

DRAFT ANIMAL LICENSING POLICY

Public Protection Service



1.0 Introduction

Plymouth City Council ('the Council') has statutory responsibilities for the licensing of a number of activities relating to the welfare of animals under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, the Dangerous Wild Animals Act 1976, and the Zoo Licensing Act 1981. These pieces of legislation are aimed at protecting the welfare and safety of animals and those that interact with them and make it an offence for any person to possess, own, or keep animals to carry out certain businesses, or have possession of certain animals without first being licensed by the Council.

The Policy will be reviewed as standard every 5 years following first approval, and at other times when necessary (for example, to reflect significant changes in relevant legislation or guidance). Any general reference to 'guidance' in this policy relates to the 'Animal activities licensing: guidance for local authorities' produced by DEFRA. This guidance can be viewed in full here:

[Animal activities licensing: statutory guidance for local authorities - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

If any other guidance is referenced in this policy, specific details will be provided.

This policy sets out:

- The principles the Council will use when dealing with animal related licensing matters.
- The criteria taken into account by the Council when determining whether or not to grant or renew a licence.
- What the Council will do when it reviews a licence

This policy provides guidance to any person with an interest in animal licensing, in particular, but not exclusively:

- Applicants for licenses
- Existing licence holders whose licences are being reviewed.
- Users of licensed premises
- Local Authority Officers
- Members of the Licensing Committee, and
- Tribunals/Courts hearing appeals against local authority decisions

2.0 Policy Objectives

The Policy is designed to ensure that:

- the licence holder is not disqualified from holding a licence in accordance with the requirements of the relevant legislation.
- the following principles, which arise from general licensing principles and the responsibilities under the Animal Welfare Act 2006 are at the centre of the exercise of all licensing responsibilities. They are:
 - to protect the welfare of all fellow creatures
 - ensuring the welfare of domestic or captive animals by implementing appropriate standards that promote the "five needs" as set out in the Animal Welfare Act 2006.
 - ensuring that persons responsible for the management of animal welfare observe recognised standards of good practice.
 - ensuring that, so far as it falls within its powers, the requirements of all animals related legislation will be rigorously and pro-actively enforced

- public safety
- the safeguarding of any children or vulnerable persons in contact with a licensable activity is ensured, in accordance with the relevant legislation
- each application for a licence is considered on its own merits
- decisions made by the Council are transparent

3.0 Relevant Legislation

3.1 Animal Welfare Act 2006

This Act established that reasonable welfare standards must be maintained whilst unifying all animal legislation, including responsibilities falling to various enforcement agencies. The Act introduced five overarching principles of animal welfare, known as the “five needs” which are:

- The need for a suitable environment - by providing an appropriate environment, including shelter and a comfortable resting area
- The need for a suitable diet - by ready access, where appropriate, to fresh water and a diet to maintain full health
- The need to be able to exhibit normal behaviour patterns; by providing sufficient space, proper facilities and the company of an animal of its own kind, where appropriate
- Any need to be housed with, or apart from, other animals by providing the company of an animal of its own kind, where appropriate
- The need to be protected from pain, suffering, injury and disease; by prevention or rapid diagnosis and treatment, and ensuring conditions and treatment which avoid mental suffering

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

The Regulations replace previous licensing and registration regimes including:

- Pet Animals Act 1951
- Animal Boarding Establishments Act 1963
- Riding Establishments Acts 1964 & 1970
- Breeding of Dogs Act 1973 & Breeding and Sale of Dogs (Welfare) Act 1999

They came into force on 1st October 2018 and apply to the following licensable activities:

- selling animals as pets (Part 2)
- providing or arranging for the provision of boarding for cats or dogs (including the provision of boarding for cats; kennels for dogs; home boarding for dogs; or day care for dogs (Part 3)
- hiring out horses (Part 4)
- breeding dogs (Part 5)
- keeping or training animals for exhibition (Part 6)

Links to the relevant DEFRA guidance applicable to each activity below are provided at the end of this policy for a full outline as to the scope of each activity.

4.0 The Licensing Process

Any individual who carries on a licensable activity is designated as the ‘operator’ of the business and must apply for a licence.

The Council cannot grant a licence to anyone listed in Schedule 8 of the Regulations

<https://www.legislation.gov.uk/ukxi/2018/486/schedule/8/made>

The Council can only grant an application where it is satisfied that:

- The licence conditions will be met, taking into account:
 - the applicant’s conduct as the operator of the licensable activity

- whether the applicant is a 'fit and proper' person to be the operator of the activity
 - any other relevant circumstances.
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- The appropriate fee has been paid in full
 - The grant is appropriate having taken into account the report prepared by the inspector

To check their eligibility and suitability for a licence, all applicants listed on an application (including renewals) must provide a basic disclosure (DBS) certificate with their application. This certificate must be issued within 3 months of the date of application.

For any renewal applications, the requirement for a DBS will begin in relation to the renewals of licences received on or after the coming into force of this policy.

DBS checks must show that the applicant (or applicants) is not disqualified from holding a licence, and/or hold no relevant convictions which may affect whether they are a 'fit and proper' person to hold a licence.

5.0 Application Process

5.1 Steps

- The individual will send an animal activity licence application, any other documents required and fee to the Council.
- The Council will assess the application and documents to ensure that:
 - the operator comes within the scope of the regulations and requires licensing.
 - all the required documents have been received and are to the standard required.
- On the receipt of a valid application, (see 5.2 below) the Council inspector will visit the animal activity site and produce a report.
- The Council will make a decision to grant or refuse the licence application, considering the application, any comments made by the applicant and the inspectors report (including any vet report, where required) and the statutory guidance.
- The Council will notify the applicant of the decision and any rights of appeal.
- The applicant has a right of appeal to a first-tier tribunal if the application is refused.

5.2 Timescales

The Council will aim to deal with an application (including renewals) for a licence within 10 weeks of receipt. However, the process can take longer if further information is needed from an applicant, or it is difficult to arrange the inspection.

It should be noted that the Council will not consider an application until:

- the written application is received,
- all the required information has been submitted and is to the required standard, and
- the relevant fee has been paid.

If any elements are deemed incomplete, the application will be returned to the applicant with basic feedback/information about what is missing from the application, or the standards required. Having addressed the points raised, the applicant may then resubmit the application.

5.3 Renewal

The Council will aim to provide licence holders with three months' notice of when their licence is due to expire. Licence holders must then submit an application at least 10 weeks before their licence expires to continue the activity without a break.

It is the licence holder's responsibility to ensure that any renewal application is made in good time, and the Council cannot be held responsible for any delays or lapses of a licence caused by an incomplete or late application.

