



Wed 31/2023

Buckinghamshire Council Animal Licensing Policy consultation

Open date: 20 April 2023

Close date: 31 May 2023

Name: Licensing Team

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Overview

We want to hear your views on our draft Animal Licensing Policy for Buckinghamshire Council.

As the Licensing Authority, we have legal responsibilities for the licensing of several activities relating to the welfare of animals. This includes licensing:

- operators of businesses:
 - breeding dogs
 - hiring out horses
 - keeping or training animals for exhibition
 - providing or arranging for the provision of boarding for cats or dogs
 - selling animals as pets
- keepers of dangerous wild animals
- zoos

This policy will cover the Buckinghamshire Council area and replace any animal licensing policies from the previous district councils.

A single Buckinghamshire Council Animal Licensing Policy will set out a clear and consistent framework for applicants, licence holders and others affected by it.

Draft Buckinghamshire Council Animal Licensing Policy

The draft policy sets out:

- our role in animal welfare and relevant legislation
- guidance on application processes
- what we consider when deciding licence applications
- our approach to enforcement
- our approach to animal licensing fees

The draft policy aims to ensure:

- there is fairness and consistency for operators of animal related businesses
- that anyone responsible for the management of animal welfare follow standards of good practice
- residents feel confident that licensed businesses offer a good standard of animal welfare and comply with legislation

Our draft policy has been developed in accordance with all animal licensing legislation and statutory guidance. In addition, we are proposing further safeguarding measures.

Disclosure and Barring Service (DBS) check for applicants proposal

Under this policy, applicants will be required to provide evidence of a Disclosure and Barring Service (DBS) check (or “basic disclosure”). This is a check of someone’s criminal record.

The DBS certificate must be no more than one month old at the time of the application.

Existing licence holders will be required to provide evidence of a DBS check on renewal.

Safeguarding for activities involving children or vulnerable people proposal

The main aim of animal licensing is to maintain and improve animal welfare standards. We are aware that some licensable activities may involve unsupervised contact with children and / or vulnerable persons.

We would expect applicants and licence holders whose activities involve contact with children or vulnerable persons to:

- have a written safeguarding policy and provide training for staff
- have a procedure for vetting staff who have unsupervised contact with young / vulnerable persons

We are not setting any specific standards in relation to these requirements, but each case will be considered on its own merits.

How the draft policy has been developed

The draft policy follows statutory guidance produced by the Department for Environment, Food and Rural Affairs (DEFRA) and guidance from other relevant organisations.

We have also engaged with current licence holders and other relevant stakeholders to develop this draft.

For more information about its development, see the draft Buckinghamshire Council Animal Licensing Policy.

What is not covered by the draft policy

There are types of animal related businesses that do not currently require a licence. These include:

- animal rescue centres
- livery yards
- dog walkers
- dog groomers and similar

Some areas of animal health are dealt with by Buckinghamshire and Surrey Trading standards. There are cases where there may be overlap of responsibilities.

Related documents

Before you respond to this consultation, please have a look at the following document. This is available online at <https://yourvoicebucks.citizenspace.com/>

- Draft Buckinghamshire Council Animal Licensing Policy

How to have your say

You can tell us your views in one of the following ways:

- complete the online survey at <https://yourvoicebucks.citizenspace.com/>
- complete, and return, a printed version of the survey below
- email us at licensing@buckinghamshire.gov.uk
- write to us at Animal Licensing Policy consultation, Licensing Services, The Gateway, Gatehouse Road, Aylesbury, HP19 8FF

If you have any questions about this consultation, please email us at licensing@buckinghamshire.gov.uk or phone us on 01296 585605.

Please tell us your views by midnight on Wednesday 31 May 2023.

What happens next

We will use your responses to develop the final draft of the Buckinghamshire Council Animal Licensing Policy.

The policy will then be presented to our Licensing Committee for approval and adoption in Summer 2023.

We will review the policy to reflect any changes in animal licensing legislation. We will carry out a formal review at least every 5 years.

Privacy

We will use the information you provide here only for this activity. We will store the information securely in line with data protection laws and will not share or publish any personal details. For more information about data and privacy, please see our [Privacy Policy](#).

If you have questions about data and privacy, please email us on dataprotection@buckinghamshire.gov.uk. Or write to our Data Protection Officer at Buckinghamshire Council, The Gateway, Gatehouse Road, Aylesbury, HP19 8FF.

Printed consultation survey

Disclosure and Barring Service (DBS) check for applicants

Under this policy, applicants will be required to provide evidence of a Disclosure and Barring Service (DBS) check (or "basic disclosure"). This is a check of someone's criminal record.

The DBS certificate must be no more than one month old at the time of the application.

1. Do you agree that applicants should provide evidence of a Disclosure and Barring Service (DBS) check to hold a licence?

Please tick (✓) one option

- Yes
- No
- I don't know

Please tell us the reasons for your answer:

It is important that all applicants must provide a DBS Form.

Safeguarding for activities involving children or vulnerable people

Under this policy, we would expect applicants and licence holders whose activities involve contact with children or vulnerable persons to:

- have a written safeguarding policy and provide training for staff
- have a procedure for vetting staff who have unsupervised contact with young / vulnerable persons

We are not setting any specific standards in relation to these requirements, but each case will be considered on its own merits.

