

## **Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018**

### **Application process for NEW premises**

**This document provide a brief overview the application process for new licences under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018**

1. The applicant should read the Local Authorities Animal Welfare Policy. This is available here: (link to be inserted)
2. The applicant should read and ensure compliance with relevant DEFRA guidance. This is available here: <https://www.gov.uk/government/publications/animal-activities-licensing-guidance-for-local-authorities>
3. The applicant should submit a completed application form, including all relevant supporting documents. This includes: Plan of premises, insurance policy, operating procedures, risk assessments (including fire), infection control procedure, qualification certificates and training records. The applicant must also pay part A of the application fee.
4. A Licensing Officer will review the paperwork and request any additional information that is required.
5. A Licensing Officer will conduct a site inspection to see if the licence conditions will / can be met. The Officer will complete a report which documents all of the findings of the inspection.
6. A veterinarian will inspect any NEW dog breeder or horse riding establishment. The Officer will complete a report which documents all of the findings of the inspection. The applicant is recharged for this vet inspection.
7. A decision is then made on whether or not a licence should be granted.
8. If a licence is refused, the applicant will be notified in writing and will have the right of appeal to the First-tier Tribunal.
9. If a licence is granted, the applicant will receive a licence which must be displayed at the premises. This licence will contain the premises star rating. The applicant must pay Part B of the licence fee.