animal(s) listed in section 4 to be at other premises for any period exceeding 72 continuous hours (e.g. for animal exhibitions, shows, breeding purposes, etc)? If so, please give details, including the full address(es):** |
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| **Do you hold a current insurance policy insuring against liability for any damages which may be caused by the animal(s) (proposed to be) kept under this licence?** (please circle) | Yes / No |
| Please detail any relevant liability insurance policies held in respect of the keeping of these animals: |
| Type | Held | Name of insurer(s)  | Amount of cover | Policy expiry date |
| Public liability  |  |  |  |  |
| Other \_\_\_\_\_\_\_  |  |  |  |  |

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| Given the range of species covered by the dangerous wild animals licensing legislation, it would not be appropriate to impose standard conditions applicable to every species. Licence conditions will therefore be imposed on a case-by-case basis. (This section should be left blank on new licence applications) |
| Do you wish to apply to vary any of the conditions imposed on your current licence? (please circle) | Yes / No |
| If yes, please give details of the applicable condition(s), and justification for varying them: |
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| Please note: The Council may, at its discretion, vary or substitute any licence condition, or impose any other condition it considers necessary to achieve the aims set out in the Act. In such cases, the applicant will be advised of any proposed conditions prior to the grant of any licence. |

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| **Convictions or cautions which are considered ‘spent’ under the Rehabilitation of Offenders Act 1974 need not be disclosed.** |
| Is the applicant (or are any of the applicants, or any of the directors/officers of a limited company applicant) currently disqualified: |
| From keeping dangerous wild animals, under the Dangerous Wild Animals Act 1976? | Yes / No |
| Following a conviction under any of the following: * Protection of Animals Acts 1911 to 1964
* Protection of Animals (Scotland) Acts 1912 to 1964
* Performing Animals (Regulation) Act 1925
* Pet Animals Act 1951
* Animals (Cruel Poisons) Act 1962
* Animal Boarding Establishments Act 1963
* Riding Establishments Acts 1964 and 1970
* Breeding of Dogs Acts 1973
* Animal Health Act 1981
* Animal Welfare Act 2006
* Animal Health and Welfare (Scotland) Act 2006
* Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014
 | Yes / No |
| From having the custody of animals, under the Protection of Animals (Amendment) Act 1954? | Yes / No |
| Has the applicant (or have any of the applicants, or any of the directors/officers of a limited company applicant) been convicted or cautioned for an offence under the above-mentioned legislation or any similar animal welfare legislation, where that conviction or caution is not considered to be ‘spent’ at this time? |  Yes / No |
| To their knowledge, is the applicant (or are any of the applicants, or any of the directors/officers of a limited company applicant) currently subject to legal proceedings for an offence under legislation referred to above? |  Yes / No |
| Has the applicant (or have any of the applicants, or any of the directors/company officers of a limited company applicant) ever been refused a dangerous wild animals licence, by this or any other authority, or had such a licence cancelled? |  Yes / No |
|  If any of the above questions have been answered ‘yes’, please provide further details in respect of those matters in the space below: |
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| Enclosed (please tick) |
| Scale plan, showing the layout of the premises (see guidance notes below) |  |
| Signed privacy notice allowing the processing of personal data |  |
| Enclose the fee of £406.00 |  |
| Can be paid as a cheque payable to SADC, or online at <https://www.stalbans.gov.uk/pay-online-licensing>  |  |

All queries should be directed to licensing@stalbans.gov.uk

By signing the box below you are confirming that you have:

* read the Privacy Notice information that tells you how we will process your personal data with regard to the pavement licence application:

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| * **Privacy Notice for pavement licensing applications including temporary pavement licences**
* This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.
* **What information do we collect about you?**
* The information that the Council will collect varies depending on how you use the Council’s Services. We are using the information provided in this case because we have a legal obligation [Art. 6(1)(c) of the UK General Data Protection Regulation (“GDPR”)]. This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information so that we can consider your application for licensable activities under the The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.
* **How will we use the information about you?**
* We use the information to process your application for an Animal Welfare licence and, if granted, to regulate your Animal Welfare licence. We may share the information with other departments at the Council to enable us to deal with your application, or take action to regulate the licence, if granted, but for no other purposes.
* We will not share the personal information we hold with any external organisations except for consultees listed in The Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018. We may share the details of the application, but not your personal contact details, with the properties neighbouring your proposed site.
* We may be required to share your personal information with the Police, Internal Audit or similar agency, or another Council for the purposes of preventing and detecting fraud.
* We will ensure that all personal information is kept securely.
* **How long will we keep this information?**
* We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact GDPR@stalbans.gov.uk
* **Individuals’ Rights**
* You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@stalbans.gov.uk and ask for a subject access request.
* If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one calendar month. Please contact GDPR@stalbans.gov.uk.
* You can find out more about [your rights](https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/Individual%20Rights%20GDPR%20Website%20Notice.pdf) on our website:
* **Cookies**
* Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit [the website](https://www.stalbans.gov.uk/cookies).
* **Changes to our Data Protection Policy**
* We have a Data Protection Policy in place and this can be found [here](https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/GDPR%20Personal%20Data%20Policy.pdf).
* **Data Protection Officer**
* Our Data Protection Officer for the purposes of Articles 37 to 39 of the UK General Data Protection Regulation is Judith Adamson, Solicitor-Regulatory Team Leader. They can be contacted by emailing GDPR@stalbans.gov.uk or calling 01727 866100 for our Complaints Team.
* **How to contact us**
* Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing foi@stalbans.gov.uk or write to us at: FOI Team, St Albans City & District Council, St Peter’s Street, St Albans, AL1 3JE.
* **Complaints**
* You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: casework@ico.org.uk or calling their helpline on 0303 123 1113.
 |