2. Do you agree that applicants and licence holders whose activities involve contact with children or vulnerable people have:

Please tick (✓) one option per statement

	Yes	No	I don't know
a written safeguarding policy and provide training for staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a procedure for vetting staff who have unsupervised contact with young / vulnerable persons	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please tell us the reasons for your answers:

(Empty box with a diagonal line drawn through it)

Other comments

3. How easy is the draft Buckinghamshire Council Animal Licensing Policy to understand?

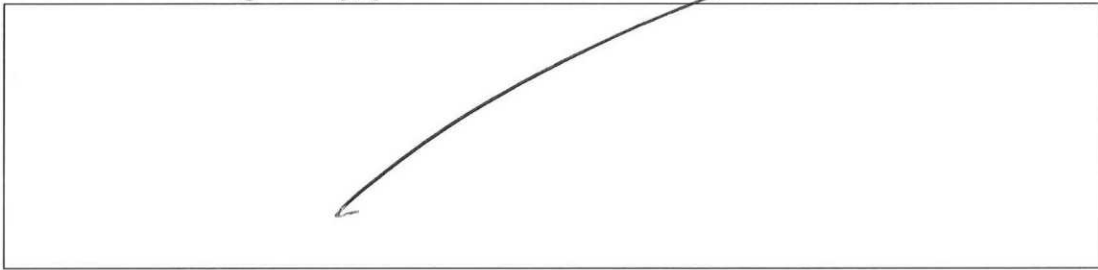
Please tick (✓) one option

- Very easy
- Somewhat easy
- Not very easy
- Not at all easy
- I don't know

If you think we could make the Buckinghamshire Council Animal Licensing Policy easier to understand, please tell us how:

use DBS and Animal Licensing policy to make things easier

4. If you have any other comments about the draft Buckinghamshire Council Animal Licensing Policy, please tell us here:



About you

We will use the information you provide here only for the purpose of this activity. We will store the information securely in line with data protection laws and will not share or publish any personal details.

5. What animal licence(s) do you currently hold?

Please tick (✓) all that apply

- I don't currently hold an animal licence
- Boarding for cats or dogs licence
- Dangerous wild animal licence
- Dog breeding licence
- Hiring out horses licence
- Keep or train animals for exhibition licence
- Selling animals as pets licence
- Zoo licence

6. Which of the following describe you?

Please tick (✓) all that apply

- I live in Buckinghamshire
- I work in Buckinghamshire
- I study in Buckinghamshire
- I represent or own a business in Buckinghamshire
- I represent a community or voluntary group in Buckinghamshire
- I am an elected representative in Buckinghamshire
- I represent a Parish / Town Council or Town Committee in Buckinghamshire
- I work for Buckinghamshire Council

- I work for a neighbouring local authority
- Other (please give details below):

7. How did you find out about this consultation?

Please tick (✓) all that apply

- Local media (newspaper, radio or TV)
- Social media (Facebook, Twitter)
- Nextdoor
- Buckinghamshire Council website or Your Voice Bucks website
- Buckinghamshire Council newsletter
- Email from Buckinghamshire Council
- From Buckinghamshire Council staff
- Through working at Buckinghamshire Council
- Word of mouth
- Local Community Board
- Local Councillor
- Local Parish / Town Council
- Other (please give details below):

8. Are you responding as an individual or on behalf of an organisation (e.g. a business or a voluntary group)?

Please tick (✓) one option

- As an individual (go to question 10)
- On behalf of an organisation

On behalf of an organisation

9. Please provide the following details:

Name of organisation:

Your job title:

End of survey if responding on behalf of an organisation

More about you

We want to hear from as many people as possible to understand the views and needs across Buckinghamshire. The following questions help us see if the communities we serve have had the opportunity to be heard through this activity.

All questions are optional. You can skip any questions you do not wish to answer.

10. What is your age?

Why we ask this: We want to understand the experiences and views of different age groups.

Please tick (✓) one option

- Under 16
- 16 to 24
- 25 to 34
- 35 to 44
- 45 to 54
- 55 to 64
- 65 to 74
- 75 to 84
- Over 85
- Prefer not to say

11. Do you consider yourself to have a disability / disabilities, impairment(s) or long term health condition(s)?

Why we ask this: We want to understand the experiences and views of disabled people, people with impairments and people with long term health conditions.

Please tick (✓) all that apply

- Disability / disabilities (CAMHSM)
- Impairment(s)
- Long term health condition(s)
- No
- Prefer not to say

12. Are you:

Why we ask this: We want to understand the experiences and views of different sexes.

Please tick (✓) one option

- Female
- Male
- Prefer not to say

13. How would you describe your ethnicity?

Why we ask this: We want to understand the experiences and views of different ethnicities.

Please tick (✓) one option

- Asian - British
- Asian - Bangladeshi
- Asian - Chinese
- Asian - Indian
- Asian - Pakistani
- Any other Asian background - Please give details below
- Black - African
- Black - British
- Black - Caribbean

- Any other Black, African or Caribbean background - Please give details below
- Mixed or multiple ethnic groups - White and Asian
- Mixed or multiple ethnic groups - White and Black African
- Mixed or multiple ethnic groups - White and Black British
- Mixed or multiple ethnic groups - White and Black Caribbean
- Mixed or multiple ethnic groups - Mixed or Multiple Ethnic backgrounds British
- Any other Mixed or Multiple ethnic background - Please give details below
- White - English, Welsh, Scottish, Northern Irish or British
- White - Irish
- White - Gypsy or English traveller
- White - Irish Traveller
- White - European
- Any other White background - Please give details below
- Other ethnic group - Arab
- Other ethnic group - Arab British
- Other ethnic group - Please give details below
- Prefer not to say

Please give other details here:

Sri Lanka -

End of the survey

Thank you for taking the time to complete this survey.

Please return your completed survey by midnight on **Wednesday 31 May 2023**. You can:

- email it to licensing@buckinghamshire.gov.uk
- post it to Animal Licensing Policy consultation, Licensing Services, The Gateway, Gatehouse Road, Aylesbury, HP19 8FF