



## **The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 Keeping or Training of Animals for Exhibition: Pre-Inspection document**

This document highlights the written policies, procedures and records that are required to meet the minimum conditions.

### **Overview: Keeping or Training Animals for exhibition**

A business operating on a commercial basis will need a licence if they keep or train animals for exhibition for education or entertainment. This can be to any audience in person or recording visual images of the animals to play it to people using any technology. According to the Oxford Dictionary an audience is a group of people who have gathered to watch or listen to something.

Examples of business requiring a licence include:

- Mobile animal exhibits that visit schools
- Animals supplied for weddings and private parties
- Pony parties (where the pony is not ridden)
- Falconry displays
- Animals used in films or on stage

The guidance for the activity of keeping or training animals for exhibition can be viewed here:

[Keeping or training animals for exhibition licensing: statutory guidance for local authorities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/keeping-or-training-animals-for-exhibition-licensing-statutory-guidance-for-local-authorities)

### **Contents of this document**

- **Required written procedures: Pages 2 - 6**
- **Records to keep: Pages 7 – 8**
- **Final checklist: Pages 9 - 11**

With your completed application form you need to submit the following:

- 1) All your written procedures (these are all listed on pages 2 - 6 of this document)
- 2) Copy of your valid public liability insurance certificate
- 3) Welfare risk assessment, this must assess against each of the 5 welfare needs of the Animal Welfare Act 2006
- 4) Proof that you have registered with a local veterinary practice (we accept an email from your vet stating you are registered with the practice, and they are happy to see and treat your animals)
- 5) Register of your animals used for the activity

NOTE: IF ANY MINOR FAILINGS ARE IDENTIFIED DURING YOUR INSPECTION, YOU **MAY** BE GIVEN A 2 WEEK PERIOD TO PRODUCE SUPPORTING EVIDENCE AND DOCUMENTATION BEFORE YOUR REPORT IS SENT TO YOUR LOCAL AUTHORITY.

IF THESE MINOR FAILINGS ARE NOT ADDRESSED DURING THIS 2 WEEK PERIOD, THEN THIS MAY RESULT IN OUR RECOMMENDATION BEING THAT WE ARE UNABLE TO RECOMMEND A LICENCE TO BE GRANTED.



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### List of required written procedures and documents for Keeping or Training Animals for Exhibition

*The written procedures are your way of demonstrating to us that your business is operated in accordance with the conditions laid out in the guidance with regards to maintaining high standards of animal welfare.*

Procedure	Condition	What the guidance states
<p><b><u>Staff training policy</u></b></p> <p><b>Your training policy could include your standard operating procedures which will cover the training for a new member of staff.</b></p> <p><b>Your training policy needs to also include annual appraisals, how staff keep their knowledge up to date and relevant (this is what we refer to as continuous professional development or CPD), training courses such as animal first aid. You also need to include how staff are trained to look after and handle animals appropriately.</b></p> <p><b>Even if you have no staff, you as the licence holder are expected to keep a log of all continuous professional development or CPD. This could be a record of training courses, online research, reading books etc.</b></p>	<b>4.1, 4.2 &amp; 4.3</b>	<p>Sufficient numbers of people who are competent for the purpose must be available to provide a level of care that ensures that the welfare needs of all the animals are met. Written instructions must be provided for staff on the provision of health care and the procedures to be followed in the event of an incident involving any venomous animal and a member of the public or staff member.</p> <p>.</p> <p>The licence holder or a designated manager and any staff employed to care for the animals must have competence to identify the normal behaviour of the species for which they are caring and to recognise signs of, and take appropriate measures to mitigate or prevent, pain, suffering, injury, disease or abnormal behaviour.</p> <p>.</p> <p>You should look at training records as evidence of suitable induction training of staff in:</p> <ul style="list-style-type: none"><li>• animal welfare, including recognising poor welfare</li><li>• animal handling</li><li>• animal behaviour</li><li>• cleanliness and hygiene</li><li>• feeding and food preparation</li><li>• disease prevention and control</li><li>• recognition and first aid treatment of sick or injured animals</li></ul>



