

# Application for Licence to Keep a Dog Breeding Establishment

- Application for Grant of Licence
- Application for Renewal of Licence
- Application for Variation of a Licence (No fee currently payable)\*

## 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 £350.00 to the Licensing Team, East Lindsey District Council, The Hub, Mareham Road, Horncastle, Lincolnshire, LN9 6PH. 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.

Alternatively, payment can be made by BACS to the following account:

EAST LINDSEY DISTRICT COUNCIL - BARCLAYS BANK PLC  
SORT CODE: 20-52-86  
BANK ACCOUNT NUMBER: 50348481

You should include a reference of 'AWL\_Licence' with the BACs payment.

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.

\*There is currently no charge for 'Variation' applications.

## Eligibility Criteria

Schedule 8 of The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 stipulates persons who may not apply for an Animal Welfare Licence.

In addition to the above, this Council has adopted an Animal Welfare Licensing Policy. In line with this policy, all applications for grant or renewal of an Animal Welfare Licence must be accompanied by a Basic Disclosure Certificate from the Disclosure and Barring Service (DBS).

The Basic Disclosure Certificate must have been issued in the full name of the licence applicant(s), and must have been issued no earlier than 2 months before the date on which the licence application is made. The Basic Disclosure Certificate must be submitted with the licence application.

DBS checks must show that the licence applicant (or applicants) are not disqualified from holding a licence, and/

or hold no current relevant convictions which may affect whether they are a 'fit and proper' person to hold a licence.

Guidance on how to request a Basic DBS Certificate can be found on the gov.uk website:

<https://www.gov.uk/request-copy-criminal-record>

The certificate provides details of unspent criminal convictions (if any). The cost of the certificate is £21.50. It usually takes up to 14 days for you to receive your certificate.

It will be the licence applicant's responsibility to obtain the DBS certificate in good time, and to pay any fees or charges associated with them.

The Council will not normally grant a licence to a person with one (or more) conviction(s) for any offence related to animal cruelty or suffering. The primary purpose of the Regulations enforced by this Council is to ensure the welfare of animals and, as such, these types of offences are highly relevant. In all cases, the Council will consider the conviction or behaviour in question and what weight should be attached to it. Each and every case will be determined on its own merits.

## 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 current dog breeding 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

Licence holders will be sent a renewal invitation letter approximately three months in advance of the expiry of a licence. Please note that the responsibility for renewal rests with the licence holder.

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, The Hub, Mareham Road, Horncastle, Lincolnshire, LN9 6PH.**

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 £350.00 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 address:
- 2.5 Main telephone number:
- 2.6 Other telephone number:

### 3 Applicant details

- 3.1 Name:
- 3.2 Address (including postcode):
- 3.3 Email address:
- 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 7

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 (£):

## 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:



# 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](http://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.

10.1 DBS Basic Disclosure Certificate (for each applicant) .....

Please enclose the original DBS certificate(s) with your application.  
Once seen by the Licensing Team, the certificate(s) will be returned to you.

10.2 A scaled plan of the premises .....

10.3 Risk assessments (including fire) .....

10.4 Infection control procedure .....

10.5 Qualifications .....

10.6 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:

The Hub, Mareham Road, Horncastle, Lincolnshire, LN9 6PH.

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](http://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, The Hub, Mareham Road, Horncastle, Lincolnshire, LN9 6PH.

Veterinary inspection and report fees are set by the inspecting vet and the Council has no involvement in the setting of the fee. To keep costs down the Council will always aim to appoint a veterinary inspector who is based close to the inspected premises, however, due to circumstances beyond the control of the Council this may not always be possible.

Based on veterinary inspection fees charged in tax year 2023/2024 the average fees were:

1 to 10 dogs	Average cost £192.10
11 or more dogs	Average cost £366.67

Please note that these are average costs and are given as an indication only. The actual fee may be higher or lower than the above figures.

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):