



**DIRECTORATE OF THE URBAN ENVIRONMENT
PERFORMING ANIMALS (REGULATION) ACT 1925
APPLICATION FOR THE GRANT OR RENEWAL OF A PERFORMING ANIMALS LICENCE**

PLEASE READ GUIDANCE NOTES SUPPLIED BEFORE COMPLETING FORMS

A. PERSONAL DETAILS

Full Name

Home Address

.....

.....

Post Code

Tel. No Mobile.....

Email

Date of Birth Age.....

Place of Birth

Do you intend to carry out the day to day management of the business YES / NO

B. BUSINESS DETAILS

Full Name of Business

Address of Registered

or Principal Office

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Post Code

Tel. No

Email

C. LICENCE DETAILS

Tick one box only Grant Renewal

If Renewal – Current Licence Number

If not an Renewal:

Have you previously held a Performing Animals Licence in this area or any other area in the UK? YES / NO

If Yes Area

Dates and duration of licence

Reason no longer licensed

If not a Renewal

Have you previously been refused a Performing Animals Licence in this area or any other area of the UK? YES / NO

If Yes Area

Reason for refusal(s)

Date(s) of Refusal

D. PREMISES DETAILS

Address or address (if any) of (other than temporary addresses while of tour) at which applicants trains or intends to train performing animals (continue on a separate sheet if required).

.....

.....

.....Post Code

Tel No.Email

Have you considered if planning consent is required? YES / NO

If Yes, please give the reference and date granted

If No, please search “Do I need planning permission?” at www.moray.gov.uk

Have you considered if a building warrant is required? YES / NO

If Yes, please give the reference and date granted

If No, please search "Do I need a building warrant?" at www.moray.gov.uk

E. ANIMALS & PERFORMANCE

State the number and species to be

Trained	No.
Trained	No.
Trained	No.
Trained	No.
Trained	No.
Exhibited	No.
Exhibited	No.
Exhibited	No.
Exhibited	No.
Exhibited	No.

Continue on a separate sheet if required.

Describe the general nature of the performance of or performances in which the animals are to be exhibited or for which they are to be trained mentioning any apparatus which is used for the purposes of the performance.

The description must be sufficient to give a general idea of what is done by the animals taking part in the performance, and should state the approximate duration of the performance, the number of times for which it is usually given in one and same day, and the number of animals of each kind taking part in the performance. It need not give details which would divulge any professional secret.

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F. RESIDENCE OUTSIDE THE UK

Since being born have you lived outside the UK for a continuous period of 12 months or more? YES / NO

If you have answered YES please provide details of all the countries in which you have lived. Please continue on a separate sheet if required.

Country of Residence.....FromTo.....

Country of Residence.....FromTo.....

Country of Residence.....FromTo.....

Country of Residence.....FromTo.....

For each country you, or anyone named in this application, have lived in the last 10 years you are required to provide a Criminal Record Check. Please refer to the guidance for further details of the documentation you are required to provide.

Declaration

I, the undersigned, do hereby apply for registration under the Performing Animals (Regulation) Act, 1925, and do hereby declare the following particulars to be true and complete to the best of my knowledge and belief.

Signature of applicantDate

Or

Signature of Agent on behalf of applicantDate

Agents Address
.....

NB. It is an offence for any person to make any statement which he knows to be false in this application or in connection with making of this application

Data Protection - Moray Council / Licensing Board is the data controller for this process. Information about you on this form will be used to process your licensing application. In processing your application, the information may be shared between Council departments, other agencies and the public where necessary and/or in accordance with statute. The Council / Board has a duty to process your information fairly. Information we hold must be accurate, up to date, is kept only for as long as is necessary and is otherwise shared only where we are legally obliged to do so. You have a legal right to obtain details of the information that we hold about you. For full terms please visit [Licensing Privacy Statement](#). For full Data Protection policy, information and rights please see www.moray.gov.uk/dataprotection .



GUIDANCE NOTES for PERFORMING ANIMALS LICENCES

Performing Animals (Regulation) Act 1925

Disclaimer

These notes have been prepared as an outline of the licensing provisions in connection with performing animals introduced by the Performing Animals (Regulation) Act 1925. Whilst every effort has been made to ensure accuracy, these notes are for general guidance only and do not constitute legal advice. It is the responsibility of applicants and licence holders to ensure that they comply with the provisions of the Act, any statutory instruments made thereunder, the conditions outlined in the schedule attached to your licence and any policy/guidance notes issued by the Council.