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		Written training policy for all staff (must include annual appraisal, Continuous Professional Development, recognition of knowledge gaps)
<p><b><u>DEFRA Authorisation Type 1 or 2 / certificates of competence (if applicable) / Animal Transport Certificate</u></b></p> <p><b>A transporter is anyone who transports animals in connection with an economic activity.</b></p> <p><b><u><a href="#">Transporting animals in Great Britain - GOV.UK</a></u></b></p> <p><b><u>DEFRA Transporter Authorisation Type 1 or 2</u> - required for all businesses which move animals more than 65km as part of an economic activity. There are two types of Transporter Authorisation:</b></p> <p><b>“short journey” authorisation (Type 1) is required for journeys over 65km which last no more than 8 hours</b></p> <p><b>“long journey” authorisation (Type 2) is required for journeys that are over 8 hours duration</b></p> <p><b><u>Certificate of Competence</u></b></p> <p><b>Transporters using road vehicles to transport cattle, sheep, pigs, goats, equine and poultry on journeys over 65km in connection with an economic activity are required to undertake an assessment and obtain a Certificate of Competence.</b></p> <p><b><u>Animal transport certificate – if you transport animals, you must have a written record which confirms:</u></b></p> <ul style="list-style-type: none"><li><b>• origin and ownership</b></li><li><b>• place of departure</b></li><li><b>• date and time of departure</b></li><li><b>• intended place of destination</b></li></ul>	5.6	<p>The animals must be transported and handled in a manner (including for example, in relation to housing, temperature, ventilation and frequency) that protects them from pain, suffering, injury and disease.</p> <p>If the licence holder collects or delivers any animals, they must be transported according to the regulations laid down in current legislation (The Welfare of Animals (Transport) (England) Order 2006)</p> <p>All animals must be provided with an appropriate temperature for their species when in transit. Hot and cold weather procedures must be in place.</p>



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<ul style="list-style-type: none"><li>• <b>expected duration of the intended journey</b></li></ul> <p><b>For local journeys up to 65km and under 8 hours only the Animal Transport Certificate is required</b></p>		
<p><b><u>Policy for familiarising immature animals to being handled, audiences, loud noises, other activities</u></b></p> <p><b>A policy is required where you describe how you habituate young animals to being handled and taken to events</b></p>	7.5	<p>All immature animals must be given suitable and adequate opportunities to—</p> <p>(a) learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and</p> <p>(b) become habituated to noises, objects and activities in their environment. There must be a plan in place for any animals to be familiarised early on with any stimulus or combination of stimuli they are likely to experience such as individual handling, audiences and crowds, loud noises and activities going on around them.</p>
<p><b><u>Policy for introduction of new animals</u></b></p> <p><b>This is where you describe the measures you take to introduce a new animal to your existing group. You could include not forcing interactions, closely monitoring the animals and being able to separate animals if required</b></p>	8.2	<p>The animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals. No animals from a social species may be isolated or separated from others of their species for any longer than is necessary.</p> <p>A policy must be in place for monitoring the introduction of new animals to existing groups to avoid stress to either new or resident animals and outlining steps that must be taken should a problem arise.</p>
<p><b><u>Operating procedures</u></b></p> <p><b>Your written procedures are very much a guide to how your business operates and you should aim to provide at least a paragraph of text for each procedure. For example, for feeding you would include what you feed to your animals, the amount of food and timings, how will food be stored?</b></p>	9.1	<p>Written procedures must:</p> <p>a) Be in place and implemented covering</p> <ul style="list-style-type: none"><li>i) Feeding regimes</li><li>ii) Cleaning regimes</li><li>iii) Transportation</li><li>iv) The prevention of, and control of the spread of, disease</li></ul>



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<p><b>Your written procedures need to be accessible to all staff e.g. kept in a folder in the office / taken to events</b></p>		<p>v) Monitoring and ensuring the health and welfare of all the animals</p> <p>vi) The death / escape of an animal (including the storage of dead animals)</p> <p>b) Be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency</p>
<p><b><u>Isolation procedure</u></b></p> <p><b>Your plan should tell us how you will isolate an ill, injured or potentially infectious animal. This could be within your premises if you have a way of isolating an animal or at your nominated veterinary practice (if they have isolation facilities – confirmation of this is required).</b></p>	<p align="center">9.3</p>	<p>Appropriate isolation, in separate self-contained facilities, must be available for the care of sick, injured or potentially infectious animals. Adequate isolation facilities may be on site or at another location, such as a local veterinary practice or through specific changes in management practices demonstrated by written procedures. If the isolation facility is at another location, such as a local licensee a letter must be provided by the practice stating that they are prepared to provide such facilities.</p>
<p><b><u>Emergency plan</u></b></p> <p><b>Your emergency plan should be one to two sides of A4 and cover all the requirements stated within the guidance</b></p>	<p align="center">10.1 &amp; 10.2</p>	<p>A written emergency plan.(to ensure appropriate steps are taken to protect all the people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation and aeration or filtration systems or other emergencies).</p> <p>Before any of the animals arrive on-site of an exhibit location, an emergency plan must be in place. This should include the recovery and treatment of any escaped animals and evacuation procedures in the event of a fire, flood, etc.</p> <p>An emergency plan must include a list of any listed species on the current Schedule of the Dangerous Wild Animal Act held, where applicable, and the</p>



