Department for Environment, Food and Rural Affairs

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

Application for a licence to operate a travelling circus in England using wild animals

Application Form Guidance

December 2012

Please read this guidance when completing your application form to apply for a licence to operate a travelling circus using wild animals.

The form can be completed electronically then printed, or it can be completed by hand. In both cases remember to sign the form.

You will also find more details on the requirements of these Regulations in the Guidance on the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012

You need to be licensed by 20/01/2013. It may take up to six weeks to complete the process or longer if further information is required or if it proves difficult to make arrangements for the inspection.

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 wilds 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" (page29) which can be found at www.defra.gov.uk/publications/files/zoo-licensing-act-guide.pdf

Section 1: Operator to be licensed

Please complete this section with the details of the person responsible for the operation of the travelling circus which has wild animals. Please include details of how we can contact you to arrange an inspection.

Also include the name of the circus and the name of the business (if this is different from the name of the circus).

Fields marked * are mandatory fields

Section 2: Disqualifications

A person who is disqualified under any of the legislation listed in section 2 of the application form cannot be issued a licence and therefore will not be able to operate a travelling circus with wild animals.

In signing the application form you are confirming that you are not disqualified under any of the relevant legislation. Any licence issued to a disqualified person will be invalid.

Section 3: Payment Details

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

Please attach a cheque or postal order made out to Animal Health and Veterinary Laboratories Agency or AHVLA to the application form. Your application for a licence cannot be processed until this payment has been received.

You will also be charged for the costs of the inspection visit, once it has taken place. The fee for inspections will be £72.53 per hour plus the actual costs 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.

For example a full day inspection (8 hours) would cost £580.24 plus the actual costs of travelling and accommodation if required. There would also be a charge for any associated administration carried out by the inspector.

In most cases each licence will require at least three inspections. **There must be one inspection before a licence can be issued.** Further inspections will take place while the circus is on tour or, where applicable, at winter quarters and may be unannounced. You will be required to pay for each inspection at the rates quoted above.

Your first licence will be granted for a period of one year. You will need to reapply for subsequent years of operation.

Section 4: Attachments

As part of your application you need to submit the following records:

(1) Tour Itinerary

(2) List of animals to be licensed*

(3) List of current location of animals to be licensed *

(4) Individual Record

(5) Care Plans

(6) List of authorised persons

Items (2) list of animals to be licensed and (3) list of current location of animals to be licensed must be submitted with your application form as we cannot begin processing your application without them.

Item (5) Care Plans must be agreed with your lead vet (see Section 5 below for information about your lead vet).

If you do not have all the required records ready by the time you submit your application form you can send the remaining records by post or email afterwards but please indicate on the form which records you are submitting separately. However, please note that we cannot finish processing your application and arrange an inspection until we have received all of the records listed above.

If, when you submit your application, you are at winter quarters or not in England, please tell us the date on which your circus will start touring in England.

Section 5: Details of lead vet

You must appoint a "lead vet" who must be a named individual veterinary surgeon. The lead vet should have specialised knowledge of the specific species of wild animals in your travelling circus.

Further details on the role of the lead vet can be found in Guidance on the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012

By signing the application form you agree to your lead vet being contacted and releasing information relevant to your application for a licence to operate a travelling circus using wild animals.

Section 6: Circuses travelling from outside England

Please tell us if you are a travelling circus based in a country outside England. If you are based in England you can move to section 7.

If you are a travelling circus from a country outside England please tell us when you intend to arrive in England and whether you hold a licence or other authorisation as an operator

of a travelling circus in your home country. If so please attach a copy to your application form.

Section 7: Declaration

Please sign and date the form and send it with your processing fee of £389.36 to:

AHVLA Specialist Service Centre - Wildlife Licensing & Registration

2 The Square

Temple Quay

Bristol

BS1 6PN