



Application for a Licence to hold an Animal Gathering(s) for the Purpose of Sale, Collection for Onward Consignment within Great Britain, Exhibition, or for Inspection to Confirm Animals Possess Specific Breed Characteristics

Important Notes

- Licence applications should be submitted to:
 - for England: Animal and Plant Health Agency, One Health CSC, County Hall, Spetchley Road, Worcester, WR5 2NP or email to CSCOneHealthAGO@apha.gov.uk
 - for Wales: APHA Field Services, Penrallt Offices, Caernarfon, Gwynedd, LL55 1BN or email to APHA.CymruWales@apha.gov.uk
- The application form should be copied to your Local Authority (LA) (normally the Trading Standards or Environmental Health Department).
- Complete Parts A, B, C and D and attach the required supporting documents as listed at Part E. Incomplete forms will not be accepted.
- Guidance on the conditions for operating a gathering under the Animal Gatherings Order, and how to apply, are available at <https://www.gov.uk/guidance/get-a-licence-to-hold-an-animal-gathering>.
- Use **BLOCK** letters

Part A - Details of applicant

1. Name and contact address of the person who is to be the licensee: (who must be the person who will be responsible for organising the gathering of animals under the licence)

Postcode:

2. Position/role of applicant

3. Contact No. (inc. national dialling code)

4. Mobile No. (if available)

5. Fax No. (inc. national dialling code)

6. Email address (if available)

7. Website (if available)

Part B - Details of Biosecurity Officer

1. Name

2. Contact Nos. (inc. national dialling code) and mobile

Part C - Details of premises to be licensed

1. Name of event applied for

2. Unique CPH for event site

3. Owner/Occupier of site

4. Name and Postal address of site

Postcode:

5. Telephone No. (inc. national dialling code)

6. Fax No. (inc. national dialling code)

7. Email address (if available)

8. Website (if available)

9. Is this a renewal of an existing licence?
 Yes No

If Yes
 Are there any changes to parts A to C from last year?
 Yes No

If yes, highlight changes here

10. Type of animal gathering(s) to be licensed:

Sale

Show and sale

Show including exhibition and breed inspection

Collection Centre for:
 Onward consignment within Great Britain for rearing or breeding
 Onward consignment within Great Britain direct to slaughter

You may need to have a separate licence for a show on an existing sale premises - seek guidance from APHA.

11. Are the animal area(s):
 paved unpaved both

12. If you require, or require to renew, additional approvals in connection with these gatherings, please tick:

Bespoke Holding Facility (BHF)
 TB Exempt Market (Green market)
 TB Slaughter Gathering (Red market)
 TB Dedicated Sale (Orange)

13. If Show/Sale includes Scrapie Monitoring Scheme (SMS) animals, will it be;

SMS ONLY animals (dedicated)
 SMS and non-SMS animals kept separate (segregated)

14. Is there an existing licence under AGO 2010 for operations on this premises under a different CPH?
 Yes No

15. For applications relating to regular sales and collections provide the following details:

Regular Gathering days	Start Time *	Animal Areas to be used, as defined on site plan (Section E)	Type of Gathering. State whether sale or collection, whether a dedicated slaughter ('red') gathering and whether requiring to be TB exempt, TB restricted etc. Also state number and classes of stock expected
Details of regular special events			

(*) The period of arrivals must not exceed 48 hours from the time when the licensed premises will be open to receive animals. If subsequently an extension is required in connection with a particular gathering please contact APHA in advance.

16. For applications relating to shows, or relating to specific sales or collections other than regular ones listed above, provide the following details

Start Date and time for event*	End Date and time for event*	(Shows) Dates open to the public	Dates and times for animal entry if over 48 hours**	Animal Areas to be used, as defined on site plan (Section E)	Type of Gathering. State whether show, show including sale, sale or collection, whether a dedicated slaughter ('red') gathering and whether requiring to be TB exempt, TB restricted etc (sales and collections) or whether cattle will be housed with shared airspace (***). Also state number and classes of stock expected

(*) Dates should be those between which animals will be on site.