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		<p>specific action plan for their safe removal and immediate appropriate rehoming in the case of emergency.</p> <p>The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police</p>
<p><b>Public liability insurance</b></p> <p><b>A current and valid public liability insurance policy certificate is required to meet the conditions</b></p>	<p>Specific condition 1.1</p>	<p>The licence holder must hold valid public liability insurance in respect of the licensable activity of keeping or training animals for exhibition. A copy of the insurance policy document must be taken to all exhibits. It must be ready for inspection, if needed.</p>
<p><b><u>What to do in the event of vehicle breaking down policy</u></b></p> <p><b>You need to describe what processes you would follow in the event of a vehicle breakdown whilst your animals are in transit</b></p>	<p>Specific condition 1.2</p>	<p>A written policy detailing contingency measures in the event of the breakdown of a vehicle used to transport the animals or any other emergency must be available to all staff</p> <p>All drivers must carry an accident book and have:</p> <ul style="list-style-type: none"><li>• procedures for managing accidents that involve animals in transit</li><li>• emergency contact details of a person with suitable training to deal with animal injuries</li></ul>
<p><b><u>Animal Welfare risk assessment</u></b></p> <p><b>Risk assessments are required specifically about protecting the welfare of your animals whilst they are exhibited. Think about how you will ensure your animals have the following:</b></p> <ol style="list-style-type: none"><li><b>1) Suitable environment</b></li><li><b>2) Suitable diet</b></li><li><b>3) Ability to exhibit normal behaviour patterns</b></li></ol>	<p>Specific condition 7.7</p>	<p>The licence holder or the licence holder's staff must undertake a risk assessment before each exhibition event.</p> <p>The welfare risk assessment must assess against each of the 5 welfare needs of the Animal Welfare Act 2006.</p> <p>It must state the:</p> <ul style="list-style-type: none"><li>• mitigating measures taken to reduce risks</li><li>• people responsible for this</li></ul>



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<b>4) Housing with or apart from other animals</b> <b>5) Protection from pain, suffering, injury and disease</b>		The operator must familiarise themselves with the evacuation procedure for each venue in case of an emergency.
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### **Records to be kept by operator and will be checked during inspections:**

*All records must be available to view at inspections. Records must be retained for three years. Electronic records must be backed up.*

<b>Condition</b>	<b>Details of what to record</b>
<b>Part A 4.3</b>	Staff training records (records of courses, written or online learning, keeping up to date with any research or developments and annual appraisals)
<b>Part A 5.9</b>	The animals must not be left unattended in any situation or for any period likely to cause them distress. A documented system of recording observation for illness, injury or behavioural problems must be maintained.
<b>Part A 6.2</b>	Feed and (where appropriate water intake) must be monitored, any problems to be recorded and addressed. Abnormalities in eating and/or drinking habits must be recorded, reported to the appropriate member of staff and acted upon. Appropriate veterinary advice must be sought if necessary.
<b>Part A 7.3</b>	The animals' behaviour and any changes of behaviour must be monitored. The behaviour of individual animals must be monitored daily and changes in behaviour and/or behaviours indicative of stress, fear, pain and anxiety must be recorded and acted upon.
<b>Part A 9.12</b>	No person may euthanise an animal except a vet or a person who has been authorised by a vet as competent for such purpose or: (a) in the case of fish, a person who is competent for such purpose (b) in the case of horses, a person who is competent, and who holds a licence or certificate, for such purpose If euthanasia is not carried out by, or under the direct supervision of, a vet this must be recorded. The records must be available for inspection and detail: <ul style="list-style-type: none"><li>• why the animal was euthanised</li><li>• the method used</li><li>• the member of staff who euthanised the animal</li></ul>
<b>Part A 9.14</b>	Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice (if necessary) of a veterinarian (or in the case of fish, of an appropriately competent person) must be sought and followed. Checks must not cause unnecessary stress or disturbance. Visual checks are acceptable.  A system of recording abnormalities must be maintained.
<b>Part B 6.1</b>	The licence holder must keep a list of each animal kept, or trained, for exhibition with all the information necessary to identify that animal individually (including its common and scientific names) and must provide the local authority with a copy of the list and any change to it as soon as practicable after the change.



