## Business details

|  |  |
| --- | --- |
| Applicant Holder |       |

|  |  |
| --- | --- |
| Trading Name  |       |

|  |  |
| --- | --- |
| Business addresses |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Business tel. number |       |  Business email |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Alternative tel. number |       |  Alternative email |       |

|  |  |
| --- | --- |
| Website address where applicable |       |

**Application Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| New Grant | [ ]  | Renewal | [ ]  | If renewal, existing licence number |       |

**Activities Required - tick all that apply**

|  |  |  |  |
| --- | --- | --- | --- |
| Dog Breeding | [ ]  | Cattery | [ ]  |
| Animal Boarding Commercial | [ ]  | Sale of Pets | [ ]  |
| Home Boarding | [ ]  | Keeping or training of animals for Exhibition  | [ ]  |
| Dog Day Care | [ ]  | Hiring out Horses | [ ]  |
| If renewal, has your business/premises changed since you licence was last issued. | Yes [ ]  No [ ] If yes please give details       |
| Are you disqualified under the Animal Welfare Act 2018 or any act listed in Schedule 8 of the same Act. | Yes [ ]  No [ ] If yes please give details       |

**All Applications**

|  |  |
| --- | --- |
| Heating arrangements  |  |
| Method of Ventilation of premises |  |
| Lighting arrangement i.e. Natural/Artificial |  |
| Water Supply |  |
| Food storage arrangements |  |
| Arrangements for disposal of excreta |  |
| Name, address and telephone number of usual veterinary surgeon |  |
| Emergency Procedure (use additional sheet if required) |  |

**Applications for Dog Breeding**

|  |  |
| --- | --- |
| Type of accommodation to be used i.e. indoor, outdoor or combination |  |
| Breed (s) of dog |  |
| Number of bitches to be kept |  |
| Age of bitches kept |  |
| Construction of outside kennels, if any. |  |
| Heating arrangements, if any. |  |
| Lighting arrangements  |  |

**Applications for Commercial Boarding, Home Boarding, Catteries and Dog Day Care**

|  |  |
| --- | --- |
| Type of animals to be accommodated on the premises. |  |
| Details of number, construction and size of quarters and exercise facilities in which animals will be accommodated. |  |
| Description of isolation facilities for the control of infectious diseases |  |

**Applications for Pet Shops**

|  |  |
| --- | --- |
| Number and size of rooms in which the activity will take place (include a plan if necessary) |       |
| Type of pets which are intended to be sold, the age at which they will be sold, proposed numbers of each animal and details of their accommodation (continue on separate sheet if necessary) |       |
| Please give the normal time of attendance at the premises for when the premises is closed to the public |       |

**Exhibition of Animals**

|  |  |  |
| --- | --- | --- |
| Kinds of animals to be trained | Description of animals to be trained | Number of animals |
|  |  |  |
| Kinds of animals to be exhibited | Description of animals to be exhibited | Number of animals |
|       |       |       |
| Description of general nature of performance |       |

**Applications for hiring out horses**

|  |  |
| --- | --- |
| Is the establishment operative throughout the year?If not please state when normally operative | Yes [ ]  No [ ]       |
| Who will have direct control or management of the establishment? |  |
| Does this person hold any of the certificates shown opposite? if yes please tick and enclose copies of the certificates | 1. Instructor or Assistant Instructor’s Certificate of the British Horse Society
2. Fellowship of the British Horse Society
3. Fellowship of the institute of the Horse
 | [ ] [ ] [ ]  |
| If this person does not hold any of these certificates, give details of their experience in the management of horses. |       |
| Is the responsible person living on the establishment?If not, what arrangements are there in the case of emergency? | Yes [ ]  No [ ]       |
| Will the carrying on of the activity be left at any time in charge of a person under 16 years of age? | Yes [ ]  No [ ]  |
| Will supervision by a responsible person of the age of 16 years or over be provided at all times while horses from the establishment are used for providing instruction in riding or are let out on hire for riding (except in the case of a horse competent to ride without supervision)? | Yes [ ]  No [ ]  |
| (i) Are you, or any person who will have control or management of the establishment, disqualified for the time being from:(a) keeping a riding establishment?(b) keeping a dog?(c) keeping a pet shop?(d) having the custody of animals?(e) keeping a boarding establishment for animals?1. Are you the holder of a current insurance policy which:

