

Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood WD6 1WA

**DANGEROUS WILD ANIMALS ACT 1976**

**Application for a licence to keep dangerous wild animals**

<p><b>I am applying for a:</b> <i>(tick one)</i></p> <p>See note 1</p>	<p><input type="checkbox"/> New licence</p> <p><input type="checkbox"/> Renewal of a licence</p> <p><input type="checkbox"/> Variation of licence conditions (including change to number of animals)</p>
--	--

Please write legibly in **block capitals**, and ensure that your answers are inside the boxes and written in **black**. All questions must be answered. Incomplete applications will not be processed.

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

You may wish to keep a copy of the completed form for your records.

<b>Section 1: Current licence</b>		<i>This section should be left blank on new licence applications</i>	
Licence number:		Expiry date of current licence:	
<b>Section 2: Premises where animals will normally be kept.</b>			
Full address: <i>(including postcode)</i>			
Telephone number(s):			
Business website <i>(if any)</i> :			
If animals are to be kept in part of this premise only, please give details of that part.			
Are these premises (or relevant part thereof) accessible by members of the public? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Nature of this premises (please tick)	<input type="checkbox"/> Domestic ( <i>dwelling house</i> ) <input type="checkbox"/> Commercial ( <i>excluding premises subject to Zoo licensing</i> ) <input type="checkbox"/> Retail ( <i>excluding use for sale of pet animals</i> ) <input type="checkbox"/> Other – please state -----		
On what basis does the applicant(s) occupy this premise? (please tick)	<input type="checkbox"/> Freeholder <input type="checkbox"/> Leaseholder <input type="checkbox"/> Tenant <input type="checkbox"/> Other – please state -----		
<b>Where the applicant is not the freeholder of the premises:</b>	Has the freeholder given their consent to the making of this application? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Section 3: Applicant(s) details**

The application is made by: <i>(tick one)</i>	<input type="checkbox"/> A single individual <i>Please give details in part A</i>
	<input type="checkbox"/> Multiple individuals <i>Please give details in parts A &amp; B</i>
	<input type="checkbox"/> A limited company <i>Please give details in part C</i>

**Part A: First individual applicant**  Mr  Mrs  Ms  Other

Full name:	
Home address:	
Date of birth:	/ / N.I. number :
Daytime phone number:	
Email address:	

**Part B: Second individual applicant (if any)**  Mr  Mrs  Ms  Other \_\_\_\_\_

Full name:	
Home address:	
Date of birth:	/ / N.I. number:
Daytime phone number:	
Email address:	

If there are more than two individual applicants, please give the details of further individuals on a separate sheet.

**Part C: Limited company applicant**

Registered name:	
Registered office address:	
Company registration number:	<input type="checkbox"/> UK: Companies House <input type="checkbox"/> Other:
Daytime phone number and email address.	



**Section 5: Accommodation and animal husbandry**

**(see note 3)**

Please describe the accommodation being provided for the animals kept. Where multiple types of accommodation are available, please describe each of them.

--

Measures in place/proposed to ensure that animals will be provided with suitable nutritious food and fresh water, provided with clean bedding material, can take exercise and be visited regularly?

--

Measures in place/proposed to ensure that animals will be kept in accommodation which prevents escape; and which is suitable in construction, size, temperature, lighting, ventilation, drainage and cleanliness? (please use additional pages if necessary)

--

**Section 6: Fire safety***(See note 3)*

Measures in place/proposed 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)

**Please note:** Persons holding dangerous wild animal licenses 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.

Further information is available at [www.gov.uk/workplace-fire-safety-your-responsibilities](http://www.gov.uk/workplace-fire-safety-your-responsibilities)

**Section 7: Disease control***(See notes 3 & 4).*

Measures in place/ proposed to prevent and control the spread of infectious or contagious disease among animals kept at the premises?

Please include a list of the number, size and location of quarantine/isolation facilities provided  
Do the isolation facilities have adequate heating, ventilation and lighting?

