



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

Application for a Licence to Keep Primates

Please complete all the questions in the form.

If you have nothing to record, please state 'not applicable' or 'none'.

1	Type of application	
	New	Renewal
	Existing licence number	

2	Applicant details	
	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other (specify)
	Name	
	Address	
	Date of birth (DD/MM/YYYY)	
	Email	
	Main telephone number	
	Other telephone number	
	Business name (if applicable)	

3	Additional applicant details	
	Please complete this section if the license is to be held jointly by more than one individual.	
	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other (specify)
	Name	
	Address	
	Date of birth (DD/MM/YYYY)	
	Email	
	Main telephone number	
	Other telephone number	
	Business name	

4	Agent details (if applicable)	
	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other (specify)
	Name	
	Address	
	Email	
	Main telephone number	
	Business or Agency name	

5	Disqualifications and convictions	
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified or convicted of any offences under the: Animal Welfare Act 2006 Animal Welfare (Scotland) Act 2006 Dangerous Dogs Act 1991 Any other legislation listed in Schedule 8 of the LAIA Regulations 2018	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:	

6	Premises to be licensed (premises where the primates will be kept)	
	Name of premises/trading name	
	Address of premises	
	Telephone number of premises	
	Email address	
	Do you have planning permission for this business use?	

7	About the Primates	
	Do you own the primates you keep?	Yes No If no, do you have contract or agreement with the owner of the primate? Yes No
	Species of primate	
	Number of primates to be kept	
	List of primates kept	Complete the enclosed form

	From which date do you wish the licence to have effect? <i>Please allow a minimum of 6 weeks to process your application.</i>	
	Details of the quarters used to accommodate primates, including number, size (dimensions) and type of construction. <i>You may attach a plan or drawing with dimensions with your application.</i>	
	Are any of the primates you keep listed under the Schedule of the Dangerous Wild Animals Act 1976?	Yes No

8	Public Liability Insurance (minimum requirement is £5 million)	
	Name of Insurance Company	
	Policy Number	
	Cover Start Date	
	Cover End Date	
	Amount of Cover (£m)	
	Policy Holder Name	

9	Veterinary surgeon	
	Name of Veterinary Practice	
	Vet name	
	Telephone Number	
	Email Address	
	Address	
	Out of Hours Vet Provider Name	

10	Emergency keyholder 1	
	Full name	
	Telephone Number	
	Email Address	
	Address	
	Emergency keyholder 2	
	Full name	
	Telephone Number	
	Email Address	
	Address	

11	Animal accommodation and facilities	
	Heating Provision	<input type="checkbox"/> Thermostatically Controlled <input type="checkbox"/> Manually Controlled

		<input type="checkbox"/> Heat Lamp(s) <input type="checkbox"/> Central Heating System <input type="checkbox"/> Electric Panel Heaters <input type="checkbox"/> Other (Specify):
	Waste disposal provision	<input type="checkbox"/> Waste collection contract in place Name of contractor: Frequency of collection: <input type="checkbox"/> Household Waste Bin <input type="checkbox"/> Other (Specify):
	Is the accommodation:	<input type="checkbox"/> Wholly indoors <input type="checkbox"/> Wholly Outdoors <input type="checkbox"/> Combination of inside and outside space
	Water Provision	<input type="checkbox"/> Mains Fed drinkers <input type="checkbox"/> Manual Water Receptacles
	Veterinary Facilities/ Isolation	<input type="checkbox"/> Vet Room on Site for a Vet to Visit <input type="checkbox"/> Primates Transported Off-site to Vets
	Lighting	<input type="checkbox"/> Artificial lighting (With UV) <input type="checkbox"/> Artificial Lighting (No UV) <input type="checkbox"/> Natural Lighting Only <input type="checkbox"/> Combination of Artificial (No UV) & Natural <input type="checkbox"/> Combination of Artificial (with UV) and Natural
	Food Storage & Preparation Facilities	Separate animal kitchen? <input type="checkbox"/> Yes <input type="checkbox"/> No Details:

Standard payment and declaration section

12	Payment <i>Payment must be made at the time of making the application. Please call our customer service centre on 01483 505050 to make payment.</i>
	Confirm date payment of fee made.

13	Document checklist <i>The following documents must be submitted with your application.</i>
	Plan of the premises
	Public Liability Insurance Certificate for at least £5 million cover
	Proof of Right to Work
	Basic DBS Certificate
	Standard operating procedures
	Emergency response plan
	Infection control procedure

	Qualifications
	Training records
	<p>Register of primates which includes:</p> <ul style="list-style-type: none"> • its name; • its sex; • its microchip number; • its date of birth or, if not known, its approximate date of birth; • its species; • its colour and markings; • the name and contact details of its previous keeper (where applicable); • the date and cause of its death (where applicable); and • where the primate is permanently transferred to other premises, the name and contact details of the new keeper (where applicable) and the address of the place to which it has been relocated
If the Primate is a listed Dangerous Wild Animal, we also require:	
	Emergency plan in the event of an escape (required if a primate is kept in a premises of multiple occupancy)
	Evidence of permission from the landlord to keep a DWA (if a primate is kept in rented accommodation)
	Risk assessment

14	<p>Declaration</p> <p><i>This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant.</i></p>
	<p>I declare that I have read and understood the Government guidance on keeping primates: Licence conditions for primate keepers (Schedule 1) - GOV.UK.</p>
	<p>I am aware of the provisions of the relevant Act, Regulations and Statutory Guidance. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.</p> <p>I understand that a person authorised by the Council will inspect the premises before a licence is issued.</p> <p>I understand that a person authorised by the Council may inspect the premises either by appointment or unannounced at any reasonable time.</p> <p>I understand that a person authorised by the Council may take photographs or video footage whilst carrying out inspections or visits to the premises.</p> <p>I am aware that a fee is payable for this licence application.</p> <p>I accept that all veterinary fees incurred by the authority in respect to the licence application will be recoverable at cost.</p> <p>I accept that in the event of my application being refused or I withdraw it, I will not be refunded the application fee or any part thereof under any circumstances.</p> <p>I apply under the above legislation to keep primates at the above premises.</p> <p>I accept that on occasion the Council has to provide information to third parties in response to requests made under the Environmental Information Regulations 2004, Data Protection Act 1998 and Freedom of Information Acts.</p>

	<p>I understand that failing to comply with the licence conditions is a criminal offence and I may be liable to prosecution.</p> <p>I confirm that I have enclosed the supporting documents to accompany the application and that failure to do so will cause the application to be rejected.</p> <p>I understand my responsibilities under the Animal Welfare Act 2006 to the animals in my care.</p>
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Applicant 1

	Signing this box indicates you have read and understood the above declaration	
	Full name	
	Capacity	
	Date	

Applicant 2 (if applicable)

	Signing this box indicates you have read and understood the above declaration	
	Full name	
	Capacity	
	Date	

The information you provide on this form will be used by Guildford Borough Council for licensing purposes. We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to.

We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of. If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below. If you believe we are processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>). Further details are available on our website – <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey, GU2 4BB (email: foi@guildford.gov.uk).