(**) This must be discussed with APHA prior to advertising the times for the event. It will only be agreed for specific events.

(***) Where cattle at shows will be housed with shared airspace (includes marquees) these will require TB pre-movement testing.

17. If different gatherings will be using different unpaved areas, please indicate this on the site plan (Section E). A given unpaved area cannot be re-used within 30 days.

18. If captive birds will be included at any events held at these premises, provide the following details and be aware of the General Licence on GOV.UK at

<https://www.gov.uk/government/publications/bird-gatherings-general-licence> and its conditions, including additional record-keeping:

Date(s) of the event(s)	<input type="text"/>
The purpose of the gathering(s) (show/sale):	<input type="text"/>
The types and number of birds anticipated:	<input type="text"/>

19. Billing Information – to be completed unless exempt from animal gathering fees

A person is exempt from a licence fee where the animal gathering on premises, or on the part of a premises to which the licence relates, involves:

- a) only shows or exhibitions that are open to the public for not more than one day at a time, in circumstances where no public sale or auction of animals takes place
- b) a gathering solely for the purpose of an inspection to confirm that animals possess specific breed characteristics.

Existing Customer Account Number (if applicable, and known)	<input type="text"/>
Customer (Company) Name	<input type="text"/>

Customer Type

Organisation

Person

Address Line 1

Address Line 2

Address Line 3

City

Country

Postcode

Telephone number

Email address for invoices

Part D - Application for a licence to hold an animal gathering

Declaration

The declaration **MUST** be signed by the licence applicant named at question 1, Part A

I hereby declare:

- the information supplied with this application form is true to the best of my knowledge and belief
- I undertake to notify the APHA immediately if there is a significant change of management or staff or the licensed premises undergoes significant structural repair, maintenance or refurbishment.
- I have read and understood the Animal Gatherings (England) Order 2010/Animal Gatherings (Wales) Order 2010 and all the licence conditions in the Schedule attached. I have noted my responsibility as licensee to meet the requirements under the Animal Gatherings (England) Order 2010/Animal Gatherings (Wales) Order 2010 and to take all reasonable steps to ensure that all the conditions of the licence are at all times met and adhered to by all those attending the gathering of animals. I am in a position to discharge these responsibilities.

Signature

Position

Name in
BLOCK
LETTERS

Date

Data Protection

For information on how we handle personal data please go to www.gov.uk and search Animal and Plant Health Agency Personal Information Charter.

Part E - Documents to be submitted with this application

Site plan showing the extent of the premises to be licensed, the animal areas, paved and unpaved areas, biosecurity points

Animal Gatherings Order 2010 - England and Wales (as amended) (hereafter referred to as 'the legislation')

Schedule of Conditions

1. General Conditions

a) The licensee must ensure that:

- i) the schedule of conditions on the licence are complied with
- ii) a Disease Control Contingency Plan will be available on site containing at least the information contained in the document AGO04

- iii) contingency plan/s will also be in place to cover: an inability to clean and disinfect the site (if paved), a failure of the electronic ear tag reading system if used, animal welfare incidents at the gathering
 - iv) an up to date list of contacts will be available and visible on site during a gathering: to include telephone numbers for APHA, Local Authority (LA), licensee and biosecurity officer
- b) The licensee must appoint a biosecurity officer (who may be the named licensee) to monitor compliance with the licence and with the legislation.
 - c) The licensee must take all reasonable steps to prevent the spread of disease on to, within, and off the licensed premises during animal gatherings.
 - d) The licensee must ensure that animals do not enter or leave the animal area except on a vehicle and that animals are unloaded from, and loaded onto, vehicles only in the animal area.
 - e) The licensee must erect and maintain a stock proof fence around the licensed premises.
 - f) The licensee must notify the times when the licenced premises will be used as an animal gathering to the LA and APHA giving at least 14 days' notice.
 - g) The licenses must ensure that all equipment to which animals have had access must be cleansed of visible contamination and then disinfected with an approved disinfectant after the last animal has left and before the next gathering.
 - h) The licensee must not allow an animal gathering to take place until 27 days has elapsed from the day the last animal left the licensed premises previously (condition 6 below) unless the animal area is paved and capable of disinfection and has been cleansed and disinfected since the last animal left previously (condition 4).