(a) Insures you against liability for any injury sustained by those who hire a horse from you for riding and those who use a horse in the course of receiving from you, in return for payment, instruction in riding;(b) Insures you against liability arising out of such hire or use of a horse; and(c) Insures such hirers or users in respect of any liability which may be incurred by them in respect of injury to any person caused by, or derived from, such hire or use? | YES [ ]  NO [ ] YES [ ]  NO [ ] YES [ ]  NO [ ] YES [ ]  NO [ ] YES [ ]  NO [ ] YES [ ]  NO [ ] (If YES, enclose with this application evidence that you hold such insurance; if NO, state below what steps you are taking to obtain such insurance) |

|  |  |
| --- | --- |
| What accommodation is available for :(a) Horses(b) Forage and Bedding1. Equipment and saddlery
 | i.e. stalls, boxes, covered yard (please state number, or dimension in the case of a yard) |
| Is land available for 1. Grazing
2. Instruction or demonstrating riding?

Please give details. |  |

**Additional Information – All Applications**

|  |  |
| --- | --- |
| Do you wish to provide any other supporting information or documents?If yes please give details | Yes [ ]  No [ ]       |

Please ensure you enclose the following documents:

|  |  |
| --- | --- |
| Public Liability Insurance | [ ]  |
| Electrical testing certificates (Commercial Boarding, Home Boarding ,Cattery and day care) | [ ]  |
| List of Spare Key Holders (Commercial Boarding, Home Boarding ,Cattery and day care) | [ ]  |
| Qualification Certificates (Hiring out Horses) | [ ]  |
| Appropriate Application Fee (see table below for current fees) - Please note where a veterinary inspection is required (Breeding and Hiring our Horses) this will be invoiced separately following the inspection. | [ ]  |

Declaration

I do hereby certify to the best of my knowledge and belief that above details are correct

|  |  |
| --- | --- |
| Signed |  |
| Dated |  |
| Print Name |  |
| Role/Capacity within business |  |

**Submission**

Please submit your application to **The Licensing Section**, **Level 2, Town Hall and Civic Offices, Westoe Road, South Shields, Tyne & Wear. NE33 2RL. Or Email** **licensing@southtyneside.gov.uk**

(Payment can be made by card or cheque for emailed or postal application, cash is accepted if paid in at the council offices in person. Cheques payable to South Tyneside Council)

South Tyneside Council is responsible for protecting the public funds it administers. To do this we may use the information you give us on this form or that is held about you to detect and prevent crime or fraud. We may also share this information with other bodies that audit and administer public funds.

For the purposes of the Data Protection Act 2018, South Tyneside Council is the Data Controller (the holder, user and processor) of the information. We will keep all information safe and secure.

**If you would like to know more about what information we hold about you, or the way we use your information please contact the Licensing Team on 0191 4247695 or if you wish to make a subject access request then please write to the Information Governance Team at the following address: Information Governance Team, Town Hall & Civic Offices, Westoe Road, South Shields, Tyne and Wear. NE33 2RL**

 **Licence Fees**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **New** | **Variation** | **Renewal** |
| Commercial Boarder, Catteries, Dog Day Care | £261 | £77.50 | £261 |
| Home Boarder/Home Dog Day Care | £182.50 | £77.50 | £182.50 |
| Hiring out Horses (Riding Establishment) | £169 (plus vet inspection fees) |  | 169 (plus vet inspection fees) |
| Selling Animals as Pets (Pet Shops) | £161.50 | £77.50 | £136 |
| Dog Breeder | £182.50 (plus vet inspection fees) | £77.50 | £182.50 (plus vet inspection fees) |
| Exhibition of Animals | £182.50 | £77.50 | £182.50 |
| Where a vet inspection is required the costs will be invoiced to the applicant separately after the inspection |