5.4 Fees

The fees can be viewed on the Council's website [Animal Activities Licence | PLYMOUTH.GOV.UK](https://www.plymouth.gov.uk/animal-activities-licence)

The fees for each licence are made up of two parts, Part A and Part B:-

- Part A covers the direct costs associated with processing the application and is payable on submission of the application.
- Part B covers the costs associated with the running of the licensing function. This includes dealing with complaints, enforcement, including legal, and general administration. This fee is payable once a licence has been granted but must be paid before the licence becomes operational and valid. If Part B of the fee is not paid, then the licence will not be granted.

There will be no refunds for any fees paid by an applicant who is not granted a licence.

5.5 Vet fees.

A vet is required to carry out an inspection as part of the application process for applications for a dog breeding licence or the hiring out of horses.

6.0 Inspection

Following receipt of the completed application and payment of Part A of the fee (plus vet fee for dog breeding and hiring out horses' applications), the premises will be visited by an inspector.

For applications for either a dog breeding licence or hiring out horses, a vet will need to accompany the inspector. The vet's primary purpose is to inspect and form an opinion on the condition and welfare of the animals.

The inspector and vet (where applicable) will prepare and submit a report to the Council for the consideration as to whether a licence can be granted or renewed.

The report will contain:

- information about the operator, including information relating to the DBS check.
- information about any relevant premises
- any relevant records
- information about the conditions of the animals
- any other relevant matter, such as:-
 - the operator's history of non-compliance with licensing conditions or requirements,
 - the applicant/operator's attitude towards officers (e.g. whether they were obstructive),
 - whether there are safeguarding concerns arising from the licensed activity
 - whether the granting of a licence could have a negative impact on animal welfare
 - whether the accommodation, staffing or management is inadequate for the wellbeing of animals.
- the Inspector's professional opinion on whether or not they think the licence conditions will be met.

6.1 Inspectors Qualifications

All inspectors appointed by the Council will be suitably qualified, in accordance with legislation. At the date of this policy, this means:

- any person holding a Level 3 certificate granted by a body, recognised, and regulated by the Office of Qualifications and Examinations Regulation which oversees the training and assessment of persons in inspecting and licensing certain animal activities businesses, confirming the passing of an independent examination. A person is only considered to be qualified to inspect a particular type of activity if their certificate applies to that activity, OR
- any person holding a formal veterinary qualification, as recognised by the Royal College of Veterinary Surgeons (“RCVS”), together with a relevant RCVS continuing professional development record

7.0 Determination of Applications

Applications will be determined by the Environmental Health and Licensing Manager under delegated powers.

The Environmental Health and Licensing Manager can refer any application to the Licensing Sub Committee where they consider that to be the appropriate course of action, for example, where the applicant has recent relevant convictions.

7.1 Fit and Proper Person

The Council cannot grant a licence unless it is satisfied that the licence conditions will be complied with. In assessing this, it must be satisfied that the applicant is a ‘fit and proper’ person.

The term ‘fit and proper’ is not defined in the legislation or guidance. For the purpose of this Policy, the Council will consider a ‘fit and proper person’ to be an individual who can demonstrate upon application that they have:

- no relevant convictions (see further information below)
- not been disqualified from holding a licence
- the knowledge, experience, compliance history and ability to comply with licence conditions and safeguard the welfare of animals in their care.
- made suitable management and training arrangements to safeguard and protect any staff and/or members of the public who may be affected by the licensed activity

This does not limit the scope of the ‘fit and proper’ assessment and the Council may take in to account other matters, should they be considered relevant to the licensing process.

7.2 Relevance of Convictions

The Council will consider the current convictions in question and what weight should be attached to them taking into account the licensable activity applied for when considering if a person is ‘fit and proper’ to be granted a licence (including renewal). Each case will be determined on its own merits, having regard to these guidelines

The Council can only consider convictions which are not spent within the terms of the Rehabilitation of Offenders Act 1974, as amended. As a general guide, the table below shows when convictions are spent:

Rehabilitation Periods for Adult Convictions	
Sentence	Rehabilitation Period
Imprisonment – 4 years or more	Never spent
Imprisonment* – 2 ½ years to <4 years	Sentence + 7 years
Imprisonment* – 6 months to less <2 ½ years	Sentence + 4 years
Imprisonment* – less than 6 months	Sentence + 2 years
Fine	1 year from date of conviction
Community Order	Period specified in order + 1 year
Disqualification, Conditional Discharge, Bind –over	End of period specified in the Order
Absolute Discharge, Simple Caution	Spent immediately

*Applies even if the sentence was suspended

It should be noted that even if a conviction is spent but the applicant is still subject to a disqualification order as specified under Schedule 8 of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 then a licence cannot be granted.

9.3 General Approach to Offences

The offences below detail the Council's approach to different types of offences.

Absolute and conditional discharges are a finding of guilt by a court but are not a conviction. However, where these are revealed on a DBS, the Council will take them into account, in so far as they are relevant to the determination of 'fit and proper'. When considering an absolute or conditional discharge the following factors will be considered:

- the nature of the offence
- the circumstances of the offence
- any other current convictions revealed.
- the guidelines set out in this policy had it been a conviction

The Council reserves the right to depart from this policy where the individual circumstances of a case warrant it. Where it does so, the reasons for the departure from policy will be recorded as part of the decision-making process

Any offences or behaviour not expressly covered by this policy may still be taken into account where it is considered relevant to the criteria set out in deciding whether or not the licence conditions will be met.

If an applicant has any convictions revealed on their DBS check, the Council will consider the following when deciding whether or not to grant the licence in light of the conviction:-

- the circumstances of the offence
- the seriousness of the offence
- when the offence was committed
- the date of conviction
- the sentence imposed by the court
- the relevance of the offence to the licensable activity applied for
- whether it was an isolated offence
- whether any pattern of offending behaviour is revealed on the DBS
- how long is left before the conviction is considered 'spent'

9.4 Offences involving Animal Welfare/Cruelty or Suffering (including offences of a similar nature)

The primary purpose of the Regulations is to ensure the welfare of animals and as such these offences are highly relevant

Examples of offences

- Animal Welfare Act 2006 – Section 4
- Animal Welfare Act 2006 – Section 5
- Animal Welfare Act 2006 – Section 9
- Animal Welfare (Licensing of Activities Involving Animals (England) Regulations 2018 – Regulation 20)
- Animal Welfare Act 2006 – Section 13
- Non animal related licensing offences

A current conviction will normally lead to refusal of an application for grant or renewal.

