



Department
for Environment
Food & Rural Affairs

www.defra.gov.uk

Guidance on the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012

November 2012

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This document/publication is also available on our website at:

www.defra.gov.uk/wildlife-pets/circuses/

Any enquiries regarding this document/publication should be sent to us at:

circusanimalwelfare@defra.gsi.gov.uk

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Overview

Intended audience	Operators of travelling circuses that have wild animals and any other interested parties
National coverage	England (only)
Purpose	To explain what is required of a person that wishes to apply for, or wishes to comply with the conditions of, a licence issued under the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012
Legal Status	Guidance notes on Regulations
Contact details	Defra, by e-mail to: circusanimalwelfare@defra.gsi.gov.uk

Code of Practice on Guidance

This guidance follows the Government Code of Practice on Guidance on Regulation (available from www.berr.gov.uk) and is compliant with the eight golden rules of good guidance. If you feel that this guidance breaches the Code for any reason, please contact us at circusanimalwelfare@defra.gsi.gov.uk.

Revision History

Revision No.	Revision Date	Purpose of Revision	Revised by
1.0	21 November 2012	Guidance on the Regulations	Defra

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Quick Guide

Introduction and intended audience

This document contains guidance on how to meet the requirements of the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012 (“the Regulations”). The Regulations are available at www.legislation.gov.uk.

The guidance supplements, but is not a substitute for, the Regulations. The Regulations set out all the definitions, regulations and licensing conditions that apply.

The guidance is intended to help the operator of a travelling circus that has wild animals, or any other interested party, understand the action that should be taken to comply with licensing conditions.

Who must apply for / hold a licence?

The person responsible for the operation of a travelling circus which has wild animals must hold a licence in accordance with the Regulations. The licence holder must be a named individual, although day to day tasks may be delegated to staff. The Regulations apply to anybody operating in England. The definitions are explained below.

A “**travelling circus**” is a circus that includes wild animals and travels from place to place to give performances, displays or exhibitions and includes any place where the wild animals are kept. The definition includes all tour sites, winter quarters and anywhere else the wild animals are kept.

A “**wild animal**” is defined as an animal that is a member of a species not normally domesticated in Great Britain. For guidance on the species of animals that might fall into this definition, please see Annex A of “Zoo Licensing Act 1981: Guide to the Act’s provisions” (page 29) which can be found on Defra’s website at:

www.defra.gov.uk/publications/2012/09/11/zoo-licensing-act-guide-pb13793/.

A person who has been disqualified under any of the legislation listed in regulation 5 (of the Regulations) cannot be issued a licence and therefore must not operate a travelling circus with wild animals.

If a licence holder dies, the procedure in regulation 6 (of the Regulations) applies. It allows the personal representatives of the deceased to take on the licence for three months provided that they inform the inspectorate within twenty-eight days of the death that they are now the operators of the travelling circus.

How to apply for a licence

An application must be made in writing and include payment of the application fee.

Applicants should note that the application process involves at least one inspection, the cost of which must be paid by the applicant in addition to the application fee. Details of fees can be found below.

In order to apply for a licence, the applicant must have appointed a “lead vet”. The lead vet should have specialised knowledge of the specific species of wild animals in the travelling circus. The role of the lead vet is to lead on veterinary care for the wild animals in the travelling circus. The lead vet has an important role in providing continuity of care, veterinary oversight and advice during the development and review of planning and providing for the animals’ welfare. The applicant must prepare a number of records and demonstrate that s/he can meet the conditions of the licence and that the welfare needs of the animals have been planned for.

Copies of records that are as complete as possible should accompany an application. This will also help keep the costs of inspection to a minimum by reducing inspection time. The records that should be submitted with an application include:

- Tour itinerary
- List of licensed animals
- List of current location of licensed animals
- Individual records
- Care Plans
- List of authorised persons

For full details of the required records see the section on Record Keeping on page 59.

The inspectorate will aim to issue a decision on an application within six weeks of receiving it. It is possible that the process may take longer, for example if further information is required from the applicant or if it proves difficult to make the arrangements for the inspection.

To apply, please follow the links at www.defra.gov.uk/wildlife-pets/circuses/ or request an application pack from:

(by e-mail) wildlife.licensing@ahvla.gsi.gov.uk

or

(by post)

AHVLA Specialist Service Centre – Wildlife Licensing and Registration
2 The Square
Temple Quay
Bristol
BS1 6PN

Fees

A fee of **£389.36** must be paid when applying for a licence. This fee covers the cost of administrative services relating to the application.

A fee for inspections will be made of **£72.53** per hour plus the actual cost of any travelling, accommodation and other expenses reasonably incurred by or on behalf of the inspector. The hourly rate will be charged for the time spent carrying out an inspection, travelling to or from the site of inspection and on associated administration.

Fees are in accordance with regulation 8 of the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012.

Length of licences

If an applicant is successful, their first licence will be granted for a period of one year. Operators will need to reapply after the first year of operation.

Licensing conditions

“**Licensing conditions**” means the conditions set out in the Schedule to the Regulations. These are the conditions that must be satisfied under the terms of a licence. Ability to comply with the licensing conditions will be considered in deciding whether or not to issue a licence, and compliance will be checked during inspections.

This guidance sets out actions relating to animal welfare standards and record keeping that if followed will be considered to demonstrate compliance with “**licensing conditions**”. It is open to licence holders to demonstrate compliance with the licensing conditions in other ways.

The Regulations and this guidance refer to **wild animals** (or “**licensed animals**”). Regulation 2 defines “**licensed animal**” as a wild animal kept in a travelling circus in respect of which a licence has been applied for or obtained.

The Regulations include ten licensing conditions that must be complied with:

- Condition 1 requires the operator to give the Secretary of State written notice before acquiring a new wild animal for use in the travelling circus.
- Condition 2 requires the operator to notify the Secretary of State of their tour itinerary.
- A stock list, which must be sent to the Secretary of State, and individual animal records for licensed animals are required by Condition 3.
- Condition 4 requires that group and individual Care Plans must be made, maintained and given effect to for all wild animals in the travelling circus.
- Condition 5 requires unsupervised access to wild animals to be restricted to competent persons. It also requires the presence at all times of sufficient staff to ensure animal and public safety. A competent person must be in overall charge of the animals.
- The appointment of a lead veterinary surgeon and quarterly visits by a suitable veterinary surgeon are required by Condition 6.
- Condition 7 requires the operator to take all reasonable steps to meet the needs of wild animals in the travelling circus and to reflect good practice.
- Conditions 8 to 10 impose specific requirements for the display, training, performance, environment and transportation of wild animals in the travelling circus.

In practice, the Secretary of State's functions will be carried out by the inspectorate.

The section of this guidance entitled "Welfare Standards" (on page 7) provides a detailed explanation of the things to do to demonstrate compliance with the licensing conditions.

Certain plans must be prepared and followed, and records kept. These are explained in the section of this guidance entitled "Record Keeping" (on page 59).

Inspections

Under the Regulations, steps will be taken to ensure compliance with licensing conditions. This would be by means of regular inspections carried out by a Government appointed inspector. An inspection will be carried out before a licence may be issued. The inspector will check compliance with licensing conditions, including inspecting the licensed animals, how their welfare is promoted and the records maintained by the operator.

Each licence is subject to three inspections. One of these must be carried out before a licence may be issued. There will be at least two further inspections after the licence has been issued; one on tour or at winter quarters (or equivalent) where applicable and one will be unannounced.

If animals are kept at more than one site, it may be necessary to inspect every site as part of a single inspection.

More inspections may be carried out if necessary, for example if a new species of animal is added to the collection or if there are compliance issues.

Offences (including suspension and revocation of licences)

If a person operates a travelling circus that has wild animals without a licence they will be committing an offence. The offence is under section 13(6) of the Animal Welfare Act 2006 (also available at www.legislation.gov.uk). The operator would be liable to imprisonment for a term of up to six months or a fine not exceeding level five on the standard scale (currently £5,000), or both.

Where licensing conditions are not complied with a licence may be suspended. The operator will be served a notice of suspension. The notice will set out the reasons for the suspension, specify the measures that must be taken to secure compliance and set out the operator's right of appeal.

Once satisfied that licensing conditions have been, or will be, complied with, a suspended licence will be reinstated.

A licence may be revoked if it has been suspended for more than twenty-eight days, i.e. where the reasons for being suspended have not been resolved.

If a licence holder is disqualified under any of the legislation listed in regulation 5 their licence will be revoked automatically.

Appeals

If an operator is aggrieved by a decision not to grant or renew a licence or the decision to suspend or revoke a licence, they may appeal to a magistrates' court. The operator must appeal within twenty-eight days of the decision. The court will decide whether the operator may continue to operate in the intervening period during which an appeal is pending.

Legal context

The Regulations are made under the Animal Welfare Act 2006. The Act still applies in full to any animal in a travelling circus (not just wild animals). Particular note should be made to the requirements of section 4 (on "unnecessary suffering") and section 9 ("duty of person responsible for animal to ensure welfare").

For further information

If you are the operator of a circus and would like information, please contact the inspectorate (within the Animal Health and Veterinary Laboratories Agency) using the details below.

E-mail:

wildlife.licensing@ahvla.gsi.gov.uk

Post:

AHVLA Specialist Service Centre – Wildlife Licensing and Registration

2 The Square

Temple Quay

Bristol

BS1 6PN

If you are a member of the public and have enquiries about animal welfare, or have specific feedback about this document, you can contact Defra at:

circusanimalwelfare@defra.gsi.gov.uk

Welfare Standards

Introduction to welfare standards

This section of the guidance sets out actions relating to animal welfare standards that if followed will be considered to demonstrate compliance with licensing conditions. It is open to licence holders to demonstrate compliance with the licensing conditions in other ways.

The welfare standards are arranged by key topics. In each section, the main licence conditions to which the standards apply are identified. References are also included to the relevant record keeping requirements.

Failure to comply with any of the licensing conditions could lead to the suspension of a licence.

Species specific guidance can also be found in this document from page 46. The species specific guidance supplements the welfare standards and provides additional advice on important matters for individual species.

Topics covered by welfare standards

The welfare standards are arranged by the following topics:

1. Circus staff
2. Healthcare
3. Environment
4. Diet
5. Display, training and performance
6. Breeding
7. Transport
8. Quick reference sheet: Checklists

For quick reference, each section starts with a brief checklist of the matters that must be satisfied under licensing conditions. Each section ends with references to the licensing conditions that apply to that section and the forms / records that relate to it.

Quick reference sheet: Standards and conditions

Licence Condition / Topic	Topic 1: Circus Staff	Topic 2: Healthcare	Topic 3: Environment	Topic 4: Diet	Topic 5: Display, training and performance	Topic 6: Breeding	Topic 7: Transport
Condition 3: Animal records		X					
Condition 4: Care plans		X	X	X	X	X	
Condition 5: Persons with access	X				X		
Condition 6: Veterinary surgeons		X				X	
Condition 7: Promote welfare	X	X	X	X	X	X	X
Condition 8: Display, training and performance		X			X	X	
Condition 9: Environment			X	X	X	X	
Condition 10: Transport		X				X	X
Checklist and guidance	on page 9	on page 11	on page 18	on page 26	on page 29	on page 35	on page 37
Summary of checklists	on page 43						

1. Circus staff

Checklist

- Unsupervised access to licensed animals is restricted to authorised persons
- List of authorised persons is complete and up to date
- List of authorised persons on duty up to date

Only people who have appropriate qualifications and experience may be allowed unsupervised access to licensed animals.

The person's qualifications and experience should be appropriate to the tasks they are undertaking.

The general public, and some grades of staff, will require direct supervision. Supervision should only be by someone who has appropriate qualifications and experience.

An explanation of which staff must be supervised can be found on page 82, which also sets out the recording requirements.

Enough people (who are appropriately qualified and experienced) must be on hand at all times to meet each animal's needs as well as the safety of other animals, staff and the public.

At all times, a suitably qualified and experienced person must be in overall charge and able to take action to ensure ongoing compliance with licensing conditions.

Details of who is in overall charge must be displayed. Details of who is "on duty" to access and care for animals must also be displayed. The display must be prominent and somewhere that all staff can access. Details do not need to be placed on display to the general public.

A "suitably qualified and experienced" person is someone that has satisfactory and up to date knowledge and understanding of the species in their care. This may be by means of documented training or experience (preferably both).

The knowledge and understanding mentioned above should include all the following areas:

- Animal husbandry and care;

- Animal handling, restraint and transport;
- Biology of species under their care;
- Normal range of behaviours of the animals;
- Seasonal and/or day-to-day variations in individuals and groups;
- Changes in behaviour associated with ill health;
- Indicators of disease, injury or distress;
- Animal welfare;
- Methods to minimise distress experienced by animals;
- Methods for integrating animals into social groups;
- Methods of habituating animals to humans before exhibiting them;
- Nutrition and the provision of adequate diets;
- Emergency drills to contend with incidents of fire, flood, animals escaping, animals attacking other animals or persons, and any other serious risk;
- Legislative requirements; **and**
- The circus's contingency plans (e.g. escapes, fire, etc).

