



## **The Animal Welfare (Primate Licences) (England) Regulations 2024**

### **Application for a New/Renewal Licence for Primates**

#### **PRIVACY NOTICE**

We will use your personal data to process any application you make for the grant or renewal of a licence under the Animal Welfare (Primate Licences) (England) Regulations 2024 for the purpose of administering, processing and determining your application and securing compliance with and enforcement of relevant UK and international laws.

As one of the Council's public tasks, undertaken in the public interest, it is necessary to use your personal information in this way to provide our services and to keep our records up to date and to undertake the following:

Where appropriate we may share the information you provide to us with other parts of the Council in order to carry out the Council's statutory functions.

We may also, where required or permitted by law, pass information about you to third parties. This may include, but is not limited to, other local authorities, government departments, the National Fraud Initiative, HMRC, the UK Border Agency and the police carrying out their tasks in the public interest.

If a licence is issued, the applicant's name and address will be included in a public register on the Council's website containing details of the Licence granted.

Where appropriate some of the information you provide may also be made public as part of any hearing requirements to determine your application or to ensure compliance with any licence issued and related licensing laws.

For full details of how we will handle any personal data we collect, please see our privacy policy at [www.rushmoor.gov.uk/privacypolicy](http://www.rushmoor.gov.uk/privacypolicy). Further details on your rights can be found on our website <http://www.rushmoor.gov.uk/dataprotection>

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

<b>1.</b>	<b>Applicant details</b>		
	Name		
	Address		
	Email		
	Main telephone number		
	Other telephone number		
	Date of birth		
	Are you applying as an individual	Yes / No	<b>If yes, go to 3.</b>
	Are you applying as a business or organisation, including a sole trader	Yes / No	

<b>2.</b>	<b>Applicant Business</b>		
	Company Name:		
	Is your company registered with companies house	Yes / No	
	Registration Number		

<b>2.1.</b>	<b>Business Address – This should be your official address – The address required of you by law to receive all communication</b>		
	Business Address		

<b>3.</b>	<b>UKAS Accreditation</b>		
	Are you a member of a UKAS accredited organisation	Yes / No	Name of Organisation:

<b>4.</b>	<b>Premises to be licensed</b>		
	Name of premises/trading name		
	Address of premises		
	Telephone number of premises		
	Email address		

<b>5.</b>	<b>Animal(s)</b>	
	Please provide details of the species, number and gender of the animal(s) you intend to keep:	
	Will you be the owner of the animal(s)	Yes / No
	Do you intend to breed or attempt to breed from these animals?	Yes / No
	Do you intend to move the animal(s) from the premises detailed in section 4? If yes, please provide details	Yes / No
	<b>Please complete Appendix A with the animal details</b>	
<b>6.</b>	<b>Accommodation and facilities</b>	
	Details of the quarters used to accommodate animals, including number, size and type of construction	
	I confirm that I have sought and received all the necessary permissions to keep the animal(s) listed in this application from any third party with interest in the property	Yes* / No / N/A  *Please enclose evidence with your application
<b>6.1</b>	<b>Please describe the escape proof accommodation in which the animals listed above will be held:</b>	
	Construction	
	Size	
	Drainage	
	Ventilation	

	Temperature Control	
	Disposal of animal waste	
	Lighting	
<b>6.2</b>	<b>Please describe the husbandry arrangements for the animals listed above:</b>	
	Arrangements for the storage and preparation of food and drink	
	Arrangements for the provision of adequate exercise	
	For ensuring veterinary care, including preventative measures and to control the spread of disease	
	Emergency evacuation procedures in the event of fire or other emergency	
<b>7.</b>	<b>Veterinary surgeon</b>	
	Name of usual veterinary surgeon	
	Company name	
	Address	
	Telephone number	
	Email address	
	Do you consent for RBC and/or their authorised Inspectors to contact your veterinary practice?	Yes / No
<b>8.</b>	<b>Emergency key holder(s)</b>	
	Do you have an emergency key holder?	Yes / No
	Name	
	Position/job title	