9.5 Other relevant offences

The Council can consider any other relevant matter when assessing if the licence conditions will be met. Such matters may relate to the applicant's integrity, honesty and conduct which are important characteristics to provide assurance to the Council that the operator can be appropriately regulated and that a licensee will operate in a manner that both the Council and consumers would expect.

- Offences involving dishonesty

The Council must be satisfied that licence conditions will be complied with and therefore current convictions for dishonesty may cast doubt on the applicant's honesty in dealing with both customers and animals and his ability to keep accurate, honest records.

A current conviction will normally lead to refusal of an application for grant or renewal

- Offences involving violence (including possession of a weapon)

The Council consider whether granting the licence will have a negative effect on animal welfare and therefore a current conviction for violence may raise a concern of the applicant's control in general and attitude towards violence. It may also cast doubt on the applicant's ability to protect the animals in their care from pain, suffering, injury, and disease. It would also potentially raise concerns for risks posed to customers who may visit the operator's home/business

A current conviction will normally lead to refusal of an application for grant or renewal

- Offences involving Sex and Indecency

The granting of a licence puts the operator in a position of trust in respect of both their animals and their customers. A current conviction of this nature would raise safeguarding and safety concerns in respect of vulnerable customers who, depending on the nature of the licensable activity, may visit the applicant's home/business in situations where they are vulnerable due to being alone, for example.

A current conviction will normally lead to refusal of an application for grant or renewal

- Licensing Offences

Convictions of this type are relevant when assessing the conduct of the applicant as the operator of the licensable activity. They may show a disregard for the licensing process and procedures. They indicate a reluctance to be regulated or to work within the regulatory regime. As such, they cast doubt upon an applicant's willingness to work with the Licensing Authority and the applicant's ability to comply with the licensing conditions.

Aggravating Features

- Ignoring warnings/advice prior to prosecution

- Indications of contempt towards the licensing regime

Mitigating Features

- A clear change of behaviour since conviction
- Demonstrative commitment to work with the licensing authority and within the licensing regime moving forward

If any of the following occur during the application process, the applicant must notify the Council within 7 days and supply all relevant information. Failure to do so may lead to the suspension or revocation of any licence granted as it may raise questions as to accuracy of the information supplied by the applicant:

- they have any existing animal activity or other animal related licence suspended or revoked.
- they are arrested for any offence referred to above (whether or not charged with an offence);
- they are charged with any criminal offence referred to above;
- they are convicted of any criminal offence referred to above;
- they have any pending charges relating to any of the offences referred to above, to include any notices of intended prosecution

10.0 Other relevant matters

10.1 Safeguarding

The Regulations have the aims of maintaining and improving animal welfare standards. However, there are other safeguarding considerations arising from licensable activities, in particular surrounding the protection of children and vulnerable persons.

The Council is aware that some licensable activities may involve unsupervised contact with children and/or vulnerable persons (e.g. the tuition of a young person provided at a Riding Establishment or entertaining at a children's party with an exhibition of animals).

To this extent, the Council would expect applicants and licence holders whose activities involve contact with children or vulnerable persons to:

- have a written safeguarding policy and provide training for staff; and
- have a procedure for vetting staff who have unsupervised contact with young/vulnerable persons

The Council has not set specific standards in relation to these requirements, but each case will be considered on its own merits. For information purposes, a number of charitable organisations offer advice on safeguarding issues, including policies and staff recruitment, such as the NSPCC, which applicants and licence holders may find helpful.

10.2 Preventative Health Care Plan

It is a requirement for all Licence Applicants to submit a preventative health care plan, with every application to comply with minimum conditions. Further information is available in statutory guidance for some types of Animal Licences, or from the British Veterinary Association.

10.3 Applications for Dog Breeding Licence

All breeding bitches must be named on the plan and the applicant's vet must sign to confirm that each of those bitches is suitable to be bred from. This is to protect the health of the bitches.

For breeding bitches living with someone other than the applicant (for example, co breeders or dogs on breeding terms) the Council will need to inspect the premises where the dog is normally kept. This is to ensure that the living environment is suitable, that the person looking after the dog is competent and that suitable measures are in place to protect the dog's welfare.

In addition, a contract between the applicant and the person looking after the dog must be submitted with the licence application. This contract should set out each party's responsibilities in terms of protecting the dog's welfare, for example, who is responsible for taking the dog to the vet, deciding when the dog is mated etc.

11.0 Information relating to the Grant of a Licence

A licence will be granted where the Council is satisfied that the licence conditions will be met, the appropriate fee has been paid and where there is nothing within the inspectors report to suggest that the grant is inappropriate.

Upon granting the licence, the Council will provide the following (if applicable):

- the licence
- how the business has been rated (Star Rating)
- a list of the higher standards the business currently fails to meet, or
- a list of the minimum standards the business is failing to meet (resulting in a "minor failing" category – applicable to renewals only)
- a copy of the risk scoring assessment table
- details of the star rating appeals process and timescales

All new applicants must be able to demonstrate that they will comply with the minimum conditions and demonstrate that they meet these standards to be able to be granted a licence.

Any licence holder renewing a licence who has minor failings noted/recorded in relation to predominantly administrative conditions which do not compromise the welfare of the animals, may still be granted a licence however, the minor failures will impact upon their star rating.

11.1 Licence Period

Licences for the keeping or training animals for exhibition are issued for three years.

All other licences can be issued for a period of either one, two or three years depending on the risk rating and level of compliance. The length of the licence will correspond with the Star Rating for the establishment. A copy of the Risk Based Matrix is provided below.

It should be noted that all applicants for a new licence will normally be scored as higher risk unless they have at least one year's compliance history with an authority or have UKAS (United Kingdom Accreditation Guidance) (proof to be provided by the applicant).

New businesses can only get a two star or four-star licence based on whether they meet minimum or higher standards. It is not possible to get 1, 3 or 5 stars.

11.2 Licence Standards and Conditions

All licences are granted subject to the mandatory conditions set out in the regulations. The conditions are divided into two categories, General Conditions applicable to all licences and Specific Conditions relevant to the activity being licensed.

For all licensable activities except 'keeping or training animals for exhibition', a number of higher standards are laid down in the specific guidance for each activity. Meeting the higher standards is optional but an applicant who can demonstrate that they can meet these higher standards will gain a higher star rating.

The higher standards are split into two categories – mandatory and optional. These are typically colour coded in the guidance as blue and red respectively or otherwise clearly marked and differentiated

To qualify as meeting the higher standards the business must achieve all of the mandatory standards as well as a minimum of 50% of the optional higher standards.