See also

Key **licensing conditions** that must be followed:

- Condition 5(2) and 5(4) - Persons with access to licensed animals
- Condition 7 (Responsibility of the operator to promote the welfare of licensed animals)

Guidance on the key **records** that must be kept under the licensing conditions:

- "List of authorised persons" on page 82
- "List of authorised persons on duty" on page 85

2. Healthcare

Checklist

- A lead vet is appointed
- The lead vet has appropriate knowledge and qualifications
- The lead vet and the circus are in good communication
- The lead vet is providing continuity of care, veterinary oversight and advice on Care Plans
- The lead vet has agreed Care Plans
- Routine quarterly visits are carried out by veterinary surgeons
- The lead vet attends at least two (of the above) inspections (of which one of which must be at a tour site and one at winter quarters)
- General healthcare and treatments are properly administered
- Appropriate steps are taken if an animal is found to be unfit

2 a. Appointment of lead veterinary surgeon

The circus must appoint a “lead vet”. The lead vet must be a named individual veterinary surgeon. The lead vet should have specialised knowledge of the specific species of wild animals in the travelling circus. The lead vet should not be confused with a Defra-appointed inspector who will also be a vet.

Key points:

- The lead vet must be prepared to treat the animals and advise on the Care Plans (more information follows).
- The lead vet’s specialised knowledge should extend to all matters relating to the health, feeding, housing, working, breeding and general welfare of the animals.
- It is recommended that the lead vet holds a specialist qualification relevant to the type of animals in the travelling circus. The lead vet should demonstrate up to date continued professional development (CPD) in their specialist field.

- The lead vet must be prepared and ready to offer advice and maintain good communication with the travelling circus.

The appointment of a lead vet does not in any way absolve the licensee or any circus staff of their responsibilities for ensuring animal welfare is maintained.

The Royal College of Veterinary Surgeons has a website with a vet finding facility which has an advanced search that allows users to locate vets with expertise in dealing with different types of animals. The search function is available at www.rcvs.org.uk/home.

2 b. Lead vet's role

The role of the lead vet is to lead on veterinary care for licensed animals. The lead vet has an important role in providing **continuity of care**, **veterinary oversight** and advice during the development and review of **Care Plans**. It is a legal requirement that Care Plans are agreed with the lead vet. The main points are explained below.

Continuity of care

The lead vet must lead on all veterinary matters and have an overview of health and welfare throughout the year and whenever a review or revision is made to a "Care Plan" (with the exception of daily sheets).

Where other veterinary surgeons are involved in the care of the animals, for example if emergency treatment is required while the circus is on tour, the lead vet should retain oversight and communication. This is particularly important if a local veterinary surgeon attends out of necessity but may not themselves be an expert in the species concerned.

Where appropriate to the circumstances, the licence holder or the lead vet may make use of other advisers. However, this may only be on the understanding that the lead vet retains oversight of the health and welfare of the animals and is the person that agrees the Care Plans.

Veterinary oversight

The lead vet must be consulted in planning for the animals and checking that welfare requirements are being satisfied.

The lead vet must be available for consultation by the circus as and when appropriate.

The licence holder must actively involve the lead vet in the following routine activities:

- Routine inspections of the wild animals;
- Directing or carrying out treatment of all sick animals;

- Administration of vaccines, worming and other aspects of preventive medicine;
- Health monitoring of animals including submission of blood and other samples for laboratory examination;
- Safe and proper collection, preparation and dispatch of diagnostic and other samples
- Training of circus personnel in health and hygiene;
- Ensuring that post-mortem examinations of animals are carried out where necessary
- The nutrition and the design of diets including supplements; **and**
- The establishment of written procedures to be followed in the event of the accidental use of dangerous drugs and chemicals.

Care Plans

The lead vet should expect to be consulted during the preparation of the Care Plans and the final version will need to be agreed with the lead vet. It is anticipated that the lead vet will have a more active role in the preparation of some parts, for example the section of Care Plans on “preventative medicine” (see guidance on page 77), than in others.

The lead vet’s agreement must be sought if the operator, or another veterinary surgeon, wishes to make changes to the Care Plans. Documentary evidence of this agreement, for example a letter, should be provided to the operator and then kept with the amended Care Plan. For more on Care Plans see guidance on page 67.

2 c. Routine quarterly visits

The licence holder must arrange for routine veterinary visits at least once every three months (“routine quarterly visits”). Each routine quarterly visit must be led by a veterinary surgeon who has appropriate knowledge and experience. The vet must attend in person and carry out a routine inspection of all licensed animals. This is in addition to ad-hoc informal visits, or individual or emergency treatments. The routine quarterly visits are not a substitute for ongoing treatment for individual animals. The routine quarterly visits can be combined with other veterinary work required by the circus provided that all the licensed animals are inspected.

With the agreement of the lead vet, a different vet may attend in their stead, provided that they are suitably briefed before the visit.

The attending veterinary surgeon should send a letter to the circus on practice headed notepaper (or an equivalent by e-mail), detailing the date of the routine visit, all findings and actions taken, and any changes made to Care Plans. If the attending vet was not the

lead vet then the lead vet must be sent a copy of the letter. This is true of any veterinary visit for any reason.

The lead vet must carry out at least two of the routine visits. At least one of these should take place at the winter quarters for the circus animals and at least one at a tour site to inspect all the animals and advise on the conditions whilst on tour. If it is not possible to see the animals in one place, then more than one visit will need to be arranged (please note that it would only count as one of the quarterly visits).

The routine quarterly visits are separate to inspections carried out by a Government inspector. The lead vet may be present at licensing inspections, but there is no requirement for this. The inspector, however, may wish to contact the lead vet to clarify findings made at the inspection and the lead vet should be prepared to assist with this.

Combining a routine quarterly visit with an inspection carried out by a Government inspector is not advisable. It would probably lengthen the duration of inspections (which are subject to cost recovery from the circus) and reduce the number of separate occasions on which the animals are inspected by a veterinary surgeon.

2 d. Provision of general health care and emergency treatment

It is important that the circus has sufficient veterinary cover to ensure that health and welfare needs of licensed animals are being appropriately met. This will involve travelling circuses working with their vets to ensure that all appropriate care is given to the animals, that all records are kept up to date and that veterinary advice and treatment is acted upon and recorded.

The licensee must arrange as many visits, to be undertaken by a suitable veterinary surgeon, as are necessary to ensure the health and welfare of the animals.

The licence holder must provide prompt treatment for sick or injured animals (irrespective of other visits and inspections that have been arranged).

Attending veterinary surgeons must make arrangements to meet the ethical responsibilities of veterinary competence and cover. For example, as set out in the Code of Professional Conduct for Veterinary Surgeons published by the Royal College of Veterinary Surgeons and available from www.rcvs.org.uk) as well as all applicable legislation.

If the attending veterinary surgeon is not the lead vet then they (the attending vet) must:

- Except in an emergency, contact the lead vet before attending and familiarise themselves with the Care Plans;

- Consult and inform the lead vet regarding any treatment given and any recommended change to any of the Care Plans; **and**
- Make every effort to provide continuity of treatment for the animals.

Attending veterinary surgeons must update the “programme of preventative medicine” and/or the “individual record” (as applies) for the animals treated, or furnish the licensee with the appropriate information so that the licensee can update them (guidance on the programme of preventative medicine can be found on page 77 and the individual record on page 65).

2 e. Administering treatments

Vaccinations and treatments must be provided to all animals in accordance with the requirements of Commission Regulation (EC) No. 1739/2005 and any other applicable legislation concerning animal health and/or disease control.

Prescription drugs may only be given by or under the direction of a veterinary surgeon who has knowledge of and contact with the animals and has him/herself prescribed or supplied the medicine.

Administration of prescription drugs may be performed by staff with previous experience in the procedures, but only at the direction of a veterinary surgeon.

All prescription drugs should be:

- Correctly labelled by the supplier;
- Stored in accordance with the manufacturers’ recommendations;
- Stored in a locked cupboard; and
- Discarded via a veterinary practice when out of date.

All medicine shall be administered in accordance with the prescribing veterinary surgeon’s instructions and where possible with the manufacturer’s recommendations. The veterinary surgeon will be responsible for observing “the Cascade” (which is a provision in the Veterinary Medicines Regulations that enables treatment even if there is no authorised veterinary medical product in the UK for a condition, in particular to avoid unnecessary suffering of an animal).

Use of medicines should be recorded on each and every occasion.

All animals must be properly restrained for injections unless administered by dart. Sterile disposable needles and syringes must be used for all injections.

Disposal of clinical waste such as needle sharps must comply with any applicable legal requirements.

If a disease condition is diagnosed by a veterinary surgeon that requires hospitalisation, either the animal should be removed for treatment or, if space is available, hospital facilities can be set up within the circus. These would comprise a separate area within the existing facilities where the animal can be contained, isolated, monitored and nursed as necessary. In extreme illness, the animal should be accommodated in appropriate conditions, which may include a return to winter quarters or a need to visit a specialist animal hospital.

If a diagnosed disease involves an infectious agent which is communicable to other animals or humans, a hospital area within the circus must be quarantined. Only selected staff shall have access to the area. Disinfection measures should be devised under the guidance of the veterinary surgeon to prevent the spread of the disease.

Animals that die should be examined post-mortem in accordance with veterinary advice. Where appropriate, samples for diagnosis or health monitoring should be taken for laboratory examination.

Dead animals must be handled in a way which minimises the risk of transmission of infection and disposed of in accordance with relevant legislation.

2 f. Fitness of animals

The licence holder must ensure that if an animal has been found not to be “fit” for the purposes of training/performance or transport because it was injured or presents with a pathological process, it may not be used in training/performance or transported until it has been declared “fit” by a veterinary surgeon.

If veterinary advice has been sought and confirms that an unfit animal is slightly injured or ill and the journey or activity would not cause suffering, the operator must obtain a letter from the attending veterinary surgeon agreeing to the specific move or activity the animal is undertaking. This letter must give details of any measures required to protect the animal’s welfare. Measures might include steps such as limits to journey time or distance, additional bedding and restricting the range of manoeuvres during training and performance. The veterinary surgeon will need to visit the animal to assess its condition before providing such a letter. Nothing in this paragraph precludes the movement of an animal for treatment in the manner outlined at 2 e above.

Guidance on the signs that an animal is unfit can be found in the section on “Fitness of animals” on page 30.

See also

Key **licensing conditions** that must be followed:

- Condition 3(3) – Wild animal records (“individual records”)
- Condition 4 – Care plans (including agreement and review by lead vet; preventative medicine)
- Condition 6 – Veterinary surgeons
- Condition 7 – Welfare of licensed animals
- Condition 8(a) and 10(b) - Fitness

Guidance on the key **records** that must be kept under the licensing conditions:

- “Individual records” on page 65
- Care plans from page 67 (and in particular “preventative medicine” on page 77)

3. Environment

Checklist

- Areas used by licensed animals are operated in a way that provides good welfare
- Areas are a suitable size
- Areas are in good condition and free from hazards
- Areas are sufficiently secure
- Areas are suited to the social needs of the animals
- Areas are suited to the behavioural and environment needs of the animals
- Animals have sufficient access to suitable exercise and enrichment
- Areas are hygienic and clean
- Areas have a suitable floor
- Environmental factors are managed, including shelter from the elements
- Areas correspond to Care Plans (which themselves are up to date and followed)
- Due regard is had for species specific guidance (more can be found on page 46)

3 a. Protection of welfare

All areas in which animals may be present (or transit through) must be safe for the animals to use and be operated in a way that protects the animals' welfare. Such areas will include all accommodation, housing, training and performance areas and anywhere else that licensed animals live and work. Key considerations are set out below.

3 b. Size of areas used for animals

Accommodation and areas used for exercise must be of a suitable size for the animals contained.

If short-term confined housing or night quarters are used, these must:

- Provide enough space for each animal to stand without its head touching the roof;
- Provide enough space for each animal to turn around comfortably; **and**
- Provide enough space for each animal to lie down comfortably.

Additional space should be provided to animals that are not being trained or involved in performance, in accordance with Care Plans.

See also: Species specific guidance on page 46. Where a species is not covered by the species specific guidance, the welfare standards nonetheless apply and operators are required to follow good practice.

3 c. Hazards

Accommodation must be in good condition and free from any hazard that could harm an animal.

All areas used by animals should be monitored and hazards managed. If a hazard is identified then immediate steps should be taken to protect the animal. The nature of the hazard and the steps taken to mitigate it must be recorded in daily recording (see page 78 in particular).

Hazards can include such things as:

- Materials used in the enclosure, materials used in enrichment, products used for cleaning and sanitising which should all be checked and used properly. It is important that if an animal is to come into contact with a material it must not be potentially toxic or irritant to the animal. Care should be taken, as it may not be immediately apparent that a substance could present a hazard;
- Apparatus, equipment or plant must be checked and used properly. It is important that the normal use of an item does not present a hazard to an animal when it is in use. It is also important that no tool or portable equipment is left unattended in a place where it could cause harm to an animal, provide a means of escape or be used by the animal to cause injury to itself or others;
- Environmental hazards such as muddy conditions must be managed appropriately. Unless it is a requirement for the species, no animal is to be housed in muddy conditions without freedom to move to an area that is clean and dry; and
- Anything that could harm an animal should be managed appropriately. For example, all accommodation and any fittings for securing animals shall be constructed and

maintained so that there are no sharp edges or protrusions likely to cause injury to them. Any repairs must be completed without delay and recorded in the daily sheets.