**Section 8: Veterinary treatment**

Please give the details of a veterinary surgeon or practitioner who provides services to the applicant:

Name:

Address:

Telephone number:

**Section 9: Security***(See note 3).*

Measures in place/proposed 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?

--

**Section 10: Keeping animals at other premises.***(See note 4)*

Do you intend for any of the animal(s) listed in section 4 to be at other premises for any period of time (e.g. for animal exhibitions, shows, breeding purposes etc.)? If so, please give details including full address (es).

--

**Section 11: Liability insurance details***(See note 5).*

Please detail any relevant liability insurance policies held in respect of your business:

Type	Held?	Name of insurer(s):	Amount insured	Policy expiry date
Public liability			£ million	/ /
Employer's liability			£ million	/ /
Other:			£ million	/ /

**Section 12: Licence conditions***(this section should be left blank on new licence applications)*

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 and as advised by a veterinary surgeon.

Do you wish to vary any of the conditions imposed on your current licence?

Yes  No

If yes, please details of the applicable condition(s), and justification for varying them:

**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.

--

### Section 13: Offences, disqualifications, etc.

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:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| a) From keeping dangerous wild animals under the Dangerous Wild Animal Act 1976?             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b) From keeping a pet shop, under the Pet Animals Act 1951?                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c) From having the custody of animals, under the Protection of Animals (Amendment) Act 1954? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d) Under section 32(2), (3) or (4) of the Animal Welfare Act 2006?                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e) Under section 40(1) of the Animal Health and Welfare (Scotland) Act 2006?                 | <input type="checkbox"/> Yes | <input type="checkbox"/> 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 of a type mentioned 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 boarding establishment 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 (continue on a separate sheet if necessary):

--

### Section 14: Enclosures

Scale plan (new applications or changes to existing establishments)

*Please tick to confirm*

I enclose a scale plan, showing the layout of the premises (**see guidance notes**).

Application fee

I have paid the fee online :  
The reference number is:

**Section 15: Declaration and signatures***Every applicant must sign the form*

- I/We hereby apply for a licence to keep dangerous wild animals under the Dangerous Wild Animals Act 1976, and declare that to the best of my/our knowledge and belief, the above particulars are true in every respect.
- I/We understand that a licence may be refused if I am/We are found to have knowingly or recklessly made a false statement or omitted any material particular in giving information required in this form.
- I/We understand that the above-mentioned premises will be inspected by an authorised officer of the authority, an authorised veterinary surgeon, practitioner, other expert or both, prior to any decision being made in respect of this application, and agree to facilitate this.
- I/We understand that any licence issued will be subject to conditions determined by the Council and undertake in the event of a licence being granted to observe and adhere to such conditions.
- I/We understand that we will be notified of any other condition that the council may propose to grant a licence subject to prior to the making of such a decision, and that we may appeal against such a proposal to a magistrates' court prior to the issue of a licence.

Signed:		Print name:		Date:	/ /
Signed:		Print name:		Date:	/ /

If there are more than two applicants, a copy of this page should be taken to allow all applicants to sign. Where the application is made by a limited company, the form should be signed by an officer of the company.

Completed application forms should be submitted, along with the payment of the appropriate fee(s) and a scale plan of the premises (see below for requirements), to: **Environmental Health, Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood WD6 1WA**

**Data Protection – PLEASE READ THIS NOTICE CAREFULLY**

We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in such public registers as the Council may be required to maintain.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about that that another person has provided, with other information we hold. We may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information,
- Prevent or detect crime, or
- Protect public funds.

We will not give your information to anyone else, or use information about you for other purposes, unless the law requires us to. Hertsmere Borough Council is the data controller for the purposes of the Data Protection Act. If you would like to know more about what information we hold about you, or the way we use it, please contact us.

**Office use only**

Date received:		Fee received:	£
Receipt number:			
App complete:		Lic. approved:	
Licence valid from:		Licence expires:	



## **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/ukxi/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 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. Hertsmere Borough 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.
- 6.** The Act requires that all licenses are issued for two years from the date it is granted.

### **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 in the course of the boarding business, 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.