Risk Based Matrix

	Minor failings (existing business only)	Minimum standards	Higher standards
Low risk	<ul style="list-style-type: none"> • 1 star rating • 1 year licence • At least 1 unannounced visit within 12 months 	<ul style="list-style-type: none"> • 3 star rating • 2 year licence • at least 1 unannounced visit within 24 months 	<ul style="list-style-type: none"> • 5 star rating • 3 year licence • at least 1 unannounced visit within 36 months
Higher risk	<ul style="list-style-type: none"> • 1 star rating • 1 year licence • at least 1 unannounced visit within 12 months 	<ul style="list-style-type: none"> • 2 star rating • 1 year licence • at least 1 unannounced visit within 12 months 	<ul style="list-style-type: none"> • 4 star rating • 2 year licence • at least 1 unannounced visit within 24 months

11.3 Star Rating Appeals

The Council has an appeals procedure in place for the operator to dispute the star rating given.

The business will be provided with supporting information (the inspection report) which will highlight the inspecting officer's decision on how the risk rating, compliance level and star rating has been determined. The business is encouraged to discuss the matter initially with the inspecting officer where possible.

A business may appeal if they consider their star rating to be wrong. Any appeal must be made in writing to the Council within 21 days (including weekends and bank holidays) of the date the licence was issued.

The appeal will be determined by a different officer to the one who carried out the initial inspection within 21 days of receipt, including weekends and bank holidays. Depending on the specific details of the appeal, the relevant officer may or may not visit the premises themselves. It is important to note that the appeal is concerned with the standards present at the time of the original inspection and the cost of any additional inspection related to the appeal will be borne by the applicant unless it results in a higher rating being awarded

The final decision on a rating appeal will be taken by the Environmental Health and Licensing Manager, based on the information provided by the officer. The decision will be given in writing.

If the business disagrees with the outcome of the appeal, they can challenge the decision by means of judicial review. The business also has recourse to the Council's complaints procedure, taking the matter to the Local Government Ombudsman where appropriate if they consider that the service has not been properly delivered.

Where the business has made improvements to their business since the initial inspection such as rectifying any non-compliance or improvements to achieve higher standards, the appeals process should not be followed. In this case the business should apply for a re-rating. This is a chargeable service and details of the fees charged can be found here:

<https://www.plymouth.gov.uk/animalsandpests/animallicences/animalactivitieslicence>

12.0 Refusing a Licence

The Council must refuse to grant a licence if it considers that:

- the applicant cannot meet the licence conditions. Refusal on this ground would cover (but is not limited to) things such as the applicant not being fit and proper.
- the fee has not been paid.
- the grant or renewal is not appropriate having taken into account the inspectors report.

Refusal on these grounds would cover (but is not limited to) things such as:

- granting the licence will have a negative impact on animal welfare
- the level of accommodation, staffing or management is inadequate for the well-being of the animals
- safeguarding concerns arising from the licensable activity
- the applicant was obstructive towards officers.

The decision of the Council will be given in writing and will detail the applicant's right of appeal. The right of appeal is to a First-tier Tribunal within 28 days of the decision notice.

13.0 Variations, Suspensions and Revocations of Licences

A licence can be varied at any time by the Council on:

- the application in writing of the licence holder
- the Council's own initiative, with the consent in writing of the licence holder

The Council may suspend, vary or revoke a licence without the consent of the licence holder if:

- The licence conditions are not being complied with
- There has been a breach of the Regulations.
- Information supplied by the licence holder is false or misleading.
- It is necessary to protect the welfare of an animal.

A decision to suspend, vary or revoke of a licence will normally take effect at the end of 7 working days beginning with the date the decision was issued to the licence holder. However, where the reason for suspension, variation or revocation is to protect the welfare of an animal, the Council may stipulate that the decision has immediate effect.

Decisions to suspend, vary or revoke the licence will:

- be notified to the licence holder in writing.
- provide the reasons for the decision.
- state when the suspension or variation comes into effect.
- specify any changes deemed necessary in order to remedy the situation.
- explain the rights and process for the licence holder to make written representations in respect of the decision within 7 working days.
- explain the rights and process for an appeal against the decision (where available)

13.1 Suspensions and variation

The decision to vary or suspend a licence is dependent on the severity of the situation

Where adjustments need to be made, whether to the licence itself or to the premises/animals referred to in the licence, a variation will usually be considered appropriate.

Suspension can occur where an operator fails to meet administrative conditions or to provide information when requested. The business will not be able to trade once the suspension of a licence has come into effect and cannot do so until the decision is overturned by the Council. (See 'Licence

Holder Representations' below). A suspended licence will be reinstated by way of written notice once the Council is satisfied that the ground specified in the notice has been or will be remedied.

Once a licence has been suspended for 28 days, the Council will, on the next working day, take one of the actions listed below:

- reinstate the licence without varying it.
- vary and reinstate it as varied, or
- revoke it.

The licence will be deemed to be reinstated immediately if one of the above actions is not taken within timescale stated.

13.2 Revocation

Revocation is generally considered appropriate where:

- there are repeated failures to comply with administrative conditions or to provide information and suspension is not considered appropriate.
- there are poor welfare conditions.
- where it would benefit the welfare of the animals to be removed from the activity.
- any other situation where the Council considers that revocation is the appropriate course of action

13.3 Licence Holder Representations against a decision

When issued with a decision to suspend, vary, or revoke a licence, the licence holder can make written representations in respect of that decision to the Council.

The representation must be received by the Council within 7 working days beginning with the date the notice was issued

Upon receipt of the representations, the Council will consider the representations and decide whether the original decision still stands or whether to overturn that decision.

Where the decision is one made with immediate effect to protect the welfare of an animal then the Council, having considered the representation, will indicate that this is the reason for the decision and state whether the decision remains in effect or whether the licence will be reinstated, or the variation cancelled.

The Council will reply within 7 working days from receipt of the licence holder's representation. Failure to reply within this timescale will mean that the original decision is considered to be overturned

Except where the reason for the suspension or variation is to protect the welfare of an animal, where a licence holder makes representations, the decision to suspend or vary the licence does not come into effect until the date of service of the Council's response to the representations.

13.4 Right of Appeal

A licence holder/applicant may appeal to a First-tier Tribunal against a decision to:

- refuse to grant or renew a licence.
- vary a licence.
- revoke a licence.

