

Animal Activity Licence: Application Checklist

This checklist details the minimum required documents for your application for an Animal Activity Licence.

Applications should be forwarded to licensing@northlincs.gov.uk or posted to Church Square House, 30-40 High Street, Scunthorpe, DN15 6NL. Your application will then be processed by a member of The Technical Hub. Applications will only be deemed complete when all the minimum supporting documents have been received.

The Technical Hub are not able to provide assistance with procedures. If you need help or assistance with your procedures, please refer to the statutory guidance issued by the Department for Environment, Food & Rural Affairs (DEFRA): <https://www.gov.uk/government/publications/animal-activities-licensing-guidance-for-local-authorities>. You may also wish to consider the Licensing Pre-Application Advice Service.

Once a complete application has been received, you will be allocated a Case Officer from the Licensing Team. This Case Officer will be a qualified and appointed Animal Inspector, which is required as per the Regulations. This Case Officer will contact you to arrange the inspection and will provide a draft inspection report, based on the procedures you have supplied.

Checklist

Application Form - Part A

- Must be completed for all applicants.

Application Form - Part B/C/D/E/F

- Part B is required for Selling Animals as Pets
- Part C is required for Animal Boarding (includes kennels and catteries, home boarding and doggy day care) Part D is required for Exhibiting Animals
- Part E is required for Hiring out Horses Part F is required for Dog Breeders

Fee

Please refer to the Fees and Charges page of our website. For dog breeders and Hiring out Horses, our fee includes the vet fees.

Plan of Premises

The plan does not need to be professionally drawn or drawn to scale, but should be legible.

Daily Operating Procedure: Cleaning

To include what is cleaned (accommodation, equipment, bedding etc), how it is cleaned and how often. What products are used?

Daily Operating Procedure: Feeding

To include how often animals are fed, how much/what is given, acknowledgement of dietary requirements or supplements, etc

Daily Operating Procedure: Exercise

to include the measures taken if animals cannot be exercised example alternative enrichment.

Daily Operating Procedure: Monitoring Animals

for example, monitoring any changes in behaviour, all signs of suffering, etc

Infection Control Procedure

Measures to be taken if there is a suspected infectious disease (including isolation, special cleaning measures, contact with a vet)

Risk Assessment

Transportation Procedure

To include how animals are transported, the vehicle to be used, procedure for cleaning the vehicle after use, breaks during transport, etc)

Procedure for Death or Escape of an Animal

Training Policy and Records

For all staff (including the licence holder and any volunteers) documents and certificates should be supplied to show that staff have suitable and sufficient training to ensure animal welfare needs are met.

All business should be able to supply a training policy and records of continued professional development (such as online courses and keeping up to date with research or development for specific species).

All staff (including volunteers) should be subject to annual appraisals.

Emergency Plan

This can include plans for an emergency (such as fire, flood or lack of power) at the premises; provisions of first aid and fire safety equipment; steps taken during extreme weather conditions; and steps to be taken if the premises becomes uninhabitable or if the licence is revoked e.g. alternative accommodation.

Medication Procedure/Records

Details of administration, storage and record keeping.

Procedure for Storage and Removal of Waste

Preventative Healthcare Plan

A Preventative Healthcare Plan must be in place, which has been agreed by the vet with whom the licence holder has registered. This is usually a document you produce which states the measures you will take in terms of preventative healthcare (such as vaccinations, worming, flea treatment, cleaning etc). Your vet will then sign to say they have reviewed and agree to it. In some cases, this Plan may state that your vet will provide isolation facilities on your behalf.

Stud, Bitch and Puppy Records

Only required for Dog Breeding.

Copy of Insurance Policy

Only required for Hiring out Horses and Keeping or Training Animals for Exhibition.

The above checklist details the minimum required documents for your application to be deemed complete and referred to a Case Officer. There may also be additional procedures which are required for each activity. As an example, in the case of dog breeders, a policy must be in place for monitoring the introduction of new dogs to other dogs in either domestic or kennel environments, to avoid stress to either new or resident animals. Please refer to the DEFRA Guidance relating to your activity, for more information.

Licensing | Church Square House | Scunthorpe | DN15 6NL

www.northlincs.gov.uk/licensing/

licensing@northlincs.gov.uk