

Application for a Licence to Keep Dangerous Wild Animals

- Before applying for a Dangerous Wild Animals Licence, you must familiarise yourself with the Dangerous Wild Animals Act 1976.
- You may submit your application in the following ways:

Email: licensing@herefordshire.gov.uk

Post: Herefordshire Council
Licensing Team
Plough Lane
Hereford
HR4 0LE

- Applications must be accompanied by the application fee.
- Once your application has been accepted and validated, you will be contacted by a Licensing Officer to arrange the necessary inspection(s) with a suitably qualified veterinarian.
- The appropriate application fee must accompany applications: Please use one of the following options to make a payment:
 - Call 01432 261761 (between 9:00am – 4:15pm) to make a card payment over the phone.
 - Online payment using the following link [Paying bills online - Main Menu \(e-paycapita.com\)](#)
 - BACS payment :
Bank: Nat West
Branch: 12 Broad Street, Hereford, HR4 9AH
Sort Code : 53-50-41
Account No: 10313281
Reference: Your licence number or your name
- Once the Council is in receipt of the veterinarian's inspection report, and providing everything is satisfactory, the licence will be issued.

If any part of the application is incomplete or the application fee is not paid, the application will not be processed until such a time as all the information and/or fee is provided.

Dangerous Wild Animals Act 1976

Application for a Licence to Keep Dangerous Wild Animals

Please complete all the questions on the form.

If you have nothing to record, please state "Not Applicable", "N/A" or "None"

1		Type of Application					
1.1	Type of Application	New Grant		Renewal		Variation	
		If applying for a new grant, go to 2.1					
1.2	Existing licence number (if applicable)						
1.3	Existing licence expiry date (if applicable)						

2		Individual Applicant Details	
2.1	Name		
2.2	Address		
2.3	Email		
2.4	Main telephone number		
2.5	Other telephone number		
2.6	Date of birth		

3		Premises to be Licensed	
3.1	Address of premises		
3.2	Telephone number of premises		
3.3	Email address		

4		Animals to be Accommodated		
4.1	Mammals (please specify):		Number:	
4.2	Mammal Hybrids (please specify):		Number:	

4 Animals to be Accommodated				
4.3	Birds (please specify):		Number:	
4.4	Reptiles (please specify):		Number:	
4.5	Invertebrates (please specify):		Number:	

5 Accommodation and Facilities				
5.1	Details of the quarters used to accommodate animals, including number, size and type of construction (please indicate any enclosed areas for shade/sleeping etc.)			
5.2	Exercise facilities and arrangements			
5.3	Heating arrangements			
5.4	Method of ventilation of premises			
5.5	Lighting arrangements (natural and artificial)			
5.6	Premise water supply and method of watering the animals			
5.7	Diets, sources of food, and facilities for food storage and preparation			
5.8	Do you keep and maintain a register of animals?	Yes	No	

6 Veterinary Surgeon	
6.1	Name of usual veterinary surgeon
6.2	Company name
6.3	Address
6.4	Telephone number
6.5	Email address

7 Contact Details of an Alternative Keeper at times of Applicant's Absence	
7.1	Name
7.2	Address
7.3	Mobile number
7.4	Telephone number
7.5	Email address
7.6	Experience/Training

8 Public Liability Insurance						
8.1	Do you have public liability insurance?	Yes		No		If No, go to 8
8.2	Please provide details of the policy					
8.3	Insurance company					
8.4	Policy number					
8.5	Period of cover					
8.6	Amount of cover (£)					

9 Disqualifications and Convictions						
9.1	Have you been convicted of any offence against animals?	Yes		No		
9.2	If yes, please provide details:					

10 Additional Information in Support of Application	
10.1	

Declarations

11 Declaration	
11.1	I agree to allow an inspector and/or vet authorised by the Council to inspect the premises which are the subject of this application before any licence is granted.
11.2	I enclose the receipt for payment of the appropriate fee.
11.3	I declare that the details contained in the application form are correct to the best of my knowledge and belief.
11.4	I agree to abide by any conditions that accompany the licence, as set forth by the Council.

If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information, they shall be guilty of an offence.

12 Applicant Signature	
12.1	Signature Signing this box indicates you have read and understood the above declaration and privacy notice below
12.2	Full Name (Please PRINT)
12.3	Date

Please note – Licences are valid for a period of two years and shall then expire. The appropriate licensing authority fee must be paid in full. There are no refunds. Licences will come into force immediately upon their being granted, except for renewals of a licence applied for before the expiry of the licence they are to replace, in which case the subsequent licence will come into force from the date of expiry of the licence it replaces.

NB: In determining this application the Council will have regard to the Codes of Practice produced by such bodies as the RSPCA and, where necessary, will use the services of a veterinary surgeon or other specialist in exotic animals; the cost being paid by the applicant in addition to the licensing authority fee.

General Data Protection Regulations and Data Protection Act 2018

This notice covers the treatment of personal data that Herefordshire Council may collect when you e-mail us, complete an application form, or when you complete and submit an online form on our web site.

When completing forms you may be asked for personal information such as name, address, postcode etc. from which you can be personally identified. Herefordshire Council is registered with the Information Commissioner's Office for the purpose of processing personal data in the performance of its legitimate business and is the Data Controller for the information that you supply. The legal basis for processing this data is our legal obligations under licensing legislation. We will keep your data for 6 years after the expiry of the licence.

We are obliged by legislation to make some of your information available as part of a public register. If you have valid reasons for your data not to be made public, please let us know. The data that is included in the public register is the Licence Holder, Licence Number, Licensable Animal Activity, Premises of Licensable Animal Activity, Species of Animals, Number of Animals, Star Rating and Licence Dates.

Where necessary we may have to share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Further information about the processing of your personal data by the council is available on the council web site at https://www.herefordshire.gov.uk/info/200148/your_council/15/access_to_information/4 or you can contact the council's Data Protection Officer at Information Compliance & Equality, Herefordshire Council, Plough Lane, Hereford, HR4 0LE or email informationgovernance@herefordshire.gov.uk