Any appeal must be brought within 28 days beginning with the day after the date of the decision

The business cannot trade until, either:

- the decision is overturned by the Council upon it being satisfied that the licence conditions are being met, or

- the First-tier tribunal decides that the Council's decision was wrong. However, the First-tier Tribunal may:
- permit a licence holder to continue to carry on a licensable activity or any part of it subject to the licence conditions, or
- suspend a revocation or variation until the appeal is determined or withdrawn,

Details on the appeal process will be provided to the licence holder/applicant in any written decision. There is no right of appeal against a decision to suspend a licence

13.5 Death of a Licence Holder

If a licence holder dies, the personal representative of the deceased may take on the licence provided that they inform the Council within 28 days of the death that they are now the licence holder.

The licence will then remain in place for three months from the date of death or for the remaining time left on the licence, whichever is shorter. The new licence holder should then apply for a new licence one month before the expiry of this new period.

On request of the personal representatives, the Council can extend the three-month period by up to a further three months if the personal representatives believe the additional time is needed to wind up the estate of the former licence holder.

If the personal representatives do not notify the Council within 28 days of the death of the licence holder, the licence will cease to have effect from the 29th day from the date of death.

14.0 Inspections During Course of a Licence

There will be cases where inspections must be carried out during the term of a licence.

For the activity of hiring out horses, there is a requirement for an annual inspection by a veterinarian, regardless of the total length of the licence. The Council will appoint a listed veterinarian to inspect the premises on which the activity is being carried out before the end of the first year after the licence is granted and then each subsequent year. The veterinarian must be independent and not one that is retained by the applicant / licence holder.

Unannounced inspections will also be carried out in accordance with the risk-based matrix (see below) and may also be used in the case of complaints or other information that suggests the licence conditions are not being complied with or that the welfare of the animals involved in a licensed activity is at risk.

During the course of an inspection of premises, the inspector may choose to take samples for laboratory testing from the animals on the premises occupied by an operator. The operator must comply with any reasonable request of an inspector to facilitate the identification, examination and sampling of an animal, including ensuring that suitable restraints are provided if requested.

Samples will be as non-invasive as possible; however, inspectors may deem more invasive samples necessary if there are concerns over the welfare of the animals. The provision for sampling is primarily aimed at veterinarians carrying out inspections and it is not expected that samples will be taken by those without the training to properly and safely do so.

During visits the operator must comply with any reasonable request of an inspector to facilitate the identification, examination and sampling of an animal, including ensuring that suitable restraints are provided if requested.

14.1 Re-Rating Inspections

A business can request a re-rating during the term of a licence.

This situation may arise where the business has accepted its star rating of 1 – 4 but have since made improvements to address non compliances found during the previous inspection.

To request a re-rating inspection, a licence holder should contact the Council in writing and:

- outline their case for a re-rating.
- indicate what they have done to improve the level of compliance or welfare since the inspection by making direct reference to the actions recommended at the last inspection.
- include supporting evidence, if appropriate

The request and supporting evidence will be reviewed and, where the evidence supplied supports the request, an inspector will visit and complete another assessment within three months of receipt of the request.

The business must pay the cost of the inspection. Details of the fees charged can be found at: <https://www.plymouth.gov.uk/animalsandpests/animallicences/animalactivitieslicence>.

There is no limit on the number of re-rating visits a licence holder can request however there will be a fee for each request.

Where a re-rating inspection is not considered appropriate on the basis of the information and evidence supplied, the licence holder will receive a response outlining the reason for the decision. The response will re-emphasise what the licence holder must do to improve their rating and outline what evidence the Council needs to see to justify a re-inspection. If the Licence Holder disagrees with the decision of the Local Authority they can make a complaint to the Head of Environmental Health and Licensing. If that does not resolve matters, the Licence Holder can complain through the Council Complaints Procedure.

15.0 Enforcement

The main enforcement and compliance role for the Council in terms of animal licensing will be to ensure the welfare of animals. This is done by ensuring compliance with the conditions placed upon the licence and taking action when standards are not met. The Council also investigate and take appropriate action against unlicensed activities

In carrying out its enforcement duties, the Council has adopted an enforcement policy, which is available to view here:

<https://www.plymouth.gov.uk/tradingstandards/consumeradvice/enforcementandregulations>.

The Council's approach to suspension, variation and revocation of licences is referred to in section 13.

The Council will log and, if considered necessary, investigate complaints relating to animal activities which are currently licensed or may require a licence.

The Council aims to achieve and maintain a consistent approach when investigating complaints and making decisions. In reaching any decision the following criteria, amongst other things, will be considered:

- seriousness of any offences or breach of conditions
- operator's past history
- consequence(s) of non-compliance
- likely effectiveness of the various enforcement options
- danger to the welfare of animals and/or public

It is a criminal offence to:

- carry on or attempt to carry on a licensable activity without a licence.
- breach any licence condition.
- fail to comply with an inspector's request with regards to taking a sample from an animal
- obstruct an inspector who has been appointed by a local authority to enforce the Regulations.

Where a person is convicted of an offence under the Animal Welfare Act 2006 or any relevant regulations, they may:

- be disqualified from owning, keeping, participating in the keeping of animals and/or from being party to an arrangement under which they can control or influence the way an animal is kept. They may also be disqualified from transporting or dealing in animals. Breaching these disqualifications is an offence.
- have any existing licence cancelled.
- be disqualified from holding a licence for any period of time as the court sees fit.

Section 30 of the Animal Welfare Act 2006 allows local authorities to prosecute for any offences under that Act and regulations made under it.

Additional Information

The Council has additional information available online, including application forms, guidance documents and details of conditions. These can be seen here:

<https://www.plymouth.gov.uk/animalsandpests/animallicences>

Links to DEFRA guidance specific to each animal activity:

<https://www.gov.uk/government/publications/animal-activities-licensing-guidance-for-local-authorities>

16.0 The Dangerous Wild Animals Act 1976 (“DWA Act”)

16.1 What Animals Require a Licence

The Dangerous Wild Animals Act 1976 (as amended) dictates that a licence is required where an individual or a business wishes to keep an animal included on the Schedule of Dangerous Wild Animals which form part of the Act. It is an offence for a person to keep a dangerous wild animal without first obtaining a licence from the Council.

The DWA Act applies to business enterprises such as an ostrich farm, however, it does not apply to dangerous wild animals kept in a zoo. The legislation also applies to all individuals that wish to keep a dangerous wild animal at home.

The schedule of animals associated with this Act has been updated on a number of occasions, via secondary legislation. The species of animals currently included on the schedule can be seen here

<https://www.legislation.gov.uk/ukxi/2007/2465/schedule/made>

It is noted that The Wild Animals in Circuses Act 2019 banned the exhibition of wild animals or use of them in travelling circuses in England

16.2 Length of Licence

In accordance with the Legislative Reform (Dangerous Wild Animals) (Licensing) Order 2010, licences may be granted for a maximum two years.