3 d. Security

It is important that the accommodation is sufficiently secure.

This includes ensuring that:

- Accommodation is secure and strong enough to prevent any animal from escaping, including those that can burrow, climb, jump or otherwise escape;
- Access points are sufficiently strong and effective to hold the animals and cannot be opened by the animals. Access points include things such as doors, gates, lids and slides;
- Accommodation is free of any item which could aid escape. Items could include vegetation and other materials used for enrichment. Careful choices should be made to provide the enrichment necessary whilst ensuring the risk of escape, hazard and injury are minimised;
- No animal can enter the accommodation from outside except where intended; **and**
- No person has access that should not have access (see also guidance relating to staff on page 9 and “list of authorised persons” on page 82).

Dangerous wild animals: If the accommodation contains a dangerous wild animal it must have a keyed lock on all access points. If an opening is unlocked and opened, such as to remove an animal for a legitimate use, it is important that the entrance is checked and secured again once the animal returns. If, when an animal is removed, there are still animals left inside the accommodation then the entrance should be immediately closed and locked. Consideration should be given appropriate safety features such as a trap system of double doors.

3 e. Social needs

Animals must be kept with, or apart from, other animals as appropriate. Depending on the species and the individual it may be in the best interests of the animal to keep it in a socially compatible group or to keep it in isolation. Veterinary advice must be taken into consideration. The majority of species known to be used in circuses should be kept in social groups.

Accommodation must be designed and used in such a way that it can fully provide for the social needs of the animals it houses.

If animals are best served by being kept in socially compatible groups, then the accommodation must allow for this.

Where separation/isolation is necessary then it must not be unduly detrimental to any of the individual animals. If an animal or sub-group of animals has been temporarily accommodated away from the rest of the group, then it should not be separated for such a period of time that there would be difficulties in reintroducing to the group.

Accommodation must be designed and used in such a way that it avoids distress, for example so that:

- It does not allow animals within herds or groups to be unduly dominated by individuals;
- It does not allow persistent and unresolved conflict between herd or group members;
- It allows animals to separate themselves from other individuals in their accommodation;
- It provides sufficient separation between groups to avoid the distress or suffering which may result from close proximity with other animals. This includes incompatible animals of the same species, and proximity between predator and prey species; **and**
- The animals can retreat sufficiently to establish a comfortable distance from people as demonstrated by their behaviour.

The accommodation should be supplemented by equipment such as stand-off barriers, where appropriate. For example, stand-off barriers may be used to maintain an acceptable distance between visitors and animals. The operator should set a limit on the length of time that animals are on display to the public if the animals do not have access to a place to retreat to, out of public gaze. This must be recorded in the “assessment of welfare risks” (guidance on the assessment can be found on page 70).

The accommodation must be suited to the stages of growth and development of the animals for which it is intended. For example, the requirements during pregnancy may be different than at other times.

3 f. Behavioural and environmental needs

The licence holder must ensure that accommodation for licensed animals meets the standards agreed in the “behavioural and environmental enrichment programme(s)” for the animals for which it is intended / used.

Every animal must be covered by a "behavioural and environmental enrichment programme". Guidance on what should be included in a programme can be found on page 72.

As a minimum, a behavioural and environmental enrichment programme must make provision for every animal to access sufficient exercise and enrichment.

The requirements for access to **exercise** are that:

- Each animal must have the opportunity for physical exercise for a minimum of six hours in any 24 hour period. Up to two hours of training and performance may contribute towards this total. The remaining exercise time should be available at a time of day or night suited to the individual and its species. During this time, the animal should be free to choose whether or not to exercise;
- Exercise must be in an environment suited to the animal, species and stage of growth and development; and
- The type of exercise must suit the animal, species and stage of growth and development.

The requirements for access to **enrichment** are that:

- Each animal has access to enrichment in its accommodation (and where appropriate, also in other places the animal has access to, for example, if the animal has access to a separate area for exercise);
- Enrichment material must be available every day. Examples may include browse, grazing, scratching posts, pools, toys;
- There must be sufficient quantity to allow all animals' in the enclosure simultaneous access to enrichment materials;
- It is provided in a manner that aids and encourages normal behaviour patterns for the species to which it is provided;
- It is provided in a manner that prevents the development of abnormal behaviour or stereotypy; **and**
- It is suited to the animal, species and stage of growth and development.

Enrichment is not limited to the provision of items and may additionally be provided by social interactions with other animals and humans.

The "behavioural and environmental enrichment" part of an animal's Care Plan should be followed at all times (see also guidance on page 72). However, it is acceptable to suspend the programmes if the animal is being transported (including loading and unloading) or if it

is clear that following it would be to the animal's detriment (such as during severe weather, or if the animals is ill).

Additional provision of exercise and enrichment will be required for animals that are no longer being trained or performing. In these cases zoo standards for enclosure sizes and enrichment would be appropriate. The guidance issued to zoos can be found in "Secretary of State's Standards of Modern Zoo Practice" available from the Defra website at: www.defra.gov.uk/publications/files/standards-of-zoo-practice.pdf.

3 g. Hygiene and cleanliness

Accommodation and any other areas that animals have access must be designed and used in a way that is clean and hygienic. Strict hygiene standards must be adhered to.

Practical steps include:

- Ensuring that cleaning and sanitation agents and ample water for cleaning are available at all times and staff are trained in their use;
- Ensuring that all accommodation is regularly cleaned and disinfected and that hygiene standards are maintained at an appropriate level and are adequate to prevent the uncontrolled build-up or spread of parasites and other pathogens;
- Keeping all bedding clean and dry;
- Regularly removing contaminated bedding and stale food and water so that it does not accumulate;
- Removing faecal and food waste from inside, under and around accommodation at least once a day and as often as necessary to prevent hazards of contamination, disease and odour;
- Draining or removing excess water;
- Avoiding removing waste material in a manner that causes stress to an animal;
- Cleaning apparatus that is used to remove waste material to prevent risk of cross contamination;
- Once removed, securely placing waste material in designated areas. Due regard should be had for biosecurity and health risks, for example by ensuring that areas are regularly cleared;

- Minimising risk of transmission of disease or pathogens, in particular, allowing sufficient space or a solid barrier between groups of animals, between enclosures, and/or between animals and visitors; **and**
- Providing sleeping area(s) which is/are set as far away as possible to prevent faecal contamination, if the species or animal tends to defaecate in one given area.

3 h. Floor provided for animals

Accommodation and any other areas that animals have access to must have a floor that is suited to the animals and is free from hazards. In particular, the following requirements should be met:

- Animals should not be allowed access to slippery surfaces (unless appropriate to the species). In some circumstances it may be possible to roughen or otherwise texture the floor surface but not to the extent that it might cause abrasion injuries;
- A part of the floor sufficient for the animal to lay down must be covered with a suitable material that insulates against heat and cold;
- Adequate quantities of bedding must be used where the surface of the floor is not otherwise suited to the animal, for example where the animal rests on any sealed surface such as concrete or bitumen; **and**
- It must be possible to drain / remove excess water easily.

Attention should also be paid to ground conditions when an animal is moved from one location to another, for example to avoid excessively muddy or waterlogged areas if they would present a risk to the animal.

3 i. Environmental factors

All reasonable steps must be taken to minimise noise, in particular loud, sudden or unexpected noises. Particular attention must be paid to training and performance.

Environmental variables must be managed at levels which do not compromise the welfare of the animal taking into account:

- Temperature including providing temperature gradient where necessary;
- Ventilation;
- Humidity;

- Lighting (levels and spectral distribution including ultra violet for species that require it);
- Noise; **and**
- Odour.

Backup facilities should be available, functioning and well maintained to ensure that environmental variables continue to be managed if, for example, the main equipment fails.

Adverse weather: Animals (including grazing animals) must be provided adequate shelter from adverse weather conditions. Precise requirements and sensitivities may vary from animal to animal, but will include providing shelter from exposure to excessive sunlight, rain, snow and extremes of temperature.

See also

Key **licensing conditions** that must be followed:

- Condition 4(3)(b) – Care Plans and behavioural and environmental enrichment
- Condition 7 – Responsibility of the operator to promote the welfare of licensed animals
- Condition 9 – Specific welfare requirements for environment

Guidance on the key **records** that must be kept under the licensing conditions:

- “Behavioural and environmental enrichment” on page 72
- “Daily recording” on page 78

4. Diet

Checklist

- Food is stored properly
- Food is prepared properly
- Care Plans include suitable sections on “dietary requirements”
- Food is provided in accordance with the Care Plans
- Records are kept in the “daily recording” section of the Care Plans

4 a. Storage

Food and drink must be stored appropriately and as a minimum must be protected against:

- Dampness;
- Deterioration;
- Mould;
- Contamination including by insects, birds, vermin or other pests; **and**
- Adverse environment/weather conditions.

All food and drink must be clearly labelled.

4 b. Preparation

Food must be prepared only in an area which is specifically designed and constructed for storage and preparation of that type of food and that is used for no other purpose. For example, meat should not be stored or prepared in the same place as herbivore diets.

Strict standards of food hygiene and personal hygiene must be applied and followed at all times and in particular in preparing food.

Food must be prepared in such a way that cross contamination does not take place, particularly between storage containers, receptacles, equipment, utensils and surfaces.

Receptacles and utensils for food and drink are not be used for any other purpose.

Food receptacles and utensils must be cleaned regularly (daily).

Food receptacles must be appropriate to the foodstuff.

Self feeders, where used, must be inspected twice daily to ensure that they are working effectively and do not contain caked or unfit food. Water lines should be checked twice a day.

4 c. Provision

Food and water may only be provided in accordance with the “dietary requirements” section of the Care Plans (see guidance on page 75; see also “daily recording” on page 78).

Food and water may only be provided under the supervision of a person listed as “Band A” or “Band B” in the “list of authorised persons” (other than a veterinary surgeon). For more information see on page 82.

Food may only be provided by a visitor in accordance with the diet plan and under the supervision of a person listed as “Band A” or “Band B”.

No spoilt or “off” food may be offered to an animal.

Fresh, clean drinking water of sufficient quantity must be available at all times unless specified otherwise in species-specific guidelines (see also the guidance on page 46).

Before moving an animal from its current location to another location, the licensee must be certain that food and water will be available at the destination site.

No animal is to be deprived of food and water for any reason except under the instruction of a veterinary surgeon for medical reasons.

Uneaten food must not be left such that it becomes unhygienic.

All reasonable steps must be taken to offer food and drink in a way that encourages each animal to exhibit normal behaviour patterns.

Food and drink must be accessible and available to every animal in the group and accommodation/enclosure.

Food and drink must be placed in positions that minimise the risk of contamination from soiling by the animal or group or by any other animal including birds, rodents and pest.

Reasonable effort must be made to allow grazing animals an opportunity to graze on a daily basis.

See also

Key **licensing conditions** that must be followed:

- Condition 4(3)(d) – Care Plans and dietary requirements of licensed animals
- Condition 7 - Responsibility of the operator to promote the welfare of licensed animals
- Condition 9(2) – Food and water

Guidance on the key **records** that must be kept under the licensing conditions:

- “Dietary requirements” section of the Care Plans on page 75
- “Daily reporting” section of the Care Plans on page 78
- “List of authorised persons” on page 82

5. Display, training and performance

Checklist

- Assessment of welfare risks (part of Care Plans) up to date and covers all display, training and performance involving licensed animals
- Actions required by the assessment of welfare risks are carried out
- Display, training and performance is entered in daily records (part of Care Plans)
- Animals are fit for the activities expected of them
- Suitable areas (only) are used for display, training and performance
- Display, training and performance is correctly staffed
- Display, training and performance techniques reflect good welfare
- Positive reinforcement is standard practice
- Items of equipment (including aids, props, costumes, decoration etc) are designed and used appropriately
- Checks are carried out after activities involving animals and records reviewed where necessary
- Signage and announcements to inform the public

5 a. Management of risks to welfare

An “assessment of welfare risks” (see page 70) must be prepared before a licensed animal is:

- Allowed out of its usual accommodation;
- Used for any training or performance; **or**
- Allowed to come in to contact with any member of the general public (which includes any physical contact, handling and riding).

Due regard must be given to the "assessment of welfare risks" during any activity involving a licensed animal. This includes all display, training and performance. In particular, due regard must be had for any steps identified in the assessment to minimise risks to welfare.

Appropriate details about activities undertaken should be included in "daily recording" (see guidance on page 78).

5 b. Fitness of animals

Animals must be fit for the activities expected of them. In particular, no animal shall be transported or used in any physical activity, including display, performance and training unless it is fit for the intended activity.