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<b>Part B 7.1</b>	<p>A register must be kept of each animal exhibited or to be exhibited which must include—</p> <ul style="list-style-type: none"><li>(a) the full name of the supplier of the animal</li><li>(b) its date of birth</li><li>(c) the date of its arrival</li><li>(d) its name (if any), age, sex, neuter status, description and microchip or ring number (if applicable)</li><li>(e) the name and contact details of the animal's normal veterinarian and details of any insurance relating to it</li><li>(f) details of the animal's relevant medical and behavioural history including details of any treatment administered against parasites and any restrictions on exercise or diet</li><li>(g) a record of the date or dates of the animal's most recent vaccination, worming and flea treatments</li><li>(h) the distance to and times taken for it to travel to and from each exhibition event.</li></ul>
<b>Part B 7.2</b>	<p>A record of when the animals are exhibited must be kept and an animal rotation policy must be put in place to ensure that the animals have enough rest between and during exhibition events. The log must include:</p> <p>o Date of exhibit; o Time of exhibit; o Duration of exhibit (Arrival to departure time); o Type of exhibit; o Animals used in exhibit; o Location of exhibit; o Distance/travel time to exhibit from licensed premises.</p> <p>A record must be kept for each individual animal setting out:</p> <ul style="list-style-type: none"><li>• how often they are used in an exhibit</li><li>• how long they are used in an exhibit</li><li>• what rest periods they have in the home environment</li></ul>

### Veterinary (which we need to see evidence of during the inspection)

Condition	Details
<b>9.3</b>	Appropriate isolation, in separate self-contained facilities, must be available for the care of sick, injured or potentially infectious animals. If the isolation facility is at another location, such as a local veterinary practice, the licence holder must be able to show evidence that this is ready to use (e.g. A letter/email from the practice)
<b>9.8</b>	The licence holder must register with a veterinarian with an appropriate level of experience in the health and welfare requirements of any animals specified in the licence and the contact details of that veterinarian must be readily available to all staff on the premises used for the licensable activity.





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### **Final checklist before your inspection**

Once you apply for a licence you are telling the Council that you are ready to start keeping or training animals for exhibition. You are therefore saying that your premises are suitable and compliant with the legislation and statutory guidance and that you have all the necessary paperwork in place. If you do not have the necessary paperwork in place, then your application may be refused and you will need to re-apply when you are ready.

This final checklist is not an exhaustive list of everything within the guidance but has been created to help you prepare and covers the minimum requirements. Please ensure you have all the following in place and ready to check during the inspection:

Summary	What you need to have available	✓
<b>Staff training</b> 4.2 & 4.3	<ul style="list-style-type: none"><li>• Training certificates</li><li>• Documented annual appraisals</li><li>• Evidence of continuous professional development (CPD) for licence holder, manager and all staff</li></ul>	
<b>Environment</b> 5.1, 5.2, 7.1, 7.2 & 3.1	<ul style="list-style-type: none"><li>• Accommodation must be secure, clean, free from hazards and sharp projections and maintained at a temperature suitable to the species of animals. Accommodation must allow an animal to lie stretched out fully, stand in their natural posture, move freely, hide from view of people or other animals</li><li>• If animals require ultraviolet B light an UVB meter is required</li><li>• If animals are kept outside they must always have suitable protection from adverse weather conditions</li><li>• If housing birds, the aviary dimensions should provide sufficient space for flight. At the very least it should be wide enough for the bird to open its wings fully. Exact aviary measurements can be found in the guidance for selling animals as pets, part J <a href="#">Selling animals as pets licensing: statutory guidance for local authorities - GOV.UK</a></li><li>• Suitable temporary housing must be provided for all animals at any venue where they are to be exhibited</li><li>• Predators and prey must not be kept within sight, sound or smell of each other</li></ul>	
<b>Transport</b> 5.6, 7.2 & 7.6	<ul style="list-style-type: none"><li>• DEFRA Transporter Authorisation (if applicable)</li><li>• Suitable vehicle available to transport animals</li><li>• Predators and prey animals must not be kept within sight, sound or smell during transport</li><li>• Suitable, secure travel carriers must be available and labelled (to state they contain live animals). Carriers / animals must be appropriately secured when they are in transit</li><li>• Accident book plus procedures for managing accidents that involve animals in transit and emergency contact details of a</li></ul>	