16.3 Application Process

Applications must be made by an individual. A form can be downloaded from the Council's website here:

[Application and Renewal for a Licence to keep a Dangerous Wild Animal \(plymouth.gov.uk\)](https://www.plymouth.gov.uk/animalsandpests/animallicences)

Following receipt of a valid application, consisting of a completed and signed form and the required application fee, an independent veterinary inspection of the animals and premises is required. The vet will normally be accompanied by a Council inspector. The Council will authorise a vet who has suitable experience with dangerous wild animals.

The cost of any veterinary inspection will be the responsibility of the applicant/licence holder and charged in addition to the licence fee. If additional vet inspections are felt to be necessary, they will also be carried out at the applicant/licence holder's expense. This will be discussed with the licence holder prior to any additional inspection taking place.

16.4 Determining an Application

In accordance with the DWA Act, the Council will not grant a licence unless it is satisfied that the applicant is a suitable person to hold a licence and that other specific criteria are met relating to public safety, animal welfare and public nuisance.

Applicants must demonstrate:

- That they both own and possess or intend to own and possess the animals the licence will relate to (unless the Council has determined that exceptional circumstances apply)
- That they have adequate knowledge and expertise with the species they intend to keep under the licence and can show how they will ensure that the animals needs will be met.
- That they can provide suitable accommodation for the animals kept under the licence, in line with any best practice guidance and recommendations from the inspecting vet's report.
- That they have suitable liability insurance in place, covering the keeper and any other person specified on the licence. This insurance must cover any damage caused by the species of animals specified on the licence.
- That risk assessments have been carried out and procedures put in place to protect animals covered by the licence from fire or any other emergency. This should include how animals would be safely evacuated, and actions taken to recover an animal should it escape from its enclosure, ensuring their safety and the safety of the public.
- That they have reasonable precautions in place to prevent and control the spread of infectious diseases.
- That they have consent from the property freeholder, if not the applicant, to keep the animals specified on the licence.
- That the appropriate planning permission is in place if necessary.
- Where venomous species are kept, that adequate steps have been taken to ensure suitable availability of antivenom (where applicable).
- That they are registered with a vet who can provide suitable veterinary care for the species of animals they intend to keep.
- That they have not been disqualified under this Act from keeping any dangerous wild animal

A licence will not be issued where the veterinary surgeon recommends refusal.

Whilst licences are granted under the Dangerous Wild Animals Act 1976, the Council will also refer to the Animal Welfare Act 2006 and any best practice guidance relating to individual species to ensure compliance and good standards of animal welfare.

16.5 Licence Conditions

All DWA licences will include standard conditions set by the Council, they may also include specific conditions relating to the premises where the animal(s) are usually kept or species of animals kept, meaning that licence conditions will vary between different premises.

The Council's standard DWA conditions are shown in Appendix I

Offences are committed under the Act if:

- A person keeps any dangerous wild animal without a licence.
- fails to comply with or contravene a licence condition, unless the licence holder can prove that they took all reasonable precautions and exercised all due diligence to avoid this happening.
- wilfully delays or obstructs any person in the exercise of his right of entry or inspection

The offences carry an unlimited fine in the magistrate's court.

16.6 Appeals

Should an applicant wish to appeal the refusal to grant a licence or if they do not agree with a licence condition which has been imposed or varied or removed they may appeal to the magistrates court. Any appeal must be brought within 21 days from the date of service of the decision by the Council

17.0 Zoo Licensing Act 1981 (as amended)

17.1 Premises Requiring a Licence

A licence is required for an establishment where wild animals are kept for exhibition to which members of the public have access, with or without charge for admission, on seven or more days in any period of twelve consecutive months. The wide scope of this definition means that licensed zoos can range from a traditional urban zoo or safari park to a small specialist collection such as an aviary or butterfly collection.

17.2 Guidance

Government guidance on the Act can be found on the Gov.uk website here: [Zoo licensing act 1981: Guide to the act's provisions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/zoo-licensing-act-1981) A licensed zoo must be able to demonstrate compliance with a broad range of issues, including but not limited to, feeding, environment, conservation/education, and public safety.

How this can be achieved is set out in detail in the Secretary of States Standards of Modern Zoo practice, also available from the Gov.uk website:

[Secretary of State's standards of modern zoo practice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/secretary-of-state-standards-of-modern-zoo-practice)

17.3 Requirements for Holding a Zoo Licence

The applicant must be able to demonstrate how the zoo will:

- help educate people about biodiversity
- be suitable for the types of animals you're keeping
- have a high standard of animal care
- do as much as possible to stop any animals escaping
- stop pests and vermin getting into the zoo

Applicants will also have to demonstrate how they are doing at least one of the following:

- conservation research or training
- sharing conservation information
- captive animal breeding
- helping repopulate or reintroduce species into the wild

17.4 Application Process

Applications are made via the Gov.uk website which also gives guidance on the application process:

<https://www.gov.uk/zoo-licence>

New Applications

Before applying for a new licence an applicant must, at least two months prior. to the application, provide the Council with a notice of an intention to apply, providing the following information:

- the location of the zoo
- the types of animals and numbers of animals that will be kept
- how the animals will be housed and cared for
- staff numbers and what they'll be doing
- expected visitor and vehicle numbers
- zoo entrance and exit points
- how conservation conditions will be met

- provide confirmation of that planning permission has been granted for the establishment or continuance of the zoo.

The applicant must also:

- publish notice of intention to apply in at least one local and one national newspaper
- display the notice at the planned zoo site
- send a copy of the notice to the Council

The Council will keep any notice of intention available at the Council offices for public inspection, free of charge at any reasonable hour and on the Council website

The Council will take into account any representations received from any off the following:

- The applicant
- Devon and Cornwall Police
- Animal Plant and Health Agency
- Any other local authority in which part of the zoo may be situated
- any person alleging that the establishment or continuance of the zoo would injuriously affect the health or safety of persons living in the neighbourhood of the zoo.
- Devon and Cornwall Fire Service
- any other person whose representations might, in the opinion of the local authority, show grounds on which the authority has a power or duty to refuse to grant a licence which may include Environmental Health, and the Local Ward Councillor.

A “licence” inspection must be carried out before a licence is granted or refused. The process for arranging an inspection of a zoo as part of a new application is set out in the Government guidance to the Act.

The inspection will be carried out by one or more inspectors nominated by the Animal and Plant Health Agency. The Council must take into consideration the inspection report and any recommendations for additional conditions to be added to the licence. Applicants are provided with a copy of the report and are given the opportunity to comment on it. Should the Council decide to grant the licence, the applicant will be consulted prior to additional conditions being added and the licence issued.

