



MANCHESTER CITY COUNCIL

Application for a licence under The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

If you are completing this form by hand please write legibly in BLOCK CAPITALS. In all cases ensure that your answers are inside the boxes and in black ink.

Section 1

Status of applicant

Are you applying as a business or organisation, including as a sole trader? (A sole trader is a business owned by one person without any specific legal structure)	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If "yes" go to Section 1a
Are you applying as an individual? (Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby)	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If "yes" go to Section 1b

Section 1a

Applicant details – business, organisation or sole trader

Is your business registered in the UK with Companies House?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Is your business registered outside the UK?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Registered business number (where applicable)	
Business name (If your business is registered, use it's registered name)	
Business Address (If your business is registered, use it's registered office address)	
	Postcode:
VAT number (Put "none" if you are not registered for VAT)	
Legal status (tick one that applies)	Private limited company <input type="checkbox"/> Partnership <input type="checkbox"/> Sole trader <input type="checkbox"/> Public limited company <input type="checkbox"/> Charity or association <input type="checkbox"/> Public body <input type="checkbox"/>
Your position in the business	
Home country (The country where the headquarters of your business is located)	

Section 1b

Applicant details – individual applicants

First name	
Family name	
Address	
Postcode	
Email	
Main telephone number	
Other telephone number	

Section 2

Licensable activities applied for – please tick all those that apply

Selling animals as pets (Appendix A must be completed)	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Providing or arranging for the provision of boarding for cats (Appendix B must be completed)	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Providing or arranging for the provision of boarding in kennels for dogs (Appendix C must be completed)	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Providing or arranging for the provision of home boarding for dogs (Appendix D must be completed)	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Providing or arranging for the provision of day care for dogs (Appendix E must be completed)	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Hiring out horses (Appendix F must be completed)	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Breeding Dogs (Appendix G must be completed)	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Keeping or training animals for exhibition (Appendix H must be completed)	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

The appendices are included at the end of this form.

Section 3

Premises to be licensed – address and contact details

Name of premises / trading name	
Address	
Postcode	

Contact details – please specify your preferred contact address

Applicant address <input type="checkbox"/>	Business address <input type="checkbox"/>	Premises address <input type="checkbox"/>	Other, as below <input type="checkbox"/>
Address			
Postcode			
Email			
Main telephone number			
Other telephone number			

Section 4

Usual veterinary surgeon

Name	
Address	
Postcode	
Email	
Main telephone number	
Other telephone number	

Section 5

Emergency key holder

Name	
Address	
Postcode	
Email	
Main telephone number	
Other telephone number	

Section 6

Disqualifications and convictions

Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:	
Keeping a pet shop?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Keeping a dog?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Keeping an animal boarding establishment?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Keeping a riding establishment?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Having custody of animals?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Has the applicant, or any person who will have control or management of the establishment, been convicted of any offences under Animal Welfare or Animal Wildlife legislation?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Section 7

Additional details and required documents

Provide any additional information which may be relevant to your application.	
The following documents must be submitted with the application form – please tick to confirm that the document has been provided:	
Site plan and layout of the facilities (to scale)	<input type="checkbox"/>
Copy of public liability insurance	<input type="checkbox"/>

Waste disposal contract for excreta, bedding and other waste material, where applicable	<input type="checkbox"/>
Contract for disposal of dead stock, where applicable	<input type="checkbox"/>
The appendix or appendices for the licensable activity or activities that I am applying for	<input type="checkbox"/>
Relevant written procedures	<input type="checkbox"/>

Section 8

Payment and submission of the form

- The fee for this application is £xxx. Please note that an additional fee will be payable for any veterinary inspection that may be required.
- If submitting the application by email a member of the licensing team will e-mail you a link to pay the fee via our website. Do not include any card payment details in your email.
- If submitting the application by post include a cheque made payable to Manchester City Council. Alternatively, a member of the licensing team will e-mail you a link to pay the fee via our website.

Please submit the application and all attachments by email to: premises.licensing@manchester.gov.uk

Section 9

Declaration

- I am aware of the provisions of The Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018
- I have been provided with a copy of the conditions for the licensable activity or activities that I am applying for, which will apply should a licence be granted.
- 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

Are you an agent acting on behalf of the applicant?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Full name (please print)	
Signed	
Date (dd/mm/yyyy)	

Appendix A

Selling animals as pets

- selling animals as pets or with a view to their being later resold as pets

Provide details of the animals to be sold, including the maximum number of each type to be accommodated at any one time, the age at which they are to be sold, details of the accommodation provided, and the name, address, licence number and issuing authority of all animal suppliers. Use a separate sheet if necessary.