2. Staff engaged in the animal area

The licensee must ensure that:

- a) The following records are kept at the licensed premises to allow tracing in the event of a suspect case of notifiable disease at the premises:
 - i) names and addresses of all staff who work in the animal area, and
 - ii) information on their regular contact with farm livestock other than at the licensed premises,
- b) The records are kept up to date, and
- c) The records are kept for six months.

3. Operations on any day on which an animal gathering occurs

The licensee must ensure that sufficient records are kept to enable the tracing of animals and livestock vehicles. These records are to be retained for six months and must be produced when required to do so by an authorised officer.

4. Facilities at licensed premises where there is one or more paved animal area that is capable of being cleansed and disinfected

- a) the floor of the paved animal area(s) and all fixtures and fittings in these animal area(s) are in a good state of repair such that they remain capable of being cleansed and disinfected in accordance with the Animal Gatherings Order 2010 and are cleansed and disinfected so between gatherings.
- b) there is a discrete area for cleansing and disinfection of vehicles that have been used for transporting animals that is provided with an approved disinfectant on the day(s) of each gathering. This area is itself capable of being cleansed and disinfected and is cleansed and disinfected after each gathering.

c) any vehicle whose wheels have been contaminated by driving within the area used by animals must have the wheels, wheel arches and mudguards of the whole vehicle (including towing vehicle) cleaned and disinfected before the vehicle leaves the gathering.

5. Facilities at licensed premises where more than one animal area is used

The licensee must ensure that if it is necessary to walk animals between any of the animal areas, the areas must be:

- i) adjoining, or
- ii) connected by designated walkways.

6. Facilities and procedures at licensed premises where there is one or more unpaved animal areas that is not capable of being cleansed and disinfected

No person may allow an animal gathering to take place on unpaved animal areas until 27 days has elapsed from the day on which the last animal has left the unpaved area and all equipment to which animals have had access has been cleaned and disinfected.

7. Disposal of bedding and animal excreta

The licensee must ensure that all bedding and animal excreta are either:

- a) destroyed,
- b) treated so as to remove the risk of transmission of disease, or
- c) disposed of so that animals do not have access to them.

A record will be kept of how these materials have been disposed of.

Notes for Information (These do not form part of the licence conditions)

- It is an offence to hold an animal gathering for the purpose of sale, including show or exhibition (if any), or for onward consignment within GB without a licence issued by a Veterinary Inspector.
- It is a requirement of the Welfare of Animals at Markets Order 1990 (as amended) that 'no person shall permit an unfit animal to be exposed for sale in a market'. The definition of 'unfit' includes 'diseased'.
- All words and phrases used in the licence shall bear the meaning they bear in the Animal Health Act 1981 and the Animal Gatherings (England) Order 2010/Animal Gatherings (Wales) Order 2010 unless otherwise defined or the context otherwise requires.
- Failure to comply with the conditions of the licence is an offence under the Animal Health Act 1981 and the Animal Gatherings (England) Order 2010/Animal Gatherings (Wales) Order 2010 and may render a person liable to prosecution and heavy penalties on conviction.
- In addition, breaches of the provisions of the licence or the Animal Gatherings (England) Order 2010/Animal Gatherings (Wales) Order 2010 may lead to the licence being suspended, made subject to additional conditions or being revoked without further notice.

Failure to observe the measures required in this licence is an offence under Section 73 of the Animal Health Act 1981. The penalty on conviction of an offence under this section is a maximum of six months imprisonment and/or an unlimited fine.

APHA is an Executive Agency of the Department for Environment, Food and Rural Affairs and also works on behalf of the Scottish Government, Welsh Government and Food Standards Agency to safeguard animal and plant health for the benefit of people, the environment and the economy.

HM3 Stamp	Name:		Date Received:		WS ID:	
------------------	-------	--	----------------	--	--------	--