**Your signature:**

**Date:**

Please return the **completed application form** to:

Licensing Team, Community Services, St Albans City and District Council, St Peters Street, St Albans AL1 3JE

You can also submit your application by emailing:

animallicensing@stalbans.gov.uk

**Guidance notes for applicants**

Under the Dangerous Wild Animals Act 1976, persons who wish to keep dangerous wild animals must be licensed by the applicable local council. A list of the species designated in legislation as dangerous wild animals can be found at <http://www.legislation.gov.uk/uksi/2007/2465/schedules/made>

The Act provides exemptions for animals being kept at zoos (which may require licences under the Zoo Licensing Act 1981), circuses, licensed pet shops, and places specified in section 2C licences under the Animals (Scientific Procedures) Act 1986. Such premises will not require licences under this legislation.

1. Dangerous wild animal licences are issued for a duration of 2 years. Licences may be cancelled before the expiry date if the holder is convicted of an offence under this Act, or other associated animal welfare legislation.
2. Please state the maximum number of animals of every species to be kept. Where hybrid animals which are covered by the Act are to be kept, please ensure that these are listed in separate rows to any purebred animals. For every species, please give a brief summary of the type of accommodation they will be kept in. You will be asked to give further details about all types of accommodation later in the application form.
3. Should you need additional space to complete your response to these questions, please continue on a blank page, indicating clearly which question you are responding to. We may also accept copies of documents (e.g. operational manuals) in place of individual responses to these questions, providing that they cover all required matters.
4. Animals may only be transported to premises in other areas for prolonged periods with the express consent of the Council. St Albans City and District Council has a legal duty to consult with the applicable council for the area it is proposed to take animals to, and so will require the full address of the premises in order to correctly identify the appropriate local authority.
5. The licensing authority requires an appropriate level of public liability insurance is held by every person who keeps dangerous wild animals, to secure against liability for damages to property or persons which could be caused by the animals. Coverage requirements will vary dependent upon the species of animals kept, the number of animals, and other circumstances. We strongly recommend discussing coverage needs with an insurance broker specialising in dangerous wild animal cover prior to taking out a policy.

**Veterinary inspections**

The law requires that every dangerous wild animal licence application include an inspection by an independent veterinary surgeon or practitioner prior to the grant of a licence, and prior to the renewal of licences. A suitably qualified vet shall be appointed by the Council and asked to carry out a full inspection of the premises, the date and time of which will be agreed with the applicant. An additional fee representing the cost of the veterinary inspection will be payable by the applicant, in addition to the licence fee – this fee remains payable even if a licence is subsequently refused. The fee will depend on the duration of the inspection, and as such the precise amount can only be confirmed following the inspection. A copy of the veterinarian’s inspection report will be provided to the applicant(s) following the inspection.

**Scale plan requirements**

If you are applying for a new licence, or have made significant changes to the layout of the premises since your last licence was granted, we will require you to provide a scale plan, which clearly shows the (internal) layout of your premises.

Plans may be drawn to any appropriate scale (please indicate what scale you have used). There is no requirement to have plans professionally drawn – we will accept any reasonable plan, which shows all areas of your premises which will be used to accommodate dangerous wild animals, including animal accommodation, food preparation areas, isolation facilities and exercise areas, and which includes, as a minimum:

* All internal and external walls or fences, and the boundary of your premises
* Access and egress points to and from the premises
* Location of emergency escape routes from the premises (if different to above)
* Areas used for accommodating animals (including any permanent enclosures, structures or pens)
* Areas used for exercising animals (including any permanent enclosures, structures or pens)
* Areas used for storage/preparation of food for animals
* Location of fire detection/safety equipment
* Location of any medical equipment/isolation facility
* Location of any heating/ventilation sources

If you have previously submitted a scale plan of your premises (i.e. if you are applying to renew an existing licence), and no changes have been made to the layout or structure of the premises since your licence was granted, it is not necessary to submit a further plan with this application.