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	person with suitable training to deal with animal injuries are required	
<b>Food storage</b> 6.1, 6.3, 6.4, 6.5	<ul style="list-style-type: none"> <li>• Fridge available for wet food storage</li> <li>• Live food, such as crickets) must be stored in suitable escape proof containers</li> <li>• Food must be protected from dampness, deterioration, mould and pests</li> </ul>	
<b>Hygiene</b> 6.6	<ul style="list-style-type: none"> <li>• Hot water, soap and hygienic hand drying facilities must be available</li> </ul>	
<b>Resources</b> 5.8	<ul style="list-style-type: none"> <li>• There must be enough resources for each animal in any shared enclosure. Examples of resources include food, water, resting/sleeping areas and enrichment items</li> </ul>	
<b>Written policies and procedures</b> 4.3, 7.5, 8.2, 9.1, 9.3, 10.1, 10.2, 1.1, 1.2 & 7.7	<ul style="list-style-type: none"> <li>• All the procedures listed on pages 2 - 6 need to be available to view</li> </ul>	
<b>Provision of a hiding place</b> 8.3	<ul style="list-style-type: none"> <li>• Animals must be able to avoid people by having a facility such as a hiding place</li> </ul>	
<b>Enrichment</b> 7.1	<ul style="list-style-type: none"> <li>• Enrichment (appropriate to the species) must be provided</li> </ul>	
<b>Isolation</b> 9.3	<ul style="list-style-type: none"> <li>• Protective clothing and footwear (latex gloves, coveralls) must be available for staff.</li> <li>• Separate food and water bowls, bedding and cleaning equipment must be available for animals in isolation</li> <li>• Isolation facility – this could be a separate cage or vivarium or your nominated veterinary practice (evidence must be supplied that the practice can accept animals that require isolation)</li> </ul>	
<b>Vaccinations (if applicable)</b> 9.4	<ul style="list-style-type: none"> <li>• Up to date veterinary vaccination record must be shown to make sure animals have current vaccinations</li> </ul>	
<b>Vet's details displayed</b> 9.8	<ul style="list-style-type: none"> <li>• Your nominated veterinary practice details (name, address, daytime telephone number and out of hours telephone number) must be displayed where it can easily be seen by staff</li> </ul>	
<b>Medication</b> 9.9	<ul style="list-style-type: none"> <li>• Locked cabinet for medication to prevent unauthorised access.</li> <li>• Fridge available for medication required to be kept at low temperatures</li> </ul>	
<b>Disinfectant</b> 9.11	<ul style="list-style-type: none"> <li>• Suitable cleaning products must be available</li> </ul>	
<b>Emergencies</b> 10.1	<ul style="list-style-type: none"> <li>• Electrical installations must not be located where they pose a risk to animals or staff</li> </ul>	



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	<ul style="list-style-type: none"><li>• Entrances and fire exits clear of obstructions</li><li>• A fire extinguisher (ensure this it is not expired) or fire blanket</li><li>• At least one working smoke detector</li></ul>	
<b>Public liability insurance</b> 1.1	<ul style="list-style-type: none"><li>• It is a licence condition that the licence holder must hold a valid public liability insurance in respect of the licensable activity of keeping or training animals for exhibition</li></ul>	
<b>Signage</b> 3.1	<ul style="list-style-type: none"><li>• If animals are displayed to the public signs must be placed on enclosures to stop anyone from tapping on glass and putting fingers into cages</li></ul>	
	<b>For renewals</b>	
<b>License display</b> 1.1 & 1.2	<ul style="list-style-type: none"><li>• Your licence must be clearly and prominently displayed</li><li>• Name of licence holder and licence number must be clearly stated on your website / social media page (if you have one in use)</li></ul>	
<b>Records</b> 4.3, 5.9, 6.2, 7.3, 9.12, 9.14, 6.1, 7.1 & 7.2	<ul style="list-style-type: none"><li>• All your records (listed on pages 7 - 8) must be available to view during the inspection.</li></ul>	

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