

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



**Application for a licence for the exhibition/encounter or  
training of performing animals**

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

**Section 1**

<b>1.1</b>	<b>Agent</b>				
	Are you an agent acting on behalf of the applicant	Yes		No	If no go to 1.3
<b>1.2</b>	<b>Further information about the Agent</b>				
	Name				
	Address				
	Email				
	Main telephone number				
	Other telephone number				
	Is all correspondence to be sent to this Agent?				Yes/No

<b>1.3</b>	<b>Applicant details (these will be the details of the licence holder)</b>				
	Name				
	Address				
	Email				
	Main telephone number				
	Date of birth of Applicant				

**Section 2**

<b>2.1</b>	<b>Type of business/performance (please tick)</b>		
	TV/Film/Social Media		
	Theatre		
	Circus using domestic animals		
	Exhibiting Animals		
	Animal Encounters		
	Birds of Prey shows/exhibits		
	Other please state		

<b>2.2</b>	<b>Application Details</b>				
	Have you been registered before	yes		No	If no go to 2.3
	Local Authority where registered				
	Give details of registration eg type and numbers of animals, type of performance or exhibition.				

<b>2.3</b>	<b>Premises details (address where animal(s) is/are kept)</b>	
	Name of premises/trading name	
	Address of premises	
	Telephone number of premises	
	Email address	

<b>2.4</b>	<b>Animal to be trained or to be exhibited/encounter</b>		
	Species	Number	What is the animal going to be used for
			Please repeat Section 2.4 on a separate sheet

<b>2.5</b>	<b>Proposed Performance or Encounter</b>	
	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.	
	Approximate duration of the performance (s)	

2.5 Proposed Performance or Encounter	
Number of times the performance will be given in one day.	
How will the animals be transported	
Where are the animals to be kept when not performing or being exhibited.	

2.6 Veterinary surgeon	
Name of usual veterinary surgeon	
Company name	
Address	
Telephone number	
Email address	

2.7 Emergency key holder		
Do you have an emergency key holder?	Yes/No	
Name		
Position/job title		
Address		
Daytime telephone number		
Evening/other telephone number		
Email address		
Add another person?	Yes/No	If yes, section 2.7 must be repeated on separate sheet of paper

2.8 Public liability insurance		
Do you have public liability insurance?	Yes/No	
If yes, please provide details of the policy		
Insurance company		
Policy number		
Period of cover		
Amount of cover (£m)		
If you do not currently have public liability insurance. Please state what steps you are taking to obtain such insurance		

2.9	<b>Disqualifications and convictions</b>		
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:		
	Keeping a pet shop?	Yes/No	
	Keeping a dog?	Yes/No	
	Keeping an animal boarding establishment?	Yes/No	
	Keeping a riding establishment?	Yes/No	
	Having custody of animals?	Yes/No	
	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
	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
	If yes to any of these questions, please provide details,		

**Now please complete Section 3**

## Section 3

<b>3.1</b>	<b>Payment</b>
	Payment must be made at the time of making the application – please note, if your application is successful, an additional fee will be payable (please see fee structure below)

<b>3.2</b>	<b>Additional Information</b>	
	Please attach the following Information -	
	A plan of the premises (where animals are being kept or accommodated)	
	Insurance policy	
	Operating procedures	
	Risk Assessments (including Fire)	
	Infection control procedure	
	Qualifications	
	Training records	

<b>3.3</b>	<b>Declaration</b>	
	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
	I am aware of the provisions of the relevant Regulations 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.	
	Ticking this box indicates you have read and understood the above declaration	
	Full Name	
	Signature	
	Capacity	
	Date	

This completed form must be returned together with the fee and additional documentation to the:-  
Licensing Team, Hartlepool Borough Council, Civic Centre, Victoria Road, Hartlepool, TS24 8AY

## **Fee Structure**

### **New Animal Welfare Licence - Keeping or Training Animals for Exhibition only**

Application fee (including initial inspection)	£105
Annual enforcement fee (payable for each year of the licence)	£45

Available as 3 year licence only    **£240**

### **Renewal - Animal Welfare Licence - Keeping or Training Animals for Exhibition only**

Application fee (including inspection)	£90
Annual enforcement fee (payable for each year of the licence)	£45

Available as 3 year licence only    **£225**