As a guide, an animal should not be considered fit if it is injured, presents a physiological weakness or pathological process, and in particular if it:

- Is unable to move independently without pain or unable to walk unassisted;
- Has a severe open wound, or a prolapse;
- Is a pregnant female for whom 90% or more of the expected gestation period has already passed;
- Is a female that gave birth in the previous week; **or**
- Is a new-born mammal in which the navel has not completely healed.

Similarly, a sick or injured animal should only be considered for the activity if:

- Veterinary advice has been sought and the vet has confirmed in writing that the animal is slightly injured or ill and the activity would not cause additional suffering;
- It undertakes the activity under veterinary supervision for the condition or following veterinary treatment or diagnosis and where no unnecessary suffering is caused to the animal; **or**
- It is an animal that has been submitted to veterinary procedures in relation to farming practices such as dehorning or castration, provided that wounds have healed.

If there is any doubt, the lead vet must be consulted.

5 c. Performance environment

All reasonable steps must be taken to minimise noise, in particular loud or unexpected noises. The use of strobe lighting, carbon dioxide (dry ice), artificial smoke, fire or other environmental modifications should be managed as so not to compromise the welfare of the animals. This should be described and approved in the “assessment of welfare risks section” of Care Plans (see guidance on page 70).

If animals are to be exposed to sub-optimal environmental conditions during training, performance or transit between their housing and the performance/training area (e.g. reptiles out of their heated housing), this exposure must be minimised and its duration recorded in the “daily recording” part of Care Plans (see guidance on page 78).

All reasonable steps must be taken to ensure that the performance area and any areas used for preparation or temporary holding of an animal are suitable. This includes ensuring that they are free from hazards for the duration of the training or performance and at any other time during which the animal has access.

5 d. Correct staffing

Display, training and performance with a licensed animal must only be carried out by a person included on the “list of authorised persons” as someone who can carry out the activity with the animal (see guidance on page 82).

5 e. Welfare during activity

Display, training and performance (including the techniques used to achieve the desired results) must only be carried out in a manner that has full regard for the welfare needs of the animal. The activity must be halted at the first sign of any abnormality. Particular attention is needed to ensure that activities reflect natural behaviours and are safe. Positive reinforcement should be standard practice.

In particular, it is important that:

- No animal is overworked;
- No activity is continued where it is apparent that an animal’s attention span is being exceeded or willingness to perform a behaviour has decreased;
- No bodily movements, behaviours or routines are included that are outside the normal capabilities and physical capacity of the animal; **and**

- Due care is taken to ensure that the musculoskeletal and physiological development and function of the animal are sufficient to meet the demands placed on the animal.

5 f. Equipment and items

All items used during display, training and performance (on, near or with an animal) must only be used in a manner that should not, through correct use, cause pain or suffering. Items must only be used in a way that has full regard for the welfare of the animal. "Items" include all equipment, aides and props. It includes things such as whips, sticks, halters, stands and podiums.

Training and performance aides such as canes, lunging whips and similar should be not be used with intention to cause injury or distress to an animal or be used in a violent or excessive manner. They must only ever be used correctly in order to push, guide or direct an animal or may be struck together or on equipment to provide a noise stimulus.

The design of all equipment should be such that it is not likely to cause pain, suffering or injury whilst in use.

Any equipment, prop or item which has caused pain, suffering, injury or disease must be altered or replaced before it may be used again.

No equipment that is capable of administering an electric shock (with the exception of responsible use of electric fencing) should ever be used.

No item should be used to dress or decorate an animal unless it is fit for its intended purpose. This includes ensuring that where an item is to be used:

- The item's proper use will not cause pain, suffering, injury or disease;
- The item is a good and proper fit for the individual animal (if fitted);
- The item is comfortable for the animal to wear (if worn);
- The item does not restrict breathing; **and**
- The individual animal has been checked for, and found free of, injury due to rubbing.

No item (including any prop, costume, make-up) is to be used unless it is easily removed, non-permanent, non-toxic, non-caustic, non-carcinogenic and non-flammable.

Any item which has caused pain, suffering, injury or disease must be altered or replaced before it may be used again.

Where a problem (that has or could affect welfare) has been found with an item, details should be included in “daily recording”. The “assessment of welfare risks” should also be updated if appropriate (see guidance on page 78 for “daily recording” and on page 70 for “assessment of welfare risks”).

5 g. Checks after activity

All animals must be checked after display, training and performance for signs of pain, suffering, injury or disease.

If a problem is found details should be included in “daily recording”.

The “assessment of welfare risks” should also be updated if appropriate (see guidance on page 78 for “daily recording” and on page 70 for “assessment of welfare risks”).

Veterinary advice should be sought where necessary (see guidance on page 11) and if appropriate the “individual record” and “preventative medicine” parts of the Care Plan should be reviewed (see guidance on page 65 and on page 77 respectively).

5 h. Signage and announcement

The public must be informed as to what is unacceptable behaviour. This could be done using signage and/or announcements. Examples include:

- Not using flash photography, expect with staff permission
- Not feeding animals, except under staff supervision
- Not getting too close to the animals.

See also

Key **licensing conditions** that must be followed:

- Condition 4(3)(a) - Care Plans and assessment of risks, in particular from training and performance
- Condition 5 – Persons with access to licensed animals
- Condition 7 – Welfare of licensed animals
- Condition 8 – Specific welfare requirements for display, training and performance

- Condition 9 – Specific welfare requirements for environment

Guidance on the key **records** that must be kept under the licensing conditions:

- “Assessment of welfare risks” on page 70
- “Daily records” on page 78
- “List of authorised persons” on page 82

6. Breeding

Checklist

- Section of Care Plans on breeding is up to date and followed
- Health and welfare needs of animals during breeding are met
- Guidance on fitness is followed
- Veterinary care is provided

Care Plans and specifically the part on breeding (see guidance on page 73) must be followed at all times to ensure that welfare is maintained in pregnancy, the perinatal period and separation/reintroduction from/to the main social group.

Particular attention must be paid to the differing needs of animals during breeding.

The guidance on “social needs” on page 20 should be followed.

The guidance on “fitness” on page 30 and on page 16 should be followed.

In addition and as a minimum:

- Appropriate veterinary care must be provided for animals during breeding;
- Accommodation must be suited to the stages of growth and development of the animals for which it is intended (including pregnancy). Any additional or different accommodation and environmental requirements (including restrictions on transportation) must be met;
- The animals should be able to retreat sufficiently to establish a comfortable distance from people as demonstrated by their behaviour; **and**
- Stand off barriers may be necessary to maintain an acceptable distance between visitors and the animals.

See also

Key **licensing conditions** that must be followed:

- Condition 4(3)(c) on Care Plans and breeding policy
- Condition 6 on veterinary surgeons
- Condition 7 on welfare (especially suitable environment)
- Condition 8 and 10 (especially “fitness”)
- Condition 9 (especially accommodation)

Guidance on the key **records** that must be kept under the licensing conditions:

- “Breeding” part of the Care Plans on page 73

7. Transport

Checklist

- Animals are fit for transport
- A journey plan is prepared in advance of every journey (with wild animals)
- Arrangements are made to minimise journey lengths and meet animals' needs during the journey
- A contingency plan is in place for each journey
- A suitable person travels with the animal
- An animal's Individual Record travels with the animal
- Transport, containers and any fittings (etc) are suitable
- Animals are visually inspected at intervals during the journey (when appropriate)
- Journey plan is updated at the end of a journey with details of the actual journey

7 a. **Applicability of the Welfare of Animals (Transport) (England) Order 2006**

The Welfare of Wild Animals in Travelling Circuses (England) 2012 Regulations are not intended to remove or replace the obligations placed on those who transport animals by the Welfare of Animals (Transport) (England) Order 2006 (WATEO). The Order can be read at www.legislation.gov.uk

Article 4(1) of WATEO makes it an offence to transport any animal in a way which “causes, or is likely to cause, injury or unnecessary suffering to that animal”. Article 4(2) makes it an offence to transport any animal “except in such receptacles or means of transport, under conditions (in particular with regard to space, ventilation, temperature and security) and with such supply of liquid and oxygen, as are appropriate for the species concerned”.

The guidance in this section explains how to comply with the 2012 Regulations insofar as they apply to the transport of wild animals in travelling circuses in England.

7 b. Prerequisites to transport

Animals must be fit for the intended journey. The guidance on the meaning of “fitness” on page 30 and on page 16 applies.

No journey may be undertaken unless a written “journey plan” is prepared in advance. This must be updated with details of the actual journey as soon as possible after the transport. Guidance on “journey plans” can be found on page 86.

7 c. Design and use of means of transport

The means of transport, containers and their fittings (including those intended for loading and unloading) shall be designed, constructed, maintained and operated so as to:

- Avoid injury and suffering and to ensure the safety of the animals and specifically have no sharp edges or projections which might cause injury;
- Protect the animals from inclement weather, extreme temperatures and adverse changes in climatic conditions;
- Be cleaned and disinfected regularly;
- Prevent the animals escaping or falling out and be able to withstand the stresses of movements;
- Have sufficient floor area and height for the animals, appropriate to their size and the intended journey;
- Provide enough space to enable the circus animals to travel in a natural position without risk of injury;
- Provide each animal sufficient space to turn about freely, stand and lie down; provided, however, that certain species may be restricted in their movements according to professionally acceptable standards when such freedom of movement would constitute a danger to the animals, staff, or other persons;
- Ensure that animals are handled and transported separately in the following cases:
 - animals of different species;
 - animals of significantly different sizes or ages; and/or
 - animals hostile to one another.

The above requirement does not apply when animals have been raised in compatible groups or accustomed to each other, or where separation will cause distress, or where females are accompanied by dependent young.

- Ensure that air quality is appropriate to the species transported and can be maintained for the duration of the journey;
- Provide access to the animals to allow them to be inspected and cared for;
- Present a flooring surface that is anti-slip; and be checked regularly;
- Present a flooring surface that minimises the leakage of urine or faeces;
- Provide animals with bedding or equivalent material which guarantees their comfort appropriate to the species, the number of animals being transported, the journey time and the weather. This material has to ensure adequate absorption of urine and faeces;
- Provide a means of lighting sufficient for inspection and care of the animals during transport;
- Ensure that where partitions are used, they are strong enough to withstand the weight of animals;
- Ensure fittings are designed for quick and easy operation; **and**
- Ensure that goods, including food and equipment, which are being transported in the same means of transport as animals are positioned so that they do not cause injury, suffering or distress to the animals.

Where animals are in containers:

- Containers holding animals shall always be kept upright and severe jolts or shaking shall be minimised during transport and handling;
- Containers holding animals are secured so as to prevent displacement due to the movement of the means of transport;
- Vehicles are equipped with a sufficient number of adequately designed, positioned and maintained securing points enabling containers to be securely fastened; and
- When containers loaded with animals are placed one on top of the other on the means of transport, the necessary precautions shall be taken:
 - to avoid urine and faeces falling on the animals placed underneath;
 - to ensure stability of the containers; **and**

- to ensure that ventilation is not impeded.

7 d. Advance planning

All necessary arrangements must be made in advance to minimise the length of the journey and meet animals' needs during the journey, which should include steps such as:

- Before setting off, checking information for factors that could affect the journey, particularly weather reports and warnings, general driving and road conditions, information about likely delays and road closures, whether the planned route is the most efficient, and determining alternative routes should problems arise with the planned route;
- Where possible, and where the animal does not travel in its permanent accommodation, sending accommodation ahead of the animals so that it can be erected on the new site before the animals arrive. This does not impose a requirement for duplication of facilities provided that the animal has access to its normal accommodation soon after its arrival at the new site;
- Ensuring that food and water is available at the new site, sending it ahead of the animals or having it in situ at the new site if practical and if it is not being transported with the animals;
- Making every effort not to delay the journey once animals have been loaded; **and**
- Where possible, planning meal breaks and planned stops for the benefit of staff around the needs of the animals.

7 e. Staffing

A suitable person should travel with the animals. This would be someone who should be named in the "List of authorised persons" as "Band A" or "Band B" (see guidance on page 82) or a suitable veterinary surgeon for the species for which they are responsible. This person may also be the driver of the vehicle. The exception will be transport by air where it is not reasonable to expect the person that cares for the animal to be on hand to care for the animal during transportation.

7 f. During the journey

Vehicles in which animals are transported must be marked (in a way that could be easily identified by the emergency services should the need arise) to indicate the presence of live

animals. The marking does not necessarily have to be on the outside of the vehicle if other considerations, such as safety and security, out of necessity take priority.

The staff member travelling with the animals (see above) should visually observe the animals as frequently as circumstances may dictate, but not less than once every four hours.

An animal's "individual record" (or an up to date copy) should travel with the animal (see guidance on page 65).

Basic checks should always be carried out, which will require a visual inspection of each animal, including:

- Checking for injury or distress;
- Visually checking the fit of halters and safety of lead ropes and ties, and checking the security of equipment, fittings and other items. Any problems should be rectified before continuing the journey and noted in the journey plan when it is updated after the event; **and**
- Providing an opportunity to drink, if appropriate.

There must be a stationary period of at least 12 hours in any 24 hour period, when the circus moves between venues or layover sites.

During transport, animals should be offered water, feed and the opportunity to rest as appropriate to their species and age, and health and physiological state.