INTRODUCTION

If you exhibit, use or train performing animals and live in Moray, you must be registered with us. Applications must contain details about the animals and the performances they are to take part in.

THE APPLICATION FORM

The application is split into 6 sections

- A. Personal Details
- B. Business Details
- C. Licence Details
- D. Premises Details
- E. Animals & Performance
- F. Residence Outside the UK

You must answer all of the questions as fully as you can as failure to do so may result in your application being returned to you. Your application will not be processed until you have provided all the necessary information.

A. PERSONAL DETAILS

You require to complete this section if you are an individual person applying for a Performing Animals Licence rather than a business or partnership. It is essential that your personal details are supplied on the application form so that necessary police checks can be undertaken swiftly and so your application can be processed as quickly as possible.

B. BUSINESS DETAILS

You require to complete this section if the premises/operation is run by a company or partnership rather than an individual person.

C. LICENCE DETAILS

A Performing Animals Licence generally lasts for a maximum of 1 year although the Licensing Authority have the discretion to grant it for a shorter period. Once it expires you can apply to renew it for a further 1 year.

Grant of a Licence - If you have never held a Performing Animals Licence before, or you do not currently have such a licence, or you are moving to different premises then you need to apply for the **grant** of a licence.

Renewal of Licence – If you currently hold a Performing Animals Licence which has not expired, but is due to expire then you need to apply for a **renewal** of the licence. The old licence remains in force until the renewal is granted, but only if the renewal application is made before the expiry date.

If you are applying for the **grant of a licence** you are asked questions on the form as to whether you have previously held a licence in the United Kingdom or whether you have been refused such a licence previously. Please note that it is very important that you complete these questions fully.

D. PREMISES DETAILS

You are required to supply the full postal address and telephone number of the premises where you intend to train performing animals. This does not include any temporary address while on tour.

E. ANIMALS & PERFORMANCE

Give the details (species and number) of all animals which will be trained and /or exhibited.

F. RESIDENCE OUTSIDE THE UK

If you are making an application you, or anyone named in the application must provide evidence of your criminal history:

- **If you were born in the UK** but have lived in any other country within the ten years prior to your application for a continuous period of twelve months or more you must provide a Criminal Record Check for all those countries for the relevant period(s)
- **If you were born outwith the UK** you must provide a Criminal Record Check from your country of origin for the time of residence there IF it was in the last ten years, unless you left that country without reaching the criminal age of responsibility. You must also provide a Criminal Record Check from any other country in which you have resided for a continuous period of twelve months or more in the ten years prior to application.

In all cases, the Criminal Record Checks provided must

- have been obtained within the six months immediately prior to submitting your application; and
- be translated into English; and
- be verified by the relevant UK-based Embassy or High Commission

Process for obtaining Criminal Record Checks -

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Note: The certificate must be produced before the licence can be granted. Whilst it is desirable for the applicant to produce the certificate with the application, it is not a strict requirement. This is so any applicant having difficulties will not be disadvantaged by delays to processing the application. At the applicants choosing, the application can be accepted as valid without the convictions evidence but the evidence should be provided as soon as possible. In this way the convictions evidence will be a check rather than a validation. The Applicant should still note, however, that the licence cannot be granted without the evidence having been produced. Therefore if the application is approaching the 9 month time limit without the evidence being produced, the application may be refused for failure to comply with administrative provisions.

If you are experiencing difficulties in obtaining a certificate then please contact the licensing team to discuss your options. It may be possible to accept alternative evidence, for example: evidence of checks having been carried out by another government body; affidavits; or character references.

In cases where it is not possible to provide any satisfactory evidence, the application will be referred to the Licensing Committee for a decision. Therefore the application may be delayed pending the outcome of a hearing.

GENERAL INFORMATION

You require to **sign** and **date** the declaration at the bottom of the application form. This is a very important part of the form and you should note that it is a criminal offence to make a false declaration for which you can be prosecuted and fined up to £2,500.

Once you have completed the application form please submit it to:

The Head of Legal and Democratic Services
Moray Council
High Street
Elgin
IV30 1BX

If you have any queries please e-mail licensing@moray.gov.uk or contact us on 01343 563027.