



BEDFORD BOROUGH COUNCIL

GUIDANCE NOTES

ZOO LICENCE

Notification to operate a zoo

At least 2 months before making an application for a zoo licence, the applicant must give notice, by way of an application form (provided on www.bedford.gov.uk) to Bedford Borough Council. The notice must identify:

- Zoo location
- Types of animals and approximate number of each group kept for exhibition on the premises and the arrangements for their accommodation, maintenance and wellbeing
- The approximate numbers and categories of staff to be employed in the zoo
- The approximate number of visitors and motor vehicles for which accommodation is to be provided
- The approximate number and position of access to be provided to the premises
- How required conservation measures will be implemented at the zoo

A notice then should be placed in one local and national newspaper. The notice must identify the location of the zoo and state that the application notice is available to be inspected at the Bedford Borough Council offices.

Application Procedure

When considering an application, Bedford Borough Council shall take into account any representations made by or on behalf of:

- The applicant
- The chief officer of police
- The governing body of any national institution concerned with the operation of zoos
- Where part of the zoo is not situated in the area of the local authority with power to grant the licence, a planning authority for the relevant area (other than a county planning authority) or, if the part is situated in Wales, the local planning authority for the area in which it is situated
- Any person alleging that the zoo would affect the health or safety of people living in the neighbourhood
- Anyone stating that the zoo would affect the health or safety of anyone living near it
- Any other person whose representations might show grounds on which the authority has a power or duty to refuse to grant a licence

Before granting or refusing to grant the licence, Bedford Borough Council will consider any inspectors' reports based on their inspection of the zoo, consult the applicant about any conditions they propose should be attached to the licence and make arrangements for an inspection to be carried out. Bedford Borough Council shall provide at least 28 days notice of the inspection.

Bedford Borough Council will not grant the licence if they feel that the zoo would adversely affect the health or safety of people living in near it, or seriously affect the preservation of law and order or if they are not satisfied that appropriate conservation measures would be satisfactorily implemented.

An application may also be refused if:

- Bedford Borough Council are not satisfied that accommodation, staffing or management standards are suitable for the proper care and wellbeing of the animals or for the proper conduct of the zoo
- The applicant, or if the applicant is an incorporated company, the company or any of the company's directors, managers, secretaries or other similar officers, or a keeper in the zoo, has been convicted of any offence involving the ill-treatment of animals

Renewal of a licence

Applications to renew a licence will be considered no later than six months before the expiry of the existing licence, unless Bedford Borough Council allows a shorter time period.

Your renewal licence will last 6 years.

Appeals

If the applicant is refused a licence, they may appeal to a magistrates' court within 28 days from the date on which the applicant receives written notification of the refusal.

But, please contact Bedford Borough Council in the first instance.

A licence holder may appeal to a Magistrates' court against:

- Any condition attached to a licence or any variation or cancellation of a condition
- The refusal to approve the transfer of a licence
- A zoo closure direction
- Enforcement steps relating to any unmet condition

The appeal must be brought within 28 days from the date on which the licence holder receives written notification of the authority's decision as to the relevant matter.

Fees

4 Yearly Licence Fee: £835.00 (*plus vet fees where necessary*)

Payment can be made in the following ways:

- 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.
- By debit or credit card – on-line at www.bedford.gov.uk, by telephone or in person at the Customer Engagement Centre.

Data Protection

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:

- Other Council Services
- Other Local Authorities
- DEFRA
- Public Notice

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 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 (Keith Simmons) at 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. Further contact details are available upon request. The full Privacy Statement for Zoo Licencing can be viewed here:

www.bedford.gov.uk/gdprprivacy

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 the Information Act 2005. This information excludes that which is in any other way already in the public domain.

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).