Licensed animals should not be taken from the transport vehicle during transport except at pre-planned rest stops as defined in the journey plan or under emergency conditions.

Every effort must be made to make a journey as comfortable as possible for the animals being transported, including adhering to all traffic laws.

7 g. Contingency planning

A sufficient quantity of food and water shall accompany transport conveyances to provide food and water for all animals for a period of at least 24 hours.

In general, wild animals should not be taken from the transport vehicle during transport except at pre-planned rest stops as defined in the journey plan. Contingency plans in the event of emergencies must be in place and in these circumstances a temporary enclosure must be used that is structurally strong enough to prevent the escape of the animals.

All staff (involved in the transport) must be briefed on the contingency plans that would apply in the event of an emergency, before the journey commences.

See also

Key **licensing conditions** that must be followed:

- Condition 7 – Welfare
- Condition 10 – Specific welfare requirements for transportation

Guidance on the key **records** that must be kept under the licensing conditions or relate to the conditions:

- “Journey plans” on page 86
- “List of authorised persons” on page 82
- “Individual records” on page 65

8. Quick reference sheet: Checklists

The checklists from each section of the guidance on welfare standards are repeated below for use as a quick reference.

1. Circus staff (on page 9)

- Unsupervised access to licensed animals is restricted to authorised persons
- List of authorised persons is complete and up to date
- List of authorised persons on duty up to date

2. Healthcare (on page 11)

- A lead vet is appointed
- The lead vet has appropriate knowledge and qualifications
- The lead vet and the circus are in good communication
- The lead vet is providing continuity of care, veterinary oversight and advice on Care Plans
- The lead vet has agreed Care Plans
- Routine quarterly visits are carried out by veterinary surgeons
- The lead vet attends at least two (of the above) inspections (of which one of which must be at a tour site and one at winter quarters)
- General healthcare and treatments are properly administered
- Appropriate steps are taken if an animal is found to be unfit

3. Environment (on page 18)

- Areas used by licensed animals are operated in a way that provides good welfare
- Areas are a suitable size

- Areas are in good condition and free from hazards
- Areas are sufficiently secure
- Areas are suited to the social needs of the animals
- Areas are suited to the behavioural and environment needs of the animals
- Animals have sufficient access to suitable exercise and enrichment
- Areas are hygienic and clean
- Areas have a suitable floor
- Environmental factors are managed, including shelter from the elements
- Areas correspond to Care Plans (which themselves are up to date and followed)
- Due regard is had for species specific guidance (more can be found on page 47)

4. Diet (on page 26)

- Food is stored properly
- Food is prepared properly
- Care Plans include suitable sections on “dietary requirements”
- Food is provided in accordance with the Care Plans
- Records are kept in the “daily recording” section of the Care Plans

5. Display, training and performance (on page 29)

- Assessment of welfare risks (part of Care Plans) up to date and covers all display, training and performance involving licensed animals
- Actions required by the assessment of welfare risks are carried out
- Display, training and performance is entered in daily records (part of Care Plans)
- Animals are fit for the activities expected of them
- Suitable areas (only) are used for display, training and performance

- Display, training and performance is correctly staffed
- Display, training and performance techniques reflect good welfare
- Positive reinforcement is standard practice
- Items of equipment (including aids, props, costumes, decoration etc) are designed and used appropriately
- Checks are carried out after activities involving animals and records reviewed where necessary
- Signage and announcements to inform the public

6. Breeding (on page 35)

- Section of Care Plans on breeding is up to date and followed
- Health and welfare needs of animals during breeding are met
- Guidance on fitness is followed
- Veterinary care is provided

7. Transport (on page 37)

- Animals are fit for transport
- A journey plan is prepared in advance of every journey (with wild animals)
- Arrangements are made to minimise journey lengths and meet animals' needs during the journey
- A contingency plan is in place for each journey
- A suitable person travels with the animal
- An animal's Individual Record travels with the animal
- Transport, containers and any fittings (etc) are suitable
- Animals are visually inspected at intervals during the journey (when appropriate)
- Journey plan is updated at the end of a journey

Supplementary Guidance on Specific Species

Introduction to guidance on specific species

Travelling circuses must take responsibility for understanding and applying stringent standards of animal welfare for all their animals. This includes keeping abreast of advances in knowledge about the welfare needs of the species under their care.

This section is designed to be a **supplement** (not a substitute) to the preceding guidance on welfare standards (which can be found on page 7) and has a focus on providing for the welfare needs of specific species. It is written to help operators to understand practical steps that may be taken to meet the minimum requirements of the Regulations.

Every effort has been made to ensure that the guidance is accurate and in the interests of the welfare of the species covered. However, it is not a substitute for expert veterinary and husbandry advice. Where knowledge about the welfare requirements of these species has advanced since the development of this guidance, the most recent information should be applied.

This section provides supplementary guidance on the following species:

- Big Cats on page 47
- Elephants on page 49
- Reptiles on page 52
- Sea lions on page 54
- Ungulates on page 56

The omission of a species does not relieve an operator of their duty to ensure the welfare of the licensed animals, nor does that mean that the licence conditions cease to apply. It is the operator's responsibility to ensure that they meet the requirements of licensing conditions for their animals. There are species which by their size, nature or requirements are difficult or impossible to provide for in a travelling circus. The inclusion of a species in this guidance should not be interpreted by an operator as implying automatic suitability.

Certain species may already be covered by existing codes of practice, which although not specifically written with travelling circuses in mind should be given due regard. More information is available at: www.defra.gov.uk/wildlife-pets/pets/cruelty.

Where a minimum value is specified in this guidance, more provision should be made if space allows.

Big Cats

Environment

Enclosures (including those used whilst on tour as well as those at winter quarters or the home base) should meet the minimum height and area measurements set out in the table below.

	Minimum height	Minimum area		
		1 animal	2 animals	More than 2 animals
Indoor	2.2 metres	12 square metres	+ 12 square metres per additional animal	
Outdoor	2.2 metres	50 square metres		+ 25 square metres per additional animal*

* If the animals are not working, the additional space should be increased to 50 square metres per animal.

For example, for four animals (held together), the indoor area must have a minimum height of 2.2 metres and cover an area of 48 square metres (12 + 12 + 12 + 12) and the outdoor area must have a minimum height of 2.2 metres and cover an area of 100 square metres (50 + 25 + 25).

Artificial flooring in cages must be waterproof and graded, to enable quick drainage and drying after cleaning. In addition, fresh bedding should be provided at least daily.

Exercise areas must provide the cats with access to the ground, i.e. natural, well-drained earth, or an alternative substrate such as sawdust or bark chippings.

At least part of the exercise area must be equipped with platforms at a minimum height of 1.5 metres. These provide the cats with access to a climbing facility. The total area of the platforms must allow all the animals to rest above the ground simultaneously.

The exercise area should have an inner overhang of 1 metre and must be covered. The 'minimum' acceptable cover is netting (provided that an overhand is present).

Sleeping areas should be set as far away from the area where the animal habitually defecates as possible.

Enclosures and transport vehicles must provide for the separation of individuals.

Transport trailers must not provide the sole area for accommodation at the performance site.

Big cats must not be tethered. Tethering is not the same as walking on a leash.

Behaviour

There must be provision to separate big cats at feeding.

There must be access to wood in the enclosure for scratching and marking.

Tigers should be provided with access to a pool which animals can lie down in.

Diet

Tough, raw meat including raw bones should be provided in sizes that necessitate chewing to maintain cats' tooth and gum health.

Food should be presented in a manner that encourages natural behaviours.

Water should be presented in a manner which ensures regular and unrestricted access but ensures its cleanliness and quality. Cats often urinate and defaecate in water provided in containers.

Healthcare

Circus animals performing in England must not have been de-toothed or de-clawed (after the commencement of the Regulations) unless for health reasons certified by the circus's designated veterinary surgeon.

Transport

Each adult cat should be transported in a separate compartment.

The transport compartment for each big cat must provide enough space to allow the animal to assume normal standing posture, lie down fully stretched, and turn around, without physical contact with the holding cage or neighbouring animals.

Elephants

Environment

Elephants must have indoor and outdoor facilities and, when weather conditions allow, they should have access to both over a 24 hour period.

Animals are expected to be housed as social groups.

Enclosures (including those used whilst on tour as well as those at winter quarters or the home base) should meet the area measurements set out in the table below.

	Minimum area		
	1 to 2 animals	2 to 4 animals	More than 4 animals
Indoor	200 square metres		+ 50 square metres per additional animal
Outdoor	500 square metres	+ 200 square metres per additional animal*	

* If the animals are not working, significant additional space should be provided.

Housing should reflect the recommendation that elephants are managed as a herd, ensuring that they can move freely as a group, turn and lie down.

Separation and isolation facilities (i.e. separate pens) must be available to allow veterinary and behavioural management as required, such as maternity areas for cows and calves.

The inside temperature must be no less than 16°C and it is recommended that an area capable of maintaining 21°C is available for sick or debilitated animals (following veterinary advice).

Lighting should be on dimmer control so that low light levels can be provided when required.

Indoor floors should be quick drying, well drained and able to be readily cleaned and disinfected. They should also be relatively smooth but not slippery. Floors must not be rough enough to traumatize the feet. The floor should have a degree of 'give' so that elephants can lie down comfortably.

The ground underfoot in elephant exercise areas must be non-abrasive and drained so as not to cause injury or compromise the health and welfare of the elephants.

Electric fences are a suitable barrier but must be of sufficient power to deter elephants and have a failsafe alarm system. When electric fences are used as a main barrier, as in cases when they are used to give access to large grassed areas, suitably trained staff members must be present.

Access to sand or soil for bathing is essential as is the provision of rocks or tree stumps etc for scratching in order to keep skin in good condition.

Elephants must have access to water for bathing. A pool, waterfall, sprinkler, dust bathes and wallows provide enrichment and allow cooling. Bathing may also assist with skin care by protecting from sun and biting insects.

Elephants must not be routinely tethered with metal leg bands or chains except at night, during storms, in an emergency, or for treatment. All chains should be covered, and details of their use should be agreed with the Lead Vet (see guidance on page 12) and specifically recorded in the Care Plans (see guidance on page 67). If used these chains must be attached to one front leg and one back leg on alternate sides and the sides changed at regular intervals. Swivel-style connections must be used. The animal should be able to move, turn and lie down.

Diet

There must be a means of providing food which is accessible to the animals during the night as well as the day.

Browse should be provided every day along with a variety of feeding opportunities. Browse allows animals to exhibit natural behaviour, increases foraging time, has nutritional benefits and can be distributed around the enclosure to encourage walking. It should be positioned as to encourage normal feeding behaviour.

Consideration should be given to the regular measurement of circulating α -tocopherol levels to ensure that elephants are obtaining adequate dietary vitamin E, which is important for nutrition.

Behaviour

Females especially must be maintained in social contact with other elephants at all times and should be allowed unrestricted access to each other for not less than 16 hours in any 24 hour period, save in exceptional circumstances.

Animals should be kept in appropriate social groupings at night and provided with sufficient enrichment and food.

Circuses which have compatibility issues, such that individual cows are kept separated for prolonged periods of time, must ensure that these situations are resolved expediently.

Bulls in musth can be difficult to manage and are not compatible with cow herds (apart from females in oestrous), therefore all bulls must be maintained in such a way that they can be separated from females and other males. However it is not acceptable to subject them to prolonged physical and social isolation from other elephants. Adult bull elephants over the age of nine years should not travel with the circus but can be maintained at winter quarters or home base if suitable facilities are provided.

All circuses keeping bulls must ensure that staff are adequately trained to work with bulls.

Display, training and performance

Training of elephants should involve the introduction of new behaviours and the modification of existing routines.

The ankus or elephant hooks must be used appropriately.

Elephant hooks must have a probe (blunt) point on the hook, and must never be applied in a painful manner.

Different (elephant) body regions have different sensitivities and therefore require different pressures. Most sensitive would be any area around the ear, ankles and toe nail beds. The belly, temple, urogenital area and front ankle joints must not be used.

Cueing should be done in a decisive, controlled manner, avoiding quick, jerky movements. Self-control must be maintained at all times.

If trauma occurs at a cue site (hook point), this area should not be used until completely healed.

The ankus should never be used to 'smack' an elephant.

The use of electric goads or hotshots is prohibited.

Healthcare

A foot care routine should be in place under veterinary direction.

Reptiles

Environment

In Britain, most species of non-native reptiles and amphibians require a controlled environment for survival in captivity. Animals must be kept in fully controlled vivaria.

Controlled environments must provide all of the animal's needs for heat, humidity, light and photoperiod, air and water quality.

Vivaria must be used for reptile housing. Wooden boxes and cloth bags are only suitable for (very) short term holding.

Vivaria must provide a thermal gradient around the preferred body temperature of the species of animal kept. Natural daily and seasonal variations should be provided.

Maximum/minimum thermometers should be positioned at either end of the temperature gradient, out of reach of the animals. Both readings on each thermometer should be recorded daily on the daily record sheets (guidance for the sheets can be found on page 78).

