

# **Guidance notes on applying for a licence to keep primates**

## **1. Persons who cannot apply**

An application for a licence cannot be made by an individual who is under the age of 18 or who is disqualified from keeping primates under any of the following:

- a. Section 34(2) of the Animal Welfare Act 2006;
- b. Section 1 of the Protection of Animals (amendment) Act 1954
- c. Section 40(1) of the Animal Health and Welfare (Scotland) Act 2006; or
- d. Section 33(1) of the Welfare of Animals Act (Northern Ireland) 2011

## **2. Licence duration**

Licences will normally be granted for a period of 3 years. However, if you wish for the licence to be granted for a shorter period, you can request this when making the application. Please note the application fee will be the same regardless of the duration of the licence.

## **3. Named veterinarian**

The primate(s) must be registered with a veterinarian who has agreed to provide the following:

- a. Routine visits at an appropriate frequency to assess the health, condition and welfare of each primate
- b. Carry out or supervise the treatment of a sick primate
- c. Administer or supervise the administration of medicines, vaccines, parasite control, disease surveillance and contraception to the primates when appropriate
- d. Monitor the health and welfare of each primate
- e. Advice and provide assistance in an emergency

## **4. How to pay the application fee**

Visit: <https://www.civicaepay.co.uk/HertsmereEstore/estore/default/Catalog/Index?categoryid=2>

Choose Animal Licensing and then follow the prompts to make payment.

Information on the application fee can be found here: <https://www.hertsmere.gov.uk/primate-licences>

## **5. How to submit your application**

Please send your completed application form, supporting documents and payment receipt to: [animal.licensing@hertsmere.gov.uk](mailto:animal.licensing@hertsmere.gov.uk) or alternatively you can post or deliver these to:

Animal Licensing Inspector, Environmental Health, Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Herts, WD6 1WA.

## **6. What happens after the application is received?**

Once a fully completed application is received, the Council will arrange for a suitable person to inspect the premises alongside the Council's appointed Animal Licensing Inspector, to determine whether the licence conditions are likely to be met if the application were to be granted.

Following the inspection, if the Council is satisfied that the licence conditions are likely to be met, the application will be granted and a licence will be issued.

If the Council is not satisfied that the licence conditions are likely to be met, the application will be refused.

## **7. Request for reconsideration and appeals**

If your application is refused, you will be provided with information on how you can make representations to the Council and request for the decision to be reconsidered. If following reconsideration, the decision remains to refuse the application, you will be provided with information on how you can make a formal appeal against the Council's decision, to the First-Tier tribunal.

## **8. Conditions of licence**

All licences issued must maintain the conditions set out in [Schedule 1 of the Animal Welfare \(Primate Licences\) \(England\) Regulations 2024](#)

## **9. Inspections of licensed premises**

An authorised officer of the Council may at any reasonable hour during the licence period arrange to inspect the premises specified within a licence to determine whether the licence conditions are being met.

## **10. Offences**

From **6<sup>th</sup> April 2026** it will be an offence under Section 13 of the Animal Welfare Act 2006 to keep a primate without a licence. This offence carries a maximum penalty of imprisonment for a term not exceeding 51 weeks or an unlimited fine, or both.

From **6<sup>th</sup> April 2026** it will be an offence to breach any condition attached to an issued licence, this offence carries a maximum penalty of an unlimited fine.

## **11. Revocation or variation of a licence**

The council may revoke or vary a licence issued if:

- The licence holder has failed to comply with a licence condition
- Refused access for an inspection by an authorised officer
- Not paid any fees required in connection with the licence – including veterinary fee