	Number of animals kept	Age at which sold	Details of accommodation and any other relevant information	Name & address of supplier	Licence number of supplier	Issuing Authority
Dog/puppies						
Cat/kittens						
Chipmunks						
Rabbits						
Guinea pigs and cavies						
Hamsters						
Rats, mice and gerbils						
Larger domesticated mammals (e.g. goats pot-bellied pigs)						
Primates (e.g. marmosets)						
Parrots, parakeets and macaws						
Pigeons						
Other large birds (please specify)						
Budgerigars, finches and						

other small birds						
Tortoises and terrapins						
Snakes and lizards						
Tropical fish						
Marine fish						
Cold water fish						
Any other species (please specify)						
Are any animals listed above of a kind specified in the Schedule to the Dangerous Wild Animals Act 1976? (A copy of the Schedule is available upon request).	<p style="text-align: right;">Yes: <input type="checkbox"/></p> <p style="text-align: right;">No: <input type="checkbox"/></p>					

Training and Qualifications

Do you have any training certificates or qualifications?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If so, please provide details	
Provide details of any relevant experience.	

Appendix B

- Providing or arranging for the provision of boarding for cats

Provide details of the activities which will be carried out, including the maximum number of each type of animal to be accommodated at any one time, and details of the accommodation provided.

Maximum number of cats kept	Details of accommodation, including dimensions and type of construction

General arrangements

Heating arrangements	
Method of ventilation of premises	
Lighting arrangements (natural and artificial)	
Water supply	
Facilities for food storage and preparation	
Arrangements for disposal of excreta, bedding and other waste material	
Isolation facilities for the control of infectious diseases	
Fire precautions/equipment and arrangements in the case of fire	
Arrangements for keeping a register/record of animals	
Normal times of attendance at the premises when they are closed	
Arrangements for minimising the disturbance to neighbours from animal noise	

Training and Qualifications

Do you have any training certificates or qualifications?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If so, please provide details	
Provide details of any relevant experience.	

Appendix C

- Providing or arranging for the provision of boarding in kennels for dogs

Provide details of the activities which will be carried out, including the maximum number of each type of animal to be accommodated at any one time, and details of the accommodation provided.

Maximum number of dogs kept	Details of accommodation, including dimensions and type of construction

General arrangements

Heating arrangements	
Method of ventilation of premises	
Lighting arrangements (natural and artificial)	
Water supply	
Facilities for food storage and preparation	
Arrangements for disposal of excreta, bedding and other waste material	
Isolation facilities for the control of infectious diseases	
Fire precautions/equipment and arrangements in the case of fire	
Arrangements for keeping a register/record of animals	
Normal times of attendance at the premises when they are closed	
Arrangements for minimising the disturbance to neighbours from animal noise	

Training and Qualifications

Do you have any training certificates or qualifications?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If so, please provide details	
Provide details of any relevant experience.	

Appendix D

- Providing or arranging for the provision of home boarding for dogs

Provide details of the activities which will be carried out, including the maximum number of each type of animal to be accommodated at any one time, and details of the accommodation provided.

Maximum number of dogs kept	Details of designated room for each dog and external area, including approximate size

General arrangements

Heating arrangements	
Method of ventilation of premises	
Lighting arrangements (natural and artificial)	
Water supply	
Facilities for food storage and preparation	
Arrangements for disposal of excreta, bedding and other waste material	
Isolation facilities for the control of infectious diseases	
Fire precautions/equipment and arrangements in the case of fire	
Arrangements for keeping a register/record of animals	
Normal times of attendance at the premises when they are closed	
Arrangements for minimising the disturbance to neighbours from animal noise	

Training and Qualifications

Do you have any training certificates or qualifications?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If so, please provide details	
Provide details of any relevant experience.	

Appendix E

- Providing or arranging for the provision of day care for dogs

Provide details of the activities which will be carried out, including the maximum number of each type of animal to be accommodated at any one time, and details of the accommodation provided.

Maximum number of dogs kept	Details of area provided for dogs, including communal area for interaction and area where dogs can avoid seeing other dogs and people.

General arrangements

Heating arrangements	
Method of ventilation of premises	
Lighting arrangements (natural and artificial)	
Water supply	
Facilities for food storage and preparation	
Arrangements for disposal of excreta, bedding and other waste material	
Isolation facilities	
Fire precautions/equipment and arrangements in the case of fire	
Arrangements for keeping a register/record of animals	
Arrangements for minimising the disturbance to neighbours from animal noise	

Training and Qualifications

Do you have any training certificates or qualifications?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If so, please provide details	
Provide details of any relevant experience.	

