

Application for Licence to Keep a Dog Breeding Establishment

- Application for Grant of Licence
 Application for Renewal of Licence

To operate a dog breeding establishment you need a licence from the Local Authority.

Licences are valid for a period of one, two or three years from the date of issue.

This application form must be completed in black ink in block letters and returned with the fee of £120.00 to the Licensing Team, East Lindsey District Council, Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP. Cheques and postal orders should be made payable to 'East Lindsey District Council'. Please note that we no longer accept cash for the payment of licence application fees.

The Licensing Team is able to provide facilities for licence payments by credit and debit cards. Further information on payment by credit or debit card is available by contacting the Licensing Team direct.

Eligibility Criteria

Applicants for a licence must not be disqualified from keeping a dog.

Application Evaluation Process

All new applications received by the Council will be forwarded to an appropriate officer, as well as a veterinary surgeon to inspect the premises. The premises, facilities and management will be inspected to ensure they comply with the Council's current licence conditions. The cost of the veterinary inspection will normally be recharged to you as the licence applicant.

Licence renewals (where appropriate) will also be subject to a veterinary inspection. The cost of the veterinary inspection will normally be recharged to you as the licence applicant.

Applications are then approved where appropriate with licence conditions or refused.

Local Authorities must have regard to the following when considering an application for a dog breeding licence:

- that the dogs will be kept in suitable accommodation, for example in regards to temperature, size, lighting, ventilation and cleanliness.

- adequate food and drink will be provided to the dogs and they will be visited at suitable intervals.
- that steps are taken to prevent disease spreading among the dogs.
- that adequate fire and emergency provisions are in place.

The number of dogs that may be accommodated at the premises will be specified on the licence.

Appeals

Any applicant refused a licence has a right of appeal to the First-Tier Tribunal.

Planning Permission

Any premises from which a dog breeding establishment operates may require planning permission. Applicants are advised therefore to contact this Authority's Development Control Department, for further information regarding planning matters.

Building works may also require approval from the Council's Building Control Section.

Licence Renewal Reminders

All licence holders will normally be sent a reminder and the necessary forms of renewal approximately three months in advance of the expiry of a licence.

Please note the responsibility for renewal rests with the licence holder. Reminders are sent purely as a courtesy.

Any licence renewal application may be subject to a veterinary inspection. Renewal applications are normally inspected by Council Officers, with veterinary inspections only taking place where there are specific concerns which warrant such a course of action.

To: The Licensing Section, East Lindsey District Council, Tedder Hall, Manby Park, Louth, Lincolnshire LN11 8UP

I / We as (proposed) occupier(s) of the premises hereinafter mentioned HEREBY MAKE APPLICATION for a LICENCE TO KEEP A DOG BREEDING ESTABLISHMENT at the premises, of which particulars are given below. I agree to permit an officer, veterinary surgeon or veterinary practitioner authorised by the Council to inspect the premises which are the subject of this application before any licence is granted.

I / We enclose herewith the sum of £120.00 being the amount of the fee payable on the Licence for which the application is made.

PART A - Applicant Profile

1 Reference number

1.1 System reference number
(if known):

1.2 Your reference (if known):

Please complete all the questions in the form.

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

2a Agent

2.1 Are you an agent acting on behalf of the applicant? YES NO If NO, go to 3.1

2b Further information about the Agent

2.2 Name (including Mr / Mrs / Ms / Miss / Dr):

2.3 Address (including postcode):

2.4 Email:

2.5 Main telephone number:

2.6 Other telephone number:

3 Applicant details

3.1 Name:

3.2 Address (including postcode):

3.3 Email:

3.4 Main telephone number:

3.5 Other telephone number:

3.6 Are you applying as a business or organisation, including a sole trader? YES NO

3.7 Are you applying as an individual? YES NO

4a 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:

PART B - The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Application for a licence to breed dogs

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

1a Type of Application New Renewal

1.1 Type of application:

1.2 Existing licence number:

1b Animals to be accommodated

- 1.3 Animals to be accommodated: Wholly indoors Wholly outdoors Combination of outdoors and indoors
- 1.4 Breeds of dogs concerned:
- 1.5 Total number of bitches kept:
- 1.6 Number of bitches: Owned by the applicant Co owned by the applicant
On breeding terms
- 1.7 Provide details of the ages of bitches kept:
- 1.8 Total number of studs kept:
- 1.9 Number of studs: Owned by the applicant Co owned by the applicant
On breeding terms
- 1.10 Provide details of the ages of the studs kept:

1c Further information about the applicant

- 1.1 Date of birth:

2 Premises to be licensed

- 2.1 Name of premises/trading name:
- 2.2 Address of premises (including postcode):
- 2.3 Telephone number of premises:
- 2.4 Email address:
- 2.5 Do you have planning permission for this business use? YES NO

3 Accommodation and facilities

- 3.1 Details of the quarters used to accommodate animals, including number, size and type of construction:

3.2. Exercise facilities and arrangements:

3.3 Heating arrangements:

3.4 Method of ventilation of premises:

3.5 Lighting arrangements (natural and artificial):

3.6 Water supply:

3.7 Facilities for food storage and preparation:

3.8 Arrangements for disposal of excreta, bedding and other waste material:

3.9 Isolation facilities for the control of infectious diseases

3.10 Fire precautions/equipment and arrangements in the case of fire:

3.11 Do you keep and maintain a register of animals? YES NO

3.12 How do you propose to minimise disturbance from noise?

4 Veterinary surgeon

4.1 Name of usual veterinary surgeon:

4.2 Company name:

4.3 Address (including postcode):

4.4 Telephone number:

4.5 Email address:

5a Emergency key holder

5.1 Do you have an emergency key holder? YES NO If NO, go to 6.1

5.2 Name:

5.3 Position/job title:

5.4 Address (including postcode):

5.5 Daytime telephone number:

5.6 Evening/other telephone number:

5.7 Email address:

5.8 Add another person? YES NO If NO, go to 6.1

5b Emergency key holder 2

5.9 Do you have an emergency key holder? YES NO If NO, go to 6.1

5.10 Name:

5.11 Position/job title:

5.12 Address (including postcode):

5.13 Daytime telephone number:

5.14 Evening/other telephone number:

5.15 Email address:

6 Public liability insurance

6.1 Do you have public liability insurance? YES NO If NO, go to 6.6

If YES, please provide details of the policy:

6.2 Insurance company:

6.3 Policy number:

6.4 Period of cover:

6.5 Amount of cover (£):

6.6 Please state what steps you are taking to obtain such insurance:

7 Disqualifications and convictions

Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:

7.1 Keeping a pet shop? YES NO

7.2 Keeping a dog? YES NO

7.3 Keeping an animal boarding establishment? YES NO

7.4 Keeping a riding establishment? YES NO

7.5 Having custody of animals? YES NO

7.6 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

7.7 Has the applicant, or any person who will have control or management of the establishment, ever had any animal welfare licence (including a dog breeding licence) refused, revoked or cancelled? YES NO

7.8 If yes to any of these questions, please provide details,

8 Additional details

8.1. Is the breeding establishment connected to mains drainage? YES NO

If NO, is the breeding establishment connected to a localised sewage system?

YES NO

Please provide any further relevant information:

8.2. Do you hold (or have you held) a dog breeding licence with another Council? YES NO

If Yes, give full details:

8.3 Additional information which may be relevant to the application:

A large, empty rectangular box with a thin black border, intended for providing additional information relevant to the application. The box occupies most of the page area below the section header.

DECLARATION SECTION

9 Model licence conditions and guidance

All applicants to tick that they have read the applicable model licence conditions and guidance. A copy of the model licence conditions and guidance can be found at www.e-lindsey.gov.uk/article/9523/Animal-Welfare.

9.1 The Breeding and Sale of Dogs

10 Additional information

Please attach the following information (photocopies should be clear).

10.1 A scaled plan of the premises.....

10.2 Insurance policy.....

10.3 Operating procedures.....

10.4 Risk assessments (including fire).....

10.5 Infection control procedure

10.6 Qualifications

10.7 Training records

11 Declaration

This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.

11.1 I am aware of the provision 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.

11.2 Signing this box indicates you have read and understood the above declaration:

11.3 Full name (including Mr / Miss / Mrs / Ms / Dr):

11.4 Capacity:

11.5 Date:

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998. The information you provide will only be used for Council purposes unless we are required by law to do otherwise.

FOR OFFICE USE ONLY

Recommendation:

Receipt No:

Date of Inspection:

No. of Licence issued:

Payment by: Cheque Postal Order Card

Data Protection Notice – Licensing (Animal Welfare)

East Lindsey District Council is a Data Controller and can be contacted at:

Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP

Tel: 01507 601111

The Data Protection Officer for this Authority can be contacted at the same address.

We are collecting your personal data in order to process your licence application as we are the Licensing Authority.

Your data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Some limited licence information will be made available to the public in line with the DEFRA procedural guidance to Licensing Authorities which encourages us to maintain a Register of Licensed Premises. The Register will include the name of the licence holder, address of the business and the star rating for the business.

In line with our retention policy your data will be kept for the period of time that you hold a licence with this Authority and then for a further 6 years after your last licence expires. The data will then be deleted / destroyed.

We also keep data for six years from the resolution of an unsuccessful licence application or the resolution of legal proceedings.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

If you do not provide the information required on the form then we will not be able to process your licence application.

For further information on our Data Protection Policies please go to our website: www.e-lindsey.gov.uk

Form of Agreement to pay Veterinary Surgeon / Practitioner Fee

Application for a Licence to keep a Dog Breeding Establishment

To: The Licensing Section
East Lindsey District Council
Tedder Hall
Manby Park
Louth
Lincolnshire
LN11 8UP

Further to my application for licence to keep a Dog Breeding Establishment at:

I / We understand that all new applications **will** be subject to a veterinary inspection. The Council will appoint a veterinary surgeon / practitioner, who they consider competent, to inspect the premises where the dogs are proposed to be held.

I / We understand that renewal applications **may** be subject to a veterinary inspection. The Council will appoint a veterinary surgeon / practitioner, who they consider competent, to inspect the premises where the dogs are proposed to be held.

I / We agree to pay the fees rightfully incurred in connection with my application (and the fees rightfully incurred in connection with any annual inspection fees).

I understand that the licence may not be determined until these fees have been paid.

Signature(s):

Date:

Full name(s):