Renewals

The Council will aim to provide licence holders with 9 months’ notice of when their licence is due to expire but responsibility for applying for a renewal of a licence remains the responsibility of the licence holder. A completed application must be submitted at least 6 months before their licence expires.

Once a zoo licence has been granted, an application can be made to the APHA to issue a direction granting a zoo a dispensation under s.14(1)(b) or 14(2) of the Act if it is a small collection and the types of animals to be kept suggest that it may be eligible. Inspectors can recommend what type of dispensation would be appropriate on their inspection report.

The application process for a dispensation is set out in the guidance to the Act. In the case of a dispensation under s.14(1)(b) of the Act, this application is made by the Council on the zoo’s behalf, in the case of a 14(2) dispensation, the application is made by the zoo itself. In both instances the APHA will require a plan of the zoo, stock list, support in writing from the Council, any other supporting information and in the case of a 14(1)(b), a report from a vet (not used by the zoo) confirming that the zoo appears to be run properly and that the animals properly.

cared for.

These dispensations ensure that inspections are kept at a reasonable level for the size of the establishment, without in any way weakening the establishment's obligation to achieve acceptable standards of animal welfare.

If granted, dispensation status will be reviewed from time to time to ensure it is still suitable. In a small number of cases, the APHA may issue what is known as a 14(1)(a) direction stating that a particular premises is exempt from requiring a zoo licence. In these cases, the Council will apply on behalf of the zoo. The Council's letter will have to be supported by a letter from a vet (that is not used by the zoo) confirming that the zoo is run properly, and the animals appear to be well cared for. The owners of the zoo will be required to pay for any vet inspection carried out in relation to this process.

17.5 Grounds for Refusal

The Council may refuse a licence if:

- An inspector's report recommends that the application be refused
- They are satisfied that the zoo, or its continuance, would injuriously affect the health or safety of persons living in the neighbourhood of the zoo, or seriously affect the preservation of law and order.
- They are not satisfied that zoo operators are able to meet conditions to take forward the relevant conservation measures
- They are not satisfied that the standards of accommodation, staffing or management are adequate for the proper care and well-being of the animals as a whole or for any of them, or otherwise for the proper conduct of the zoo.
- They are not satisfied that planning permission has been granted for a zoo (or the granting of the licence can be suspended until the local planning authority confirm that permission has been, or is deemed to be, granted).
- Anyone associated with the zoo has a conviction under the Zoo Licensing Act 1981 or any of the Acts mentioned in Section 4(5) of the Act.

17.6 Length of Licence

A new zoo licence, if granted, will have a duration period of four years. Upon renewal, the licence will run for a period of six years.

17.7 Appeals

If a licence is refused under the Zoo Licensing Act 1981, the applicant will have the right of appeal to the magistrates' court within 28 days of the decision notice.

17.8 Inspections

Any licensed zoo will be subject to a schedule of annual inspections broken down into periodical and informal inspections. The exact procedures relating to the arrangements of these inspections are set out in the guidance to the Act. Unless a dispensation is in place, the periodical inspections will be carried out by a team of inspectors, consisting of two Secretary of State inspectors and no more than three nominated by the local authority, one of whom must be a vet. Informal inspections are carried out by a Council inspector and must take place in any calendar year when a periodical inspection has not taken place.

Where a 14(1)(b) dispensation is in place, there will either be no requirement for periodical

inspections and only annual informal inspections will take place, or for a 14(2) dispensation they will be carried out by the APHA nominated inspector(s), usually accompanied by a Council officer.

The APHA must select from the list of Secretary of State nominated inspectors to carry out any periodical inspection. The zoo is encouraged to carry out a prescribed audit prior to a periodical inspection which is provided to the nominated inspector. This will often help to reduce the time taken to carry out the inspection.

Applicants/ zoo operators will be given at least 28 days' notice of an inspection taking place. They will be provided with a copy of the inspector's report and are given an opportunity to make comments on the report which will be recorded and returned to the inspector along with the signed report.

As set out in the guidance to the Act, "special" inspections can also be carried out at the discretion of the Council. An example of this might be as a result of an investigation into a complaint, or to check compliance with licence conditions that require improvements to be made within a specified period of time. These inspections can take place at any time, but the Council must notify the zoo of the date and time. The local authority will appoint suitably competent person to complete the inspection.

The cost of any inspection carried out by Secretary of State Inspectors will be the responsibility of the applicant/licence holder.

17.9 Licence Conditions

Any zoo licence issued by this Council will be subject to the licence conditions detailed in the Secretary of State's Standards of Modern Zoo Practice. This is available at:

[Secretary of State's Standards of Modern Zoo Practice \(publishing.service.gov.uk\)](https://publishing.service.gov.uk).

All inspectors of zoos must have regard to these standards. Any licence issued will also contain any additional conditions to be added to the licence contained in the inspector's report as set out in above.

Following a periodical inspection, a Secretary of State nominated inspector may require that additional conditions are attached to the licence. Zoo operators are given an opportunity to comment on these conditions prior to their inclusion on their licence.

17.10 Non-compliance with Licence Conditions

Where it is found that conditions attached to the licence are not being complied with in relation to the zoo or any part of it, the guidance states that, having given a licence holder the opportunity to be heard, the local authority must make a direction setting out the following information:

- Specify which condition(s) have not been met.
- Specify whether this is relation to the whole zoo or a section of the zoo.
- The steps the licence holder must take to comply
- The time period within which this must be done (not exceeding two years).
- Whether the whole zoo or a section must be closed whilst the necessary steps are taken.

Directions issued by the Council can be varied to permit additional time for them to be completed (as set out in the government guidance) and will be revoked once the zoo has complied with the condition or conditions.

If a licence holder fails to complete a direction, the Council is required either to close down the zoo permanently or permanently to close the affected section of the zoo.

17.11 Change of Circumstances and Incident Reporting

Change of Circumstances

The Council has an expectation that licence holders will inform them should there be significant changes to how their business operates or how the animals will be kept. For example, where a licence holder decides to employ a manager who will have responsibility for the day to day operating of the business, where this was not the case at the time of application, or where significant changes are made to the facilities where the animals are kept.

The Council must also ensure that licence holders remain fit and proper during the life of a licence. For this reason, licence holders must notify the Council, in writing, within 72 hours, if any of the following occurs:

- They have any type of animal licence suspended or revoked
- They are convicted or receive warnings or cautions for any animal welfare offence.
- They are disqualified under the Animal Welfare Act 2006, Dangerous Wild Animals Act 1976, or any other legislation as specified in Schedule 8 of the Animal Welfare (Activities Involving Animals) (England) Regulations 2018
- Are subject to bail conditions which may affect the licence holder's ability to operate their business.