	Address	
	Daytime telephone number	
	Evening/other telephone number	
	Email address	
<b>Emergency key holder 2</b>		
	Name	
	Position/job title	
	Address	
	Daytime telephone number	
	Evening/other telephone number	
	Email address	
<b>9.</b>	<b>Public liability insurance</b>	
	Do you have public liability insurance (PLI)? If yes, please attach a copy of the policy PLI will need to be in place before the licence can be granted	Yes / No
<b>10.</b>	<b>Disqualifications and convictions</b>	
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from keeping any animal under (a)section 34(2) of the Animal Welfare Act 2006; (b)section 1 of the Protection of Animals (Amendment) Act 1954; (c)section 40(1) of the Animal Health and Welfare (Scotland) Act 2006; or (d)section 33(1) of the Welfare of Animals Act (Northern Ireland) 2011?	Yes / No
	Has the applicant, or any person who will have control or management of the establishment, been convicted of any offences involving animals?	Yes / No
	Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	Yes / No

	If yes to any of these questions, please provide details	
<b>11.</b>	<b>Start Date and Duration of Licence</b>	
	Please state the proposed start date of the Licence	
	If less than three years, please specify the duration of the licence	
<b>12.</b>	<b>Exhibiting the Animals</b>	
	Will the Animals be Exhibited?	Yes / No
	If so, do you hold an Exhibition of Animals issued under the Animal Welfare (Licensing of Activities involving Animals) (England) Regulations 2018?	Yes / No
	If yes, please state the Licence Number and issuing Authority:	
<b>13.</b>	<b>Additional Information</b>	
	<b>Please attach the following information:</b>	
	A plan of the premises	
	Land Owner's Permission	
	Public Liability Insurance policy	
	Operating procedures	
	Risk Assessments (including Fire)	
	Infection control procedure	
	Qualifications	
	Training records	

<b>14.</b>	<b>Declaration</b>
	This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant.
	<p>If required by the nature of this application, I agree to permit an officer and/or a veterinary surgeon or veterinary practitioner authorised by the Council to inspect the premises which are the subject of this application.</p> <p>If granted, I agree to my licence information being included on the public list available on the website.</p> <p>I declare that the details contained in the application form and the attached documentation is correct to the best of my knowledge.</p> <p>I also confirm that I read and understand the privacy notice and that I am aware of the provisions of the relevant legislation and the model licence conditions which I will comply with at all times and that I have read and understand the privacy notice.</p>
	Signing the box below indicates you have read and understood the above declaration
	Signature
	Full Name
	Date
<b>15.</b>	<b>Payment</b>
	<p>Current licence fees are available at <a href="http://www.rushmoor.gov.uk/animallicensing">www.rushmoor.gov.uk/animallicensing</a></p> <p>Payment must be made at the time of making the application using a debit or credit card by calling 01252 398855 or in person at the Council Offices.</p>
<b>16.</b>	<b>Public List of Animal Activity Licences</b>
	<p>The DEFRA Guidance ( <a href="#">Defra - Procedural guidance note for local authorities</a> ) provides that local authorities should maintain a list of licensed businesses and their associated ratings on their websites. To comply with this guidance, as many other local authorities have already done, the Council will now publish a list of all Animal Activity licence holders on its website. The list will contain the name of the licence holder (Company/Premise Holder), licensed activity, Licence number and star rating of the licence (if applicable).</p> <p>By signing this application form, you are agreeing for your details to be added.</p> <p>This will be available to the public on our website at <a href="#">Animal activity licences - Rushmoor Borough Council</a>.</p> <p><b><u>Change of Details</u></b></p> <p>If your business contact details change, it is your responsibility to contact us to update this information. You can do this by emailing <a href="mailto:licensing@rushmoor.gov.uk">licensing@rushmoor.gov.uk</a> or by phoning 01252 398855. Please note, we will update the list monthly.</p>

If you have any queries, contact [licensing@rushmoor.gov.uk](mailto:licensing@rushmoor.gov.uk) or 01252 398855

Please return the completed application to:

The Licensing Team  
Rushmoor Borough Council  
Council Offices  
Farnborough Road  
Farnborough  
GU14 7JU