Heat sources must be designed and fitted in a way that prevents injury to the animal. Heat sources must be thermostatically controlled or regularly adjusted in response to a clearly visible monitoring system (e.g. thermometer, thermocouple, etc).

Safe local sources of more intense heat (heat pads, basking lamps) should be provided.

Where an animal is to be removed from its vivarium for performances, care must be taken to avoid excessive cooling which might compromise the welfare of the animal. The conditions under which they are used, including the length of time permitted for them to be away from their heat and light sources, must be agreed with the lead vet and documented in the (assessment of welfare risks section of the) Group Care Plan (see guidance on page 70). Their actual time out of the vivarium must be recorded on the daily record sheets.

Measurement of the relative humidity in the vivarium should be undertaken; daily readings are acceptable and must be recorded on the daily record sheets. Relative humidity range for most reptiles varies from 50-80% depending on the natural habitat of the species, and an accepted range for the particular species present must be agreed with the lead vet and recorded in the Group Care Plan (in the behavioural and environmental enrichment section).

Hide structures can be used to provide local humid areas.

Lighting should be appropriate in strength, photoperiod and type for the species held. Ultraviolet (UV) light from full spectrum sources is essential for many species. Most

glazing materials do not transmit natural UV light. UV light sources have a limited life and must be replaced regularly. This replacement programme must be agreed with the Lead Vet and recorded in the Group Care Plan. Bulb changes must be undertaken whether or not the bulb appears to have aged, and must be recorded in the daily record sheets for the group. Consideration should be given to the use of UV recording devices.

There should be sufficient ventilation to maintain air quality and relative humidity in the exhibit without compromising temperature control.

Pools large enough for full immersion are required by many reptiles. Water quality is normally maintained in smaller pools by regular replacement of the water and cleaning of the pool surface. Attention should be given to sudden temperature change and the risk of introducing toxic disinfectant residues during this procedure.

Basking and concealment sites and rough surfaces to aid sloughing should be provided. Climbing material should be provided for arboreal species.

Diet

Balanced diets which meet all the nutritional needs are essential, as for all species, and vitamin and/or mineral supplements are also often necessary. These should be detailed in the Care Plan (and in particular, the section on “dietary requirements” on page 75) and used under veterinary direction. Provision of drinking water may not be straightforward for some species. Cloud and rainforest reptiles may only drink from droplets on vegetation and desert species may lick surface condensation. De-chlorination of drinking water may improve palatability.

Transport

Care must be taken to ensure that the animal’s environment is not compromised during transport, when provision of power to heating and lighting may be more difficult. The mechanism for achieving this must be agreed with the Lead Vet (see guidance on page 12) and recorded in the Group Care Plan (see guidance on page 67).

Sea lions

Environment

Sea lions must be provided with a pool area, with a shallow shelf area and a dry haul out area. The water quality must be monitored by regular testing, and action taken rapidly when it falls below the required standard. The regime of testing and system for maintaining water quality (treatment/filtration/regular changing) must be documented in the group Care Plan and records of test results and water treatments kept on the daily record sheets.

The flooring of the sea lion enclosure must be non-abrasive, hard and durable, impervious to water, readily sanitized, and resistant to physical and chemical damage. Particular attention must be paid to cleaning and rinsing, as fish debris decomposes rapidly, scales tend to stick to the environment and chemical damage (from cleaning materials) to the animal's skin must be avoided.

Consideration should be given to the use of sea or salt water baths or exposure to salt water, for example for the maintenance of eye health.

Diet

Animals should be fed individually.

Particular care should be taken regarding the nutritional content of the diet, as fish deteriorate very quickly. Only fish suitable for human consumption should be used. Specialist advice should be sought and followed on the use of supplements.

The majority of the animal's drinking water requirements are provided by their diet, and so drinking water does not need to be present all times.

Behaviour

Animals should be kept in social groups unless specified otherwise by the lead vet.

Transport

All pools must be drained before transportation.

Animals should only travel when thoroughly dry to reduce the risk of pneumonia, but care should also be taken to avoid overheating.

Adult animals should not be caged together for transport.

The travel cage should contain nothing but the animal and have a solid, impervious floor.

The mesh/bars of travelling crates should be close enough together to prevent the animal from gnawing them, but the crate must provide adequate ventilation.

Consideration should be given to withholding food prior to transportation and the agreed protocol recorded in the Care Plan.

Ungulates

Environment

Enclosures for zebra and camels (including those used whilst on tour as well as those at winter quarters or the home base) should meet the area measurements set out in the table below.

	Minimum area		
	1 animal	2 animals	More than 2 animals
Indoor	15 square metres	20 square metres	+ 10 square metres per additional animal
Outdoor	100 square metres	+ 50 square metres per additional animal	

When animals are not performing no harnesses of any sort except a halter (or head collar) shall be worn by the animals. This must not rub around an animal's ears or cheeks.

Tethered animals should be under supervision and checked on an hourly basis. Only rope or chain should be utilised. The tether should rotate freely around the peg which should have a broad, flat top to avoid injury. The tether should include a swivel joint in its length. Tethers must be tied to their halter or neck strap and not to limbs.

Hobbles should not be used under any circumstances.

Behaviour

Zebra must be kept in a minimum group size of two compatible individuals.

Camels should be kept in at a compatible pair (not necessarily of the same species).

Diet

Reindeer are particularly sensitive to the quality of their drinking water and their diet. Care Plans must detail how suitable provision will be maintained in a travelling environment.

Healthcare

Ungulates hooves should be checked regularly and trimmed if necessary so that they do not split, separate from the sole or start to curl upwards.

Transport

Ungulates must be transported in vehicles which have partitioning to safely restrain each individual or group of individuals.

Camels will usually sit down during transportation and this must be facilitated.

If tied up during transportation, camels must be restrained with a tie from their halter so the camel can completely lie down.

Reindeer: In general deer in velvet are not fit to transport. However, if specific precautions can be taken to prevent damage to antlers which might cause pain, distress or suffering these should be discussed in advance with the Lead Vet. If the Lead Vet is satisfied that these precautions (for example the animals may be halter-led into vehicle, design of stall, presence or absence of tying up facilities) should be adequate to protect the welfare of the animal then the precautions should be detailed in the Care Plans and adhered to on every journey. Antler damage, as with any other injuries, must be recorded in the animal's records and reviewed at the next routine quarterly visit from the vet.

Mini-Glossary

Introduction to technical terms:

“**arboreal**” – tree dwelling

“**browse**” – leafy twigs and branches

“**circulating α -tocopherol**” – A circulating form of vitamin E

“**cue**” / “**cueing**” – The giving of a command to an animal

“**musth**” – a periodical change in the behaviour of some male animals e.g. elephants and camels causing sexually linked heightened aggressiveness

“**perinatal period**” – the time before and after birth

“**photoperiod**” – an animal’s day length; length of time it would receive illumination

“**sloughing**” – shedding of skin

“**square metres**” – a square metre is a unit of area one metre wide by one metre long, e.g. $1\text{m} * 1\text{m} = 1\text{ sq m}$. For example, if an enclosure should have an area of 100 square metres it may be provided by an enclosure 10 metres wide by 10 metres long (e.g. $10\text{m} * 10\text{m} = 100\text{ sq m}$) or by one 20m wide by 5m long (e.g. $20\text{m} * 5$) or equivalent.

“**ungulates**” – For the purpose of this guidance, ungulates includes equids and ruminants (for example Arabian and Bactrian camels, exotic cattle and deer)

“**velvet**” – The soft skins that covers a deer’s antlers whilst they grow

Record Keeping

Introduction to guidance on record keeping

The overall purpose of keeping these records is to allow the operator to demonstrate that the welfare needs of the licensed animals have been considered and planned for and that these plans have been agreed by the lead vet. They will also provide one means of showing that the animals are being cared for according to the plans on a day to day basis.

Although the format for record keeping is not prescribed, the presentation of clear and complete paperwork in a standardised order will enable the operator to notice and rectify omissions readily, and hasten and simplify the records part of an inspection.

Records will be used during inspections as an indicator of on-going compliance with the specific welfare requirements detailed in the licence conditions.

Cross references are included within the guidance to link the recording requirement to the section of the guidance that sets out the relevant welfare standard(s). A quick reference sheet has been included on page 61.

Records that must be kept

The licensing conditions require that the following records are maintained:

1. Tour itinerary ^{^ †}
2. List of licensed animals ^{^ †}
3. List of current location of licensed animals [^]
4. Individual record [^]
5. Care plans [^] (Group Care Plans and Individual Care Plans) including:
 - a. Assessment of welfare risks
 - b. Behavioural and environmental enrichment
 - c. Breeding policy
 - d. Dietary requirements
 - e. Programme of preventative medicine
 - f. Daily recording of welfare
 - g. Retirement
6. List of authorised persons [^]

7. List of authorised persons on duty
8. Journey plans

An additional section is included to explain when the operator must give notice of something to the inspectorate:

9. Notifications

The items marked with a circumflex (^) should be submitted with the application for a licence.

The inspectorate must have an up to date copy of the items marked with a symbol (†). The inspectorate must be notified of certain events. An example would be the intention to acquire a new animal. This is explained on page 88.

Please note that the inspectorate may ask to be sent copies of any of the records at any time. These will provide evidence that will be used during the assessment of whether to grant or renew a licence or at any other time to inform an assessment of the level of compliance with licence conditions.

Each record must be in writing. Any electronic record keeping must be backed up securely.

This guidance on record keeping explains what must be written in the records and therefore the type of information that will be checked during the application and inspection processes. However the records should primarily be seen as a tool to help operators to plan and provide for the welfare needs of every licensed animal, and to identify aspects of the licensed animal's care that need modifying to maintain good standards of welfare.

Quick reference sheet: Records

Record:	Requirement of condition number?	Submit with application for licence?	Send up-to-date copy to inspectorate*?	Keep record for (at least**)?	Keep on display***?	Agree with lead vet?	Seek vet advice?	Checked at inspection?	Where is the guidance?
1. Tour itinerary	2	Yes	Yes	Length of licence	No	No	No	Yes	on page 62
2. List of licensed animals	3	Yes	Yes	Length of licence	No	No	No	Yes	on page 63
3. List of current location of licensed animals	3	Yes	No	Length of licence	No	No	No	Yes	on page 64
4. Individual Record	3	Yes	No	Three years	No	No	Yes	Yes	on page 65
5. Care Plans	4	Yes	No	Length of licence	No	Yes	Yes	Yes	on page 67
6. List of authorised persons	5	Yes	No	Length of licence	No	No	No	Yes	on page 82
7. List of authorised persons on duty	5	No	No	Length of licence	Yes	No	No	Yes	on page 85
8. Journey plans	10	No	No	Length of licence	No	No	Yes	Yes	on page 86
9. Notifications	Various	n/a	Yes	n/a	No	No	No	Yes	on page 88

* Once licensed.

** Long term retention and storage should be considered.

** On display to staff

1. Tour itinerary

Purpose

To inform the inspectorate of the current and future location of the licensed travelling circus, primarily for the purpose of arranging inspections.

Content

- Dates the travelling circus is at each tour site, winter quarters or any other location.
- Name, address and post code of each tour site, winter quarters or other location.

Notes

The licensee must ensure that a copy of the most up to date tour itinerary is held by the inspectorate at all times.

The initial itinerary should be sent to the inspectorate at least 30 days before the start of the tour. If the later stages of the tour are still not finalised at this stage then a broad description of the tour will be accepted, provided that clarification is sent as soon as possible and provides as much notice as possible. Any changes to the itinerary must be sent straight away. Failure to inform the inspectorate of the exact current location of the travelling circus will be considered a breach of licensing conditions.

Details of any site that will host the licensed animals must be supplied, regardless of whether the animals are performing at these locations. The inspectorate does not need to be informed of the whereabouts of animals that are not covered by a licence.

Failure to provide the inspectorate with an up to date version of the tour Itinerary would constitute a failure to comply with licensing conditions.

2. List of licensed animals

Purpose

To uniquely identify every animal covered by the licence (licensed animals).

Content

- Every licensed animal's unique identification

Notes

An animal's unique identification is expected to be the number of its microchip but may also include relevant information such as tattoos and markings. Where an operator wishes to use any form of individual identification other than a microchip, this can only be done after permission has been sought and received from the inspectorate. This agreement will only be given in exceptional cases. Written evidence that this permission has been granted must be kept with the individual's Care Plan.

Other information, such as the name given to an animal may be included at the licence holder's discretion, but this is not an acceptable form of identification on its own. An inspector will need to be able to positively identify every animal on the list based on its unique identification as part of the routine inspection process. All animals on the list will need to be accounted for. Every wild animal (as defined by the Regulations) present in the circus must be on the list.

If the list of animals changes, the inspectorate must be sent the revised list as soon as possible.

Failure to include a wild animal in this record that should be included would constitute a failure to meet licensing conditions.

3. List of current location of licensed animals

Purpose

To account for the whereabouts of all animals covered by a licence. Of particular importance during an inspection and for countering claims that animals are being overlooked.

Content

- The location and date of arrival at that location must be detailed for each animal on the list of licensed animals.
- Each animal's unique identification.