Incident Reporting

Licence holders must also notify the Council within 2 working days if any significant incident happens whilst operating their business. Examples of this would be an animal escaping, an animal injuring a member of staff, a dog-on-dog attack or similar.

Notify the Council

Failing to notify the Council will raise serious questions for the Council as to the honesty of the licence holder.

17.12 Enforcement

All enforcement against licensed and unlicensed operators will be carried out in accordance with the Council's enforcement policy:

<https://www.plymouth.gov.uk/sites/default/files/PPSEnforcementPolicyFPNJan22.pdf>

Officers will seek to assist businesses and others in meeting their legal obligations through provision of reasonable assistance and advice, aiming to be clear, open, and helpful in their approach to enforcement. However, officers will take robust action against those who knowingly contravene the law or act irresponsibly. Enforcement resources will be targeted at cases of highest risk to animal welfare and public safety.

Partnership Working

Enforcement may be carried out in conjunction with other agencies such as the RSPCA, Trading Standards or Devon and Cornwall Police. Where appropriate, officers from neighbouring authorities may also be authorised to carry out animal welfare enforcement within the council area and

officers from the Council's Licensing Service may be likewise authorised in other areas.

Powers under the Animal Welfare Act 2006 (AWA)

Officers carrying out inspections relating to animal licensing are also appointed inspectors under section 51 of the AWA. This provides them with additional powers under this Act, for example in relation to seizure of animals, power of entry and applying for warrants.

Enforcement Action and Information Sharing

Any enforcement action carried out will be proportionate and reasonable and will aim to treat all licensees fairly and consistently.

Interviews, whether informal or carried out under caution will normally be recorded to ensure an accurate record of the interview is kept.

Complaints received and warnings issued in relation to licence holders will generally be held on file and taken into consideration during the period of any licence or application or where there is a break in licence history. Where applicants are known to have operated, resided or been licensed by another local authority, officers may request details of any licence and compliance history to be taken into consideration as part of the application process.

Right to be heard.

If the Council is considering suspending or revoking a licence there will be an opportunity to discuss the Council's concerns and to give views. However, in certain circumstances, the Council is required to act with immediacy, for example where there is considered to be an imminent risk to animal welfare. In such circumstances, the Council must balance the right of an individual to be heard against the need to protect the animal.

Seizure of animals

Where it becomes necessary to take action to remove animals from a premises, as a result of the exercise by officers of their powers under the relevant legislation in appropriate circumstances, the Council will seek to recover the costs incurred.

17.13 Fees

A list setting out the current animal licensing fees can be found on the Plymouth City Council website.

[Zoo Licence | PLYMOUTH.GOV.UK](https://www.plymouth.gov.uk/zoo-licence)

Statutory Provisions to recover fees.

The relevant statutory provisions that enable the Council to set and recover fees for animal licensing activities are set out within the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, made under the Animal Welfare Act 2006, the Dangerous Wild Animals Act 1976 and the Zoo Licensing Act 1981. DEFRA and the Local Government Animal Welfare Group also issue guidance to local authorities to support fee setting. The Council has made reference to the document "Open for business: Local Government Association (LGA) guidance on locally set licence fees". The LGA guidance acknowledges that Councils are free to design their licensing service in a manner that best serves the needs of their community and recover the costs accordingly.

Plymouth City Council will take a reasonable and proportionate approach aiming to set a fee level that is sufficient to cover the cost, but not make a surplus, whilst providing value for money for the applicant. With this in mind vet fees are charged separately to allow for variation in size or complexity of the required inspection. In addition, some fees are listed in a tiered format to ensure fairness to smaller businesses where administration costs and inspection time are less.

Review of Fees

Generally, fees are subject to a full review every 3 years, however due to the relatively recent harmonisation of the animal licensing work activities of Plymouth City Council and the anticipated review of the LAIA Regulations at the end of 2023, fees will initially be reviewed annually to ensure these standards of fee setting are met.

Appendix I - Plymouth City Council's Dangerous Wild Animals Licence Conditions

Section 1

Name of Licensee	
Address of Licensee	
Telephone Number	
Email Address	

Section 2

For what purpose is the inspection to be made (tick appropriate box)	✓
Inspection prior to granting a licence for the first time	
Renewal	
Routine re-inspection	
Inspection to check any specific conditions (please specify)	
Inspection for any other purpose (please specify)	

Section 3

List of Animals to be kept subject to Licence as specified on the application:

Species Name	Number	Sex
Eurasian lynx		
Serval		

Section 4

Inspection	
1. Type of structure or enclosure in which animal is kept	
2. Construction	
3. Length Breadth Height	
4. Is the size and construction satisfactory for the well-being and comfort of the animal? If no, state reasons	

5. Are there adequate provisions and furniture to enable the animal to take sufficient exercise? If no, give details	
6. Is the temperature control satisfactory?	
7. Is adequate artificial lighting provided?	
8. Is adequate ventilation provided?	
9. Is the drainage of the structure satisfactory?	
10. Is the standard of cleanliness maintained satisfactory?	
11. Are all the necessary precautions taken to prevent and control the spread of infectious disease? If no, provide details	
12. Are the animals supplied with: a) Suitable food b) Drink c) Bedding or substrate	
13. Is storage of food, drink and bedding hygienic and vermin proof?	
14. Are appropriate steps at all times taken to protect the animals in case of fire or other emergency? If no, provide details	
15. Do the precautions taken to ensure that the animal will not escape appear to be satisfactory? If no, provide details	
16. Are the arrangements for the storage and disposal of any refuse and / or waste associated with keeping of the animal satisfactory? If no, provide details	
17. If present are the animals inspected as described in the application in good health and condition? If no, provide details	
18. In your opinion does the applicant demonstrate the relevant knowledge and skills to be a suitable person to hold the licence?	
19. Has the applicant made arrangements for appropriate 24-hour veterinary care for the animals subject to the Licence? Vet Details – a) Name b) Address	
20. Has the applicant provided evidence current public liability insurance is in place? Insurance Details – a) Company b) Policy Number	

c) Expiry Date	
21. Has the applicant provided a copy of an electrical certificate?	

Section 5

Professional Opinion	
The accommodation at the above premises is suitable to keep	
Are the requirements of the Dangerous Wild Animals Act 1976 being complied with?	
Should a licence be issued subject to the standard conditions imposed by the Act?	
If NO, on what grounds do you consider a licence should not be issued?	
Should any additional conditions be imposed in the licence issued? If so, specify conditions	

