

The Animal Welfare (Primate Licences)(England) Regulations 2024

APPLICATION FOR A LICENCE TO KEEP PRIMATES

APPLICATION TYPE:			
New		Renewal	

Please read the accompanying guidance notes carefully before completing this application form.

DETAILS OF MAIN APPLICANT	
First Name(s):	
Surname:	Title:
Postal Address:	
Phone (Home):	Phone (Mobile):
Email address:	
Date of Birth:	National Insurance No.:

DISQUALIFICATIONS (MAIN APPLICANT) (Please refer to guidance note 1)	
Have you or any other person who will be responsible for the care and management of the primates ever been disqualified from keeping primates	YES/NO

DETAILS OF SECOND APPLICANT (If applicable)	
First Name(s):	
Surname:	Title:
Postal Address:	
Phone (Home):	Phone (Mobile):
Email address:	
Date of Birth:	National Insurance No.:

DETAILS OF INDIVIDUAL PRIMATES TO BE KEPT (Please duplicate this page if you need space for more animals)

Please provide the following information in respect of **each individual primate** that is proposed to be kept

Name	Sex	Species (Common Name)	Species (Scientific Name)	Date of Birth	Microchip Number	To be used for breeding
						YES / NO
						YES / NO
						YES / NO
						YES / NO
						YES / NO
						YES / NO
						YES / NO
						YES / NO
						YES / NO
						YES / NO
						YES / NO
						YES / NO

VETERINARY SURGEON DETAILS (Please refer to guidance note 4)

Please provide the name and address of the veterinarian with whom the primates are registered.

Full Name of Veterinarian:

Practice Name:

Postal Address:

Phone No.

Email address:

EMERGENCY KEY HOLDER DETAILS

First Name(s):

Surname:

Title:

Postal Address:

Phone (Home):

Phone (Mobile):

Email address:

BREEDING

Will any breeding of primates take place at the premises?

YES / NO

DETAILS FOR WEBSITE

If you would like your details to be entered onto the public register on the Council's website please follow this link or scan the QR code and enter your details.

[West Oxfordshire District Council Primate Public Contact List](#)



DECLARATIONS (This section must be completed by the applicant)

- I am aware of the provisions of the relevant Act, Regulations and Statutory Guidance
- I declare that the details provided in the application form and any attached documentation are correct to the best of my knowledge and belief and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to immediate suspension or revocation.
- I understand that a veterinarian or other suitably competent person authorised by the Council will inspect the premises to assess whether or not a licence can be granted.
- I understand that if a licence is issued, a veterinarian or other suitably competent person authorised by the Council may inspect the premises either by appointment or unannounced at any reasonable time.
- I understand that a veterinarian or other suitably competent person authorised by the Council may take photographs and/or video footage whilst carrying out inspections or visits to the premises.
- I am aware that a fee is payable for this application
- I accept that all veterinary fees incurred by the Council in respect of this application will be recoverable at a cost and that failure to make payment may lead to the revocation of any licence issued.
- I accept that in the event of my application being refused or withdrawn, the application fee will not be refunded.
- I accept that on occasions the Council is required to provide information to third parties under the Environmental Information Regulations 2004, the Data Protection Act 1998 and the Freedom of Information Act 2000.
- The Council may make use of a third-party animal welfare inspector who carries out inspections on our behalf. For the purpose of arranging your initial and interim inspections, your contact details may be passed to this individual.
- I confirm that I am aware of the provisions of the relevant legislation and the licence conditions, which I will comply with at all times.
- I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes.
- I understand that the authority will only use my personal information gathered for the specific purposes of my application. They will not give information about me to anyone else or use information about me for any other purpose, unless the law allows them to. Further privacy information can be found on www.westoxon.gov.uk

Signature (Applicant 1):**Date:****Full Name: (please print)****Signature (Applicant 2):****Date:****Full Name: (please print)**

Please return your completed form with any relevant supporting documents and the appropriate application fee to

*(Cheques must be made payable to **West Oxfordshire District Council**)*

Licensing Team
 West Oxfordshire District Council
 Town Centre Shop
 3 Welch Way
 Witney
 Oxon. OX28 6JH

ers.licensingandapplications@publicagroup.uk

01993 861000

Please see the website for our current opening times
[Contact us - West Oxfordshire District Council](#)

SUPPORTING DOCUMENTATION

Please enclose/attach the following supporting documents with this application

	Site plan of the premises where primates are to be kept
	Plan of accommodation for each enclosure with dimensions
	Public Liability Insurance Policy (for at least £5 million cover)
	<p>Written Procedures which must include the following:-</p> <ul style="list-style-type: none">• Cleaning and hygiene regimes to demonstrate that each enclosure is maintained in an appropriate state of cleanliness to reduce the risk of disease transmission and that the cleaning and disinfection is carried out at a frequency and in a way that does not cause distress, suffering, or avoidable discomfort for the primates in the enclosure while taking into consideration their natural behaviours• Repair and maintenance programme• Daily monitoring of the primates for signs of pain, suffering, injury, disease or abnormal behaviour and that any vulnerable animals are checked more frequently.• Monthly weight monitoring• Appropriate treatment and care where there is any