Notes

Failure to declare a licensed animal's current location will be considered a breach of licensing conditions.

There is no need to send a copy to the inspectorate unless it is requested. However, to avoid duplication this information may be added to the stock list as an extra column or section. An inspector will expect to be shown this record at the start of an inspection to account for the whereabouts of all of the animals covered by a licence.

If a licensed animal is on tour with the circus at a site listed on the tour itinerary then it is sufficient simply to record that the animals are "with the circus". If a licensed animal is at another location, then a note must be made on the record of the full address including post code where the animal can be found and the date it moved there.

As a minimum, each animal must be referred to using its unique identification, i.e. species and microchip number e.g. camel 1234567890. The operator may include other information if they wish.

4. Individual Record

Purpose

To bring together into a single, quickly available source of reference important information about an animal's signalment (age, breed, sex, etc), health and welfare history, including all relevant clinical, health and behavioural data. Whereas Care Plans can be expected to change over time, an animal's Individual Record provides a consistent and accurate source of essential information which will be added to but not altered.

Content

- The animal's signalment. This should include the animal's unique identification (microchip number), full species classification, informal name (if relevant), any distinctive markings, date of birth/hatching, gender and any other relevant information.
- All licences and registrations.
- The animal's history (medical, reproductive and behavioural).
- The animal's veterinary treatments.
- Date and source of acquisition (if not homebred).
- Date and destination of departure (where applicable).

Notes

Each licensed animal must have its own "Individual Record".

Important information about the health and welfare of the animal is held in its individual record so it is vital that it is up to date, kept safely and **travels with the animal**.

Distinctive markings may include things such as freeze-bands and rings.

All permits and registrations must be kept in the same place. Examples include CITES licences and Wildlife and Countryside Act Registrations held in respect of an animal.

An animal's medical history should include things such as clinical health information, details and dates of veterinary examination and treatments, chronic health conditions and on-going

medication. Other relevant information should be included, such as copies of laboratory reports.

An animal's reproductive history should include matings, births and litter sizes. Its behavioural history should include things such as mothering behaviour, unusual or extreme behaviour, escape, damage and injury to self or others.

An inspector will expect to be shown this record during an inspection as proof of compliance with licensing conditions. The inspector will use it to assess the past health and welfare of the individual animal, and to check for the presence of the necessary permits.

There is no requirement to agree the Individual Record with the lead vet. However, the Individual Record must be readily available to an attending veterinary surgeon because it holds the animal's medical history. It would be standard practice for a veterinary surgeon to update the relevant parts of the Individual Record with details of veterinary treatments and observations, or to provide sufficient information for the operator to do so, for example by posting copies of laboratory test results which had been discussed over the phone.

The Individual Record must be kept up to date with the latest available information. It is an important part of both the day to day management of the animal and the long term planning and management of health and welfare.

If an animal leaves or retires from the circus then a copy of the Individual Record must be kept for at least (an additional) three years. The original document should remain with the animal.

Key welfare standards

"Healthcare" on page 11 (whole section)

"Display, training and performance" on page 29 (and in particular "Checks after activity" on page 33)

"Transport" on page 37 (and in particular "During the journey" on page 40)

5. Care Plans

Purpose

Care Plans are the tool to demonstrate that good welfare standards have been planned for and put into practice. They should record how the welfare needs of licensed animals are being provided for. They should be reviewed regularly to see whether there are improvements which could be made which will enhance the welfare of the animal.

Care Plans are one of the main ways to demonstrate on-going compliance with licensing conditions and the welfare standards.

Care Plans must be followed at all times. Failure to follow them could constitute a breach of licensing conditions.

Content

- Group Care Plans and Individual Care Plans must **each** include sections on:
 - a. Assessment of welfare risks
 - b. Behavioural and environmental enrichment
 - c. Breeding
 - d. Dietary requirements
 - e. Preventative medicine
 - f. Daily recording (of all factors relevant to welfare)
 - g. Retirement
- Guidance on the content of each section can be found below.
- Duplicate information does not need to be included in both the Group and Individual Care Plans (see “which type of Care Plan should I prepare?”, below, for more information).

General notes

Care Plans must be prepared for every licensed animal and kept for as long as the animal is with the circus (long term storage and retention although not mandatory should be considered).

Care Plans must be agreed with the lead vet. Once the lead vet is content, agreement must be given in writing and state which animals and plans it corresponds to. Email is acceptable provided that a printed copy of the email is kept with the corresponding Care Plans.

It is important to note that the licence holder must consult the lead vet as often as necessary on the health and welfare requirements of the licensed animals and act on any advice received.

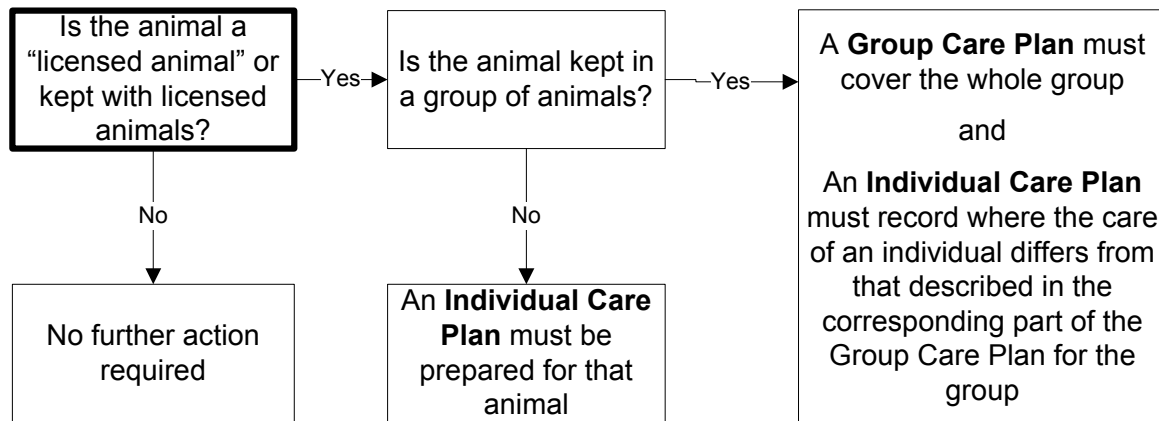
There is no need to routinely send a copy to the inspectorate or to provide notice of any changes. Where a copy is supplied in support of an application or in advance of an inspection it should help identify any potential problems and minimise the need for repeat visits. An inspector will expect to be shown this record during an inspection as proof of compliance with licensing conditions and to account for the overall health and welfare of the individual animal. Failure to show an inspector up to date Care Plans agreed by the lead vet will be considered a breach of licensing conditions.

Care Plans are “live documents” meaning that they must be kept up to date with the latest available information. Care Plans are an important part of planning for the welfare needs of licensed animals and demonstrating that welfare standards are being complied with as well as monitoring and adapting to any changes in the animal’s needs. The daily recording must note any factors that are relevant to the welfare of licensed animals including detailing any temporary deviations from the agreed Care Plans, giving reasons for these deviations. The daily record sheets should be used to inform a review of the other sections of the Care Plan. As a minimum, Care Plans should be reviewed at every routine veterinary visit (see guidance on page 13 for details of visits) or if an issue / concern has been found.

Care Plans must be available at all times. If an animal dies, leaves or retires from the circus, then in addition to updating the Care Plans for any animals within its social group, a copy of the Care Plans must be kept for at least three years. The licence holder may wish to retain a copy for longer.

It is envisaged that all the parts of an animal’s Care Plan, or the Care Plan for a social group of animals, are kept in a single volume. In this guidance the parts to the Care Plan are listed in the order in which they appear in the Regulations. This is not a requirement and in it is envisaged that the “daily recording” may be kept separately or at one end of the folder.

Which type of Care Plan should I prepare?



- A Group Care Plan must be produced for every social group (e.g. compatible animals that are kept together).
- An Individual Care Plan must be produced for every individual licensed animal.
- Both Plans should be arranged under the same headings.
- Where an animal is part of a social group and is covered by a Group Care Plan, the Individual Care Plan need only record differences that apply to that individual animal. It does not need to duplicate records kept in the Group Care Plan.
- Where a section of the Group Care Plan would be different for each member of the group, the words "see Individual Care Plans" can be entered in the Group Care Plan. The corresponding section of each animal's Individual Care Plan must then be completed.
- If an animal is not part of a social group, only an Individual Care Plan is required for that animal. However as most circus animals are from social species there will need to be an exceptionally good reason for holding a solitary individual.
- There is no requirement to keep Individual Care Plans for animals which are not "licensed animals". However, if an animal (that is not a "licensed animal") is kept in a social group with a licensed animal (e.g. a donkey kept with as zebra as a companion) then it might be helpful to hold such a record. In this example it would be advisable for the donkey to be listed in the Group Care Plan as its presence has an impact on the welfare of the licensed animal.

5 a. Assessment of welfare risks

General notes

An assessment of the welfare risks should be used to identify and manage any risks to the welfare of licensed animals presented by the activities to which they will carry out. For example, the risk of injury from a prop or piece of equipment.

The assessment should identify the risks to the animals and steps that will be taken to reduce the likelihood of the risk occurring.

Types of risk include things such as injury, suffering, distress, pain and the transmission of disease and parasites.

Despite the care taken in assessing and managing risks, incidents may occur. Once action has been taken to resolve the situation, the event should be recorded in the daily records (see guidance on page 78) and a review of the assessment of risks should be carried out with a view to preventing a recurrence.

If an animal is pregnant, this assessment should be updated frequently as the pregnancy progresses.

Minimum content

List of animals covered, including:

- Their unique identification (e.g. microchip number).
- Activities the animal(s) may undertake; identifying which animals will participate.

Examples of activities that must – as a bare minimum - be covered by the assessment of risk include exercise, training, performance, transport, proximity to / contact with the public and the maximum length of time animals will be display (if the animals do not have an area to retreat to that is out of public view). For each activity that has been identified, a brief description should be included.

- Identity of who will take direct responsibility for each activity (see also guidance on authorised persons on page 82).
- The limit set on the duration, frequency and intensity of the activity.

For example, to set out the length of time contact with the public is allowed, how many times a week it is allowed, and limits.

- Identification of all risks to animal welfare from participating in the activity.

Including risk of pain, injury, suffering, distress, disease transmission and anything else that has been identified.

- Identification of the preventative steps that will be taken to prevent the risk from occurring, or if this is not possible, to minimise the likelihood of it occurring. This includes ensuring that staff are empowered to stop an activity or prevent public access to the animal if a welfare risk is emerging.
- Details of the procedure that will be followed if an animal suffers detriment to its welfare during or as a result of the activity (for example, that the activity will be halted and remedial action taken without delay).
- Statement of the date the section was prepared, reviewed or updated.

Key welfare standards

“Display, training and performance” on page 29 (whole section)

5 b. Behavioural and environmental enrichment

General notes

This part of the Care Plans should clearly set out how the welfare standards on behavioural and environmental enrichment are being met.

Important considerations include the space available to the animals, enabling animals to express normal behaviours and taking much account as possible of the natural habitat, physiology and psychological needs of each animal. This section requires that the operator plans the provision of enrichment wherever an animal is.

Particular attention should be paid to behavioural patterns and signs of stereotypy as well as changes to the animal's needs during growth and development.

Minimum content

- Unique identification (e.g. microchip) of each animal covered.
- Information about all the places the animal(s) will have access to, including overnight accommodation, enclosures, exercise facilities or spaces, training and performance areas. This information must include the minimum size of the area, the type of flooring, walls or fencing (and roof, if applicable).
- Information about the minimum and maximum times animal(s) will be kept in or have access to these places each day (for example, to record how that part of the welfare standard on exercise is being met).
- Information about the environmental and behavioural enrichment material and techniques that will be used, including what materials will be used, in what quantity, how long for and in which locations.
- Statement of the date the section was prepared, reviewed or updated.

Key welfare standards

“Environment” on page 18 (whole section).

5 c. Breeding

General notes

This part of the Care Plans should be used to plan for the welfare needs of breeding animals. If all the individuals within a group are not capable of breeding, the Group Care Plan simply needs to state the reason for this (e.g. all male group). If any of the animals within the group have the potential to breed the information described below must be recorded. The record keeping requirements are different depending on whether animals are being intentionally bred or not.

Minimum content

- **In the Group Care Plan:** List the unique identification (e.g. microchip) of each animal covered by the plan and individually specify whether each animal will be intentionally used for breeding or not.

Whether the following records are kept in the Group Care Plan or Individual Care Plan will depend on the number of animals in the same situation with the group. The emphasis should be on avoiding duplication of records whilst maintaining a full and detailed plan, or set of plans, which is/are applicable to every animal. Animals of different taxa should not normally be allowed to inter-breed, particularly if they are members of a rare or endangered species.

