



# **BEDFORD BOROUGH COUNCIL**

## **GUIDANCE NOTES**

### **Dangerous Wild Animals Act 1976**

Applications are made under the above legislation and it is a condition of the licence to abide by that legislation.

1. Applications for a licence must be made to the Local Authority and a licence may be granted if the applicant is not disqualified from any of the following:
  - Keeping a Pet Shop
  - Keeping any Dangerous Wild Animal
  - Keeping a Riding Establishment
  - Keeping an Animal Boarding Establishment
  - Keeping a Dog
  - Having the Custody of Animals
2. You must be over the age of 18 to apply for this licence.
3. If a licence is granted, each licensee may be held individually responsible for complying with the licence conditions. Each licence granted is subject to standard conditions that are imposed on all Dangerous Wild Animal establishments licensed by the Authority. In addition to the standard conditions, a licence may also contain special conditions that are only applicable to individual licensed premises. You should read the Authority's standard licence conditions before you apply for a licence.
4. A licence may run either from the date of issue or from 1 January next and remains valid for the remainder of the calendar year in which it is issued. Any licence granted must be renewed annually if it is to continue to be valid.
5. Granting a licence – before being granted a licence, the applicant must be able to demonstrate to the veterinary surgeon appointed by the local Authority that:
  - a) Animals will be kept in accommodation suitable in relation to its construction, size of quarters, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness.
  - b) Animals will be adequately supplied with suitable food, drink and bedding material.
  - c) Animals will be adequately exercised and so far as necessary visited at suitable intervals.

- d) All reasonable precautions will be taken to prevent and control the spread among animals of infectious or contagious diseases, including the provision of adequate isolation facilities.
  - e) Appropriate precautions will be in place for the protection of animals in case of fire or other emergency.
6. Your Right of Appeal – any person aggrieved by a refusal to be granted or by any condition to which a granted licence is subject may appeal to the Magistrates' Court. The Court may give such directions regarding the application / licence or its conditions as it thinks proper.
  7. Officers authorised by the Council will inspect the premises for compliance with the conditions, before granting a licence and without notice when a licence is in force.
  8. Fees – Annual Licence Fee: £359.00 (*plus vet fees where necessary*)
  9. Payment can be made in the following way:
    - By cheque (made payable to Bedford Borough Council) at The Customer Engagement Centre, Horne Lane, Bedford. Please allow 28 days for the cheque to clear.
  10. Data Protection Privacy Advice– Through the relevant application/notice forms, accompanying documentation and payment facilities associated with this licensing function the Council (the data controller) collects personal data. Personal data may also be collected in respect of further related requests for information from the applicant/person submitting the notice. This is necessary for the performance of legal obligations on it in respect of the relevant licensing function or otherwise necessary for the performance of a task carried out in the public interest or in the exercise of official authority. These also form the basis for the further processing of the personal data by the Council in connection with the application/notice, any determination of the same and any subsequent authorisation/appeal and issues that arise during the period of the authorisation/appeal. Beyond that, the Council will retain the records for 5 years and then destroy them securely. The Council will maintain and retain public registers and these are not destroyed. The Council may from time to time extract information itself from those public registers. The Council will share with and receive information from the following:
    - Councils appointed Veterinary Surgeon
    - Councils Environmental & Trading Standards Service

in respect of data subjects who are applicants/notice givers and those who hold authorisations. It holds the personal data in a way designed to secure it from unauthorised use, loss or destruction. These measures include recruitment and training of staff, procurement of services and physical/cyber security. The Council's privacy statement for this function is available at [www.bedford.gov.uk](http://www.bedford.gov.uk) or upon request from the Council using the address and telephone contact details elsewhere on this form. The Council will update its privacy statement from time to time and you are urged to read that statement. You have information rights that are explained at <https://tinyurl.com/y7uccndm>. You can exercise your information

rights by contacting the Council's Data Protection Officer at [dpo@bedford.gov.uk](mailto:dpo@bedford.gov.uk) or writing to Information Governance, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP (Telephone (01234) 267422). If you believe that the Council has failed to comply with its data protection obligations you may contact the ICO at 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk). Further contact details are available upon request. The full Privacy Statement for Dangerous Wild Animals can be viewed here: [www.bedford.gov.uk/gdprprivacy](http://www.bedford.gov.uk/gdprprivacy)

11. Freedom of Information - Information held by the Council may need to be disclosed in response to a request for it within the terms of the Freedom of Information Act 2005. This information excludes that which is in any other way already in the public domain.
12. We aim to process your application in 60 working days. A licence cannot be assumed to have been granted until formal notification of this has been issued (even after the time period referred to above).