



The Animal Welfare (Licensing of Activities Involving Animals) (England)

Regulations 2018

Animal Activities Licence – Application to Vary an Existing Licence

An application to vary an existing licence **MUST** be made by any licenced business where there is a plan to increase the number of animals used for the licenced activity above that specified on the existing licence, or where there is a proposed change to be made to the species of animals to be kept or used for the licenced animal activity.

Please complete and submit this form to the local authority. A fee is payable.

Full Name of Applicant(s)	
Address of Applicant(s)	
Contact Numbers for Applicant(s) (Landline and Mobile)	
E-mail Address of Applicant(s)	

Name of Business	
Address of Licenced premises (if different to applicant details)	
Existing Licence Number	
Licensed Activity	
Number and Type of Animals on Existing Licence	
Expiry Date of Existing Licence	

Details of the variation being applied for:

Number of animals/species to be included on licence	
<p>Details of Proposed Variation to Licence</p> <p>Give details of the proposed variation, include ALL details of any additions or removals of any activities. Please include any relevant information such as types of animals, alterations or additions to accommodation provision (include dimensions), facilities, staffing and procedures to support the variation application. (Please continue on a separate sheet if necessary)</p>	

Please provide any other relevant supplementary evidence to support your application, as appropriate.



Declarations

I understand that my application will not be processed until I have paid the requisite fees.

I have read and understood the relevant statutory guidance that has been issued by DEFRA.

I CERTIFY that to the best of my knowledge and belief, the above particulars are true and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to immediate suspension or revocation.

I consent to a person authorised by the Council inspecting the premises, including taking photographs, at any reasonable time on reasonable notice, by either an on-site visit, or via remote access software, at any time before or after any licence is granted.

I consent to the Council undertaking such other investigations as in its absolute discretion is considered necessary for enforcement purposes, including but not limited to, covert intelligence gathering and/or surveillance of social media platforms used for business purposes.

Copy of updated policies and procedures enclosed with application (please tick)

SIGNED.....DATE

PRINT FULL NAME POSITION.....

1. Privacy Notice

I understand that the Council will store my/our personal data and share it with other agencies in accordance with Tendring District Council’s privacy policy. The Council’s full privacy notice, including how to exercise your Rights under Data Protection law, can be found on our website at www.tendringdc.gov.uk/privacy . Here you will also find full details of the lawful basis for processing, who we may share your data with and how long it will be retained. If a licence is granted your trading name and business address will be made available on a register on our website.

SIGNED.....DATE

PRINT FULL NAME

Please return this form to: Environmental Services (Food, Health & Safety Team), Town Hall, Station Road, Clacton-on-Sea, Essex CO15 1SE.