- If a female **is being intentionally used for breeding**, then the following information must be recorded, if applicable to that species:
 - Steps that will be taken to secure welfare during pregnancy and the perinatal period including selection of appropriate sire and frequent reassessment of the welfare risks of training and performance as the pregnancy progresses.
 - Procedure and provision for separation (if appropriate) of animals during pregnancy and the perinatal period and their subsequent re-introduction to the group.
 - Any additional or different accommodation and environmental requirements (e.g. alterations to daily routine such as those listed on page 23, provision of extra heat, substrates for egg laying, managing restrictions on transportation after giving birth)
 - Steps that will be taken to ensure appropriate veterinary care.
- If a female **is not being intentionally mated** (but is capable of breeding and compatible males are present, which may or may not be of the same species), then the following information must be recorded:
 - Controls to be used to prevent overpopulation and unplanned breeding

- Procedure in the event of accidental mating or unexpected birth
- Procedure if surplus stock is produced and how those animals' welfare needs would be met.
- If a **male capable of breeding is kept**, details of how his need to be kept in a social group (if applicable) will be managed whilst accounting for the need to prevent unwanted breeding. Safety issues should be given adequate consideration; for example, as a result of changes in behaviour during the breeding season.
- If an animal **is not capable of breeding** the justification for this is required (e.g. neutered), and a record of how the social group would be managed if it is affected by a pregnancy or birth by another member that is capable of breeding.
- Statement of the date the section was prepared, reviewed or updated.

Key welfare standards

Special attention needed to **all** welfare standards where animals are being bred, but in particular:

“Breeding” on page 35

5 d. Dietary requirements

General notes

This part of the Care Plans is intended for use in planning, providing for and recording the dietary requirements for each animal. Specialist advice from the lead vet or other specialists should be incorporated.

The licence holder is responsible for ensuring that feed is sufficient to maintain the health of the licensed animals.

It is important to make allowance for changes in the health or body condition of an animal based on ongoing monitoring. Feed should be appropriate to the animals, taking account of factors including age, growth rate, sex, size, type (species, breed or strain), level of activity (including exercise and training), physiological state, previous feeding levels, state of health.

Other factors may need to be taken into account, including climate and weather, transportation, types of management system (for example if an extensive or intensive system is in operation). Unweaned mammals must remain with their mother unless advised otherwise by a veterinary surgeon.

Minimum content

- Unique identification (e.g. microchip) of each animal covered.
- Description of the type, total daily quantity and quality of food (including any supplements and any other points of note).
- Where food is to be stored (not applicable to grazing or suckling animals).
- How food is to be stored and labelled (not applicable to grazing or suckling animals).
- Where food is to be prepared (not applicable to grazing or suckling animals).
- Standards of hygiene to be followed.
- Who will / may provide food and water to the animals.
- The food and drink to be provided, including: times, quantities, frequencies.
- Locations where the animal(s) will be fed (e.g. in accommodation, as reward during training or performance, periods of grazing, feeding by visitors).

- Process for introducing new feeds (if applicable).
- Statement of the date the section was prepared, reviewed or updated.

Key welfare standards

“Diet” on page 26

“Healthcare” on page 11

5 e. Preventative medicine

General notes

A programme of preventative medicine is an essential part of the veterinary and health planning and record keeping for every animal. This section of the Care Plan records its planning.

The implementation of the programme will be recorded in the Individual Records, which should be cross referenced with this section at each inspection. The reason for any difference between the plan and the actual treatments given should be recorded as a change to the preventative medicine programme and agreed with the Lead Vet.

See also: Individual Records (on page 65).

Minimum content

- Unique identification (e.g. microchip) of each animal covered.
- Details of all preventive medicine regimes planned such as vaccinations and worming.
- Details of any health monitoring, including any sampling.
- Statement of the date the section was prepared, reviewed or updated.

Key welfare standards

“Healthcare” on page 11

5 f. Daily recording

General notes

This section is the main place to record daily observations of all factors relevant to the welfare of the licensed animals.

Records should be made on a daily basis and updated as necessary throughout the relevant 24 hour period.

This record keeping requirement is intended to be as light touch as possible with the emphasis placed on providing for the welfare needs of the licensed animals. It is intended largely as a check list-based exercise and detailed annotation should be added as circumstances require.

If relatively minor issues are identified then adjustments to the protocols specified in the Care Plans may need to be made on a day to day basis to protect the welfare of the animal(s). For example the size of a paddock may need to be temporarily reduced if an area becomes waterlogged. If significant issues are found, or minor issues are repeatedly occurring, that should trigger a review of the relevant sections of the Care Plans.

If an inspection reveals a deviation from the Care Plans which is not significantly negative to the animal's welfare and is recorded, with a satisfactory explanation, in the daily record sheets then this may not be classified as a breach of the licensing conditions.

Minimum content

- Unique identification (e.g. microchip) of each animal covered.
- Date.
- Times that conditions were checked.
- Name of the person(s) that completed the record.
- Location of the animal(s).
- Environmental conditions (including weather and state underfoot).
- Name of the person(s) that prepared the food and water.
- Name of the person(s) that gave the food and water.
- Anything that differed to the section on "dietary requirements".
- Details of medication or treatment administered and the name of the person(s) that administered it (in this particular case the information **should** be duplicated in the Individual Record).

- Signs of detriment to animal welfare, to specifically include signs of pain, injury, suffering or disease.
- Steps taken in response to detriment to animal welfare.
- General observations about or indicators of welfare issues, including observations about:
 - environment
 - state of accommodation, enclosures etc
 - abnormal, unusual or unexpected behaviours.
- Steps taken in response to observations (to include the time and details of steps that were taken, and further steps that are planned).
- Details of any hazards identified (such as broken glass, mud, protruding wires, structural defects, etc).
- Steps taken in response to the identification of a hazard (to include the time and details of steps that were taken, and further steps that are planned).
- If an animal(s) have participated in an activity (such as training and performance) then the following details must be recorded:
 - unique identification (e.g. microchip) of each participant
 - time the activity commenced
 - duration of activity
 - brief description of activity
 - observations, including:
 - any pain, injury, suffering or disease before, during or after the activity
 - any abnormal, unpredictable or unexpected behaviour before, during or after the activity
 - quantity of food and water consumed during the activity (including rewards)
 - name of the person(s) that led the activity
 - anyone else that came into direct contact with the animal(s).

Details that remain the same for several days may be logged “as yesterday” to show that they have been considered, provided that full details are recorded at the start of the run. These runs cannot be continued between different sites i.e. the full details must be entered on the first day at a new site.

Key welfare standards

“Environment” on page 18 (whole section).

“Diet” on page 26

“Display, training and performance” on page 29

“Healthcare” on page 11

NB: Journeys are covered by “Journey plans” on page 86

5 g. Retirement

General notes

Planning for an animal's retirement from the travelling circus will help ensure that the long term welfare needs of each animal are given full consideration.

An animal's retirement plan should make provision for retirement at a time, age and condition appropriate to the health, welfare, behaviour and temperament of the animal.

If an animal is to pass to another owner every effort should be made to ensure that person is suitable and can meet the welfare needs of the animal. As a minimum the animal's Individual Record as well as other relevant information should be provided to the new owner. The need for a handover / transitional period should be considered.

Minimum content

- Unique identification (e.g. microchip) of each animal covered.
- Any known factors that would trigger retirement.
- Information about:
 - Where the animal(s) will be homed on retirement
 - What will (need to) be provided to maintain the animal's health and welfare including enrichment, exercise and any other special care
 - Details of the accommodation and enrichment the animal should be provided
 - If applicable, the steps that will be taken to sustain the social needs of the rest of the group or the remaining individual upon retirement or death of another animal or animals in the group.
- Statement of the date the section was prepared, reviewed or updated.

6. List of authorised persons

Purpose

To ensure that only persons that have appropriate qualifications, experience or supervision may access and care for the licensed animals.

Content

A list of the persons the licence holder authorises to care for licensed animals including, for each person:

- Their name.
- The animals to which they may have access*.
- Their “band” in relation to each animal/group* (see below).
- A brief description of their role in relation to each animal.
- Relevant qualifications.
- Relevant experience.

* Determination of which is the responsibility of the licence holder

“Bands”

A member of staff may have different levels of responsibility for types of animal. For each animal, group or species (as applies) present in the circus, the authorised person should be identified in the list of authorised persons as belonging to one of the following “bands”:

- *Band A*

Someone who is in “Band A” may train and perform with licensed animals and may (but does not have to) undertake all the duties of a “Band B” and “Band C” person. They do not require supervision when accessing the animals, and may supervise Band B and C staff.

- *Band B*

Someone who is in “Band B” may present, care for and handle licensed animals and may enter

enclosures and be in the immediate proximity of an animal without supervision. They may supervise Band C staff. A “Band B” person may not train an animal (except under the strict supervision of a “Band A” person for their professional development).

- *Band C*

Someone who is in “Band C” may assist in caring for an animal but may not have direct contact with licensed animals either inside or outside the animal’s accommodation unless they are directly supervised by someone who is “Band A or B”. They should be receiving training, either “in house” or from external providers.

Notes

By “relevant” qualifications and experience, we mean relevant to the species of animal that are being looked after and the activities expected of them.

The list of authorised persons must include all members of staff (including any temporary, visiting or unpaid staff and people from visiting or temporary acts) that have access to or contact with licensed animals.

It is the licence holder’s responsibility to establish which “band” each person belongs to. More detail may be included in the record at the licence holder’s discretion, for example if a person is not an exact fit for one of the bands. An inspector will be interested in checking that an individual’s qualifications and experience are appropriate to the level of responsibility and contact with licensed animals they are allowed.

Operators are expected to support staff in maintaining up to date knowledge and skills in animal husbandry.

Operators do not need to use the “band” descriptors when dealing with the general public and there is no requirement to display the information to the public.

Key welfare standards

“Circus staff” on page 9

“Environment” on page 18 (whole section).

“Diet” on page 26

“Display, training and performance” on page 29

“Transport” on page 37

7. List of authorised persons on duty

Purpose

To ensure that someone is in overall charge of the animals at all times and has necessary authority to ensure licensing conditions are complied with; and to ensure that all circus staff know who is currently on duty

Content

- Name of the person in overall charge (and emergency contact details for them if they are off site for any reason e.g. mobile phone number)
- List of persons on duty who are authorised to access and care for licensed animals and their “band” (see list of authorised persons for guidance on “bands”)

Notes

The list must be displayed prominently to staff at any premises (including tour sites and winter quarters) where licensed animals are kept. It does not have to be on public display.

It is not necessary to include all the details that were required for the List of Authorised Persons such as experience and qualifications.

People listed must also appear on the list of persons authorised to access and care for licensed animals.

Consider including details of how to contact that person, e.g. mobile phone number, if appropriate.

Key welfare standards

“Circus staff” on page 9

8. Journey plans

Purpose

To ensure that sufficient planning is made before embarking a journey, and to record afterwards important details about the actual journey undertaken.

Content

To be completed **before** departure:

- Place of departure.
- Date and time of departure.
- Unique identification (e.g. microchip) of the animal(s) being transported.
- Intended place of destination.
- Expected time of arrival.
- Distance of route.
- Expected duration of journey.
- Details of planned rest and watering stops (where required).
- Action planned in response to known factors that might affect the journey (such as severe weather, road conditions).
- Name of the person completing the record.

To be completed **upon arrival**:

- Time of arrival.
- Distance travelled.
- Duration of journey.
- Times and locations of rest and watering stops (where applicable).
- Details of any signs observed of injury, distress or poor welfare.
- Details of any action planned or taken in response to any actual, or signs of, injury, distress or poor welfare.
- Name of the person(s) that transported / accompanied the animals.
- Name of the person completing the record.

Notes

It is important to plan ahead so that animals are not kept waiting whilst records are completed.

Previous journey plans should be reviewed before the next journey and used to put measures in place which should prevent a repeat of anything that may have previously been found to be detrimental to an animal's welfare.

Key welfare standards

"Transport" on page 37

See also description of "Fitness" on page 16

9. Notifications

Giving notice to the inspectorate

Notice must be given by the operator to the inspectorate of:

- The **tour itinerary** and **any changes** to it

Notice of the tour itinerary should be submitted at least **30 days** before it starts. Any changes must be submitted immediately.

- The up to date **list of licensed animals** (stock list) and **any variation** to it

Copies must be sent to the inspectorate **as soon as possible** following a change to the list of licensed animals. Please note that wild animals not included on the stock list may not be considered to be “circus” animals for the purposes of exemptions from other legislation (for example the Dangerous Wild Animals Act 1976).

- **Intent to acquire** a wild animal for use in the travelling circus

At least **14 days before** the date of the intended acquisition. The Inspectorate has the discretion to agree a shorter period, but only if approached for agreement in advance.

- The death of a licence holder if the personal representatives wish to operate under the existing licence

If a licence holder dies the licence will be deemed to have been granted to personal representatives of the licence holder and remain in force for three months. For this to happen, the personal representatives must provide notice to the inspectorate that they are now the operators within twenty-eight days from the date of death.

Unless instructed otherwise, please use the contact details on page 2.

Additional points to note

Other records **must** be provided upon **request** from an inspector or the inspectorate.

Licensing conditions apply **at all times** that a licence is held. If an animal is being acquired or retiring then Care Plans **must** be prepared or updated before the change takes place. Notice must be given of the intent to acquire an animal. That means that if new animals are acquired, the conditions **will immediately apply**.