



Woking Borough Council
Civic Offices, Gloucester Square, Woking, Surrey, GU21 6YL

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

Keeping or training animals for exhibition

Standard applicant profile payment and declaration

1	Reference number	
1.1	System reference number	
1.2	Your reference	

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

2	Agent				
2.1	Are you an agent acting on behalf of the applicant?	Yes		No	If no, go to 3.
2b	Further information about the agent				
2.2	Name				
2.3	Address				
2.4	Email				
2.5	Main telephone number				
2.6	Other telephone number				

3	Applicant details				
3.1	Name				
3.2	Address				
3.3	Date of birth				
3.4	Email				
3.5	Main telephone number				
3.6	Other telephone number				
3.7	Applying as a business or organisation, including a sole trader	Yes		No	
3.8	Applying as an individual	Yes		No	

4	Applicant business				
4.1	Is your company registered with companies house?	Yes		No	If no, go to 4.3.
4.2	Registration number				
4.3	Is your business registered outside the UK?				
4.4	VAT number				
4.5	Legal status of the business				
4.6	Your position in the business				
4.7	The country where your head office is located				
4b	Business address (This should be your official address. The address required of you by law to receive all communication.)				
4.8	Building name or number				
4.9	Street				
4.10	District				
4.11	City or town				
4.12	County or administrative area				
4.13	Post code				
4.14	Country				

5	Payment
5.1	Payment must be made at the time of making the application
5.2	Upon receipt of your application form, an officer will contact you in order to take payment of the application fee. Alternatively, you can pay the application fee by calling the office on 01483 743 664 . All payments can be made via debit or credit card.

6	Model licence conditions and guidance
	All applicants to tick that they have read the applicable model licence conditions and guidance
6.1	Pet vending
6.2	Animal boarding
6.3	Performing animals
6.4	Riding establishments
6.5	The breeding and sale of dogs

7	Additional information	
	To confirm that you have the following information available, to be checked at the time of inspection or indicate you have attached.	
7.1	A plan of the premises	
7.2	Insurance policy	
7.3	Operating procedures	
7.4	Risk assessments (including fire)	
7.5	Infection control procedure	
7.6	Qualifications / training policy	
7.7	Client booking / registration / consent forms	

8	Declaration	
8.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
8.2	I am aware of the provisions of the relevant Act 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.	
8.3	Ticking this box indicates you have read and understood the above declaration	
8.4	Full name	
8.5	Capacity	
8.6	Date	

9	Standard declaration and signature section	
	Sign:----- Date: -----	



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Licence application for keeping or training animals for exhibition

Please complete all the questions in the form.

If you have nothing to record, please state "Not applicable" or "None"

1 Type of business / performance (please tick)	
1.1	TV / film / social media
1.2	Theatre
1.3	Circus using domestic animals
1.4	Exhibiting animals
1.5	Animal encounters
1.6	Birds of prey shows / exhibits
1.7	Other, please state

2 Application details					
2.1	Have you been registered / licenced before?	Yes		No	If no, go to 2b.
2.2	Local authority where registered / licenced				
2.3	Give details of registration eg type and numbers of animals, type of performance or exhibition				
2b Further information about the applicant					
2.3	Stage name (if any)				
2.4	Nationality				
2.5	Date of birth				

3 Animals to be trained	
3.1	Name of premises / trading name
3.2	Address of premises
3.3	Telephone number of premises
3.4	Email address

4 Kinds of animal to be trained and the number of each kind		
4.1	Kind of animal	
4.2.	Number	
4.3	Add another kind of animal?	Yes / No If yes, repeat 4.1 to 4.2. See last page.

5 Kinds of animal to be exhibited/Encounter and the number of each kind		
5.1	Kind of animal	
5.2.	Number	
5.3	Add another kind of animal?	Yes / No If yes, repeat 5.1 to 5.2. See last page.

6 Proposed performance or encounter	
6.1	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.
6.2.	Approximate duration of the performance(s)
6.3	Number of times the performance will be given in one day
6.4	How will the animals be transported?
6.6	Where are the animals to be kept when not performing or being exhibited?

7 Veterinary surgeon	
7.1	Name of usual veterinary surgeon
7.2	Company name
7.3	Address
7.4	Telephone number
7.5	Email address

8 Emergency key holder	
8.1	Do you have an emergency key holder? Yes / No If no, go to 9.1.
8.2	Name
8.3	Position / job title
8.4	Address
8.5	Daytime telephone number
8.6	Evening / other telephone number
8.7	Email address
8.8	Add another person? Yes / No If yes, 8.2 to 8.8 will be repeated. See last page.

9 Public liability insurance	
9.1	Do you have public liability insurance? Yes / No If no, go to question 9.6.
	If yes, please provide details of the policy
9.2	Insurance company
9.3	Policy number
9.4	Period of cover
9.5	Amount of cover (£m)
9.6	Please state what steps you are taking to obtain such insurance

10	Disqualifications and convictions		
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:		
10.1	Keeping a pet shop?	Yes / No	
10.2	Keeping a dog?	Yes / No	
10.3	Keeping an animal boarding establishment?	Yes / No	
10.4	Keeping a riding establishment?	Yes / No	
10.5	Having custody of animals?	Yes / No	
10.6	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	
10.7	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	
10.8	If yes to any of these questions, please provide details		

11	Additional details		
	Please check local guidance notes and conditions for any additional information which may be required		
11.1	Additional information which is required or may be relevant to the application		

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4.3	Add another kind of animal?	Yes / No	If yes, repeat 4.1 to 4.2.

5	Kinds of animal to be exhibited / encounter and the number of each kind		
5.1	Kind of animal		
5.2.	Number		
5.3	Add another kind of animal?	Yes / No	If yes, repeat 5.1 to 5.2.
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5.3	Add another kind of animal?	Yes/No	If yes, repeat 5.1 to 5.2.

8	Emergency key holder		
8.1	Do you have an emergency key holder?	Yes / No	If no, go to 9.1.
8.2	Name		
8.3	Position / job title		
8.4	Address		
8.5	Daytime telephone number		
8.6	Evening / other telephone number		
8.7	Email address		
8.8	Add another person?	Yes / No	If yes, 8.2 to 8.8 will be repeated.

9	Standard declaration and signature section		
Sign:----- Date: -----			

Download this application form, complete and send it to: Environmental Health, Woking Borough Council, Civic Offices, Gloucester Square, Woking GU21 6YL.