Appendix F

Hiring out horses

- hiring out horses* in the course of a business for either riding, or instruction in riding, or both

*horse includes an ass, mule or hinny

Provide details of the activities which will be carried out, including the maximum number of each type of animal accommodated

		Maximum number of horses for hiring
Hiring out horses for riding	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Hiring out horses for instruction in riding	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

Further details – horses kept and to be kept

How many horses are kept under the terms of the act at the present time?	
How many horses is it intended to keep under the terms of the act during the year?	

Further details - Management of the establishment

Name of the manager/person with direct control of the establishment	
Does the manager/person with direct control have any of the following certificates?	
Assistant Instructor's Certificate of the British Horse Society	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Intermediate Instructor's Certificate of the British Horse Society	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Instructor's Certificate of the British Horse Society	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Fellowship of the British Horse Society	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Fellowship of the Institute of the Horse	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
None of the above	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Give details of the manager's experience in the management of horses:

[Click here to enter text.](#)

Does a responsible person live at the establishment?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Will a person who is under 16 years of age be left in charge of the establishment at any time?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Will a responsible person (of 16 years or over) provide supervision at all times while horses from the establishment are used for riding instruction or are hired out for riding (except in the case of the hirer being competent to ride without supervision)?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
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Further details of accommodation

Stalls (include the number of stalls)	
Boxes (include the number of boxes)	
Covered yard (include the dimensions of the yard)	
Open yard (include the dimensions of the yard)	
Describe the land available for grazing	
Describe the land available for instructing or demonstrating	
Describe the land available for exercise	
Describe the space available for forage and bedding	
Describe the space available for equipment and saddlery	
Describe the land available for water supply and watering horses	
Describe the land available for disposal of animal waste	
Describe the land available for protection of horses in event of a fire and fire precautions	

Provide details of all the horses currently kept (use a separate sheet if required)-

Name of horse	Passport number	Description including size	Sex	Age	Purpose for which horse is kept	Age range of people who ride this horse

General arrangements

Heating arrangements where applicable	
Method of ventilation of premises where applicable	
Lighting arrangements (natural and artificial)	
Water supply	
Facilities for food storage and preparation	
Arrangements for disposal of excreta and other waste material	
Isolation facilities	
Fire precautions/equipment and arrangements in the case of fire	
Arrangements for keeping a register/record of animals	
Arrangements for minimising the disturbance to neighbours from animal noise	

Appendix G

Breeding Dogs

- breeding three or more litters of puppies in any 12-month period, and/or breeding dogs and advertising a business of selling dogs.

Provide details of the maximum number of animals to be accommodated at any one time, and details of the accommodation provided.	
Maximum number of bitches kept at any one time	
Maximum number of studs kept at any one time	
Details of accommodation, including dimensions and type of construction	

General arrangements

Heating arrangements	
Method of ventilation of premises	
Lighting arrangements (natural and artificial)	
Water supply	
Facilities for food storage and preparation	
Arrangements for disposal of excreta, bedding and other waste material	
Isolation facilities	
Fire precautions/equipment and arrangements in the case of fire	
Arrangements for keeping a register/record of animals	
Arrangements for minimising the disturbance to neighbours from animal noise	

Training and Qualifications

Do you have any training certificates or qualifications?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If so, please provide details	
Provide details of any relevant experience.	

Appendix H

Keeping or training animals for exhibition

- in the course of a business for educational or entertainment purposes to an audience either attending in person or by the recording of visual images.

Provide details of the activities which will be carried out, including the maximum number of each type of animal to be that will be trained and/or exhibited, and give further details of the activities that will take place

Type of animal	Number of Animals	Nature of the performance or encounter	How will the animals be transported?	Where are the animals kept when not being exhibited / performing?

General arrangements

Heating arrangements	
Method of ventilation of premises	
Lighting arrangements (natural and artificial)	
Water supply	
Facilities for food storage and preparation	
Arrangements for disposal of excreta, bedding and other waste material	
Isolation facilities	
Fire precautions/equipment and arrangements in the case of fire	
Arrangements for keeping a register/record of animals	
Arrangements for minimising the disturbance to neighbours from animal noise	

Training and Qualifications

Do you have any training certificates or qualifications?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If so, please provide details	
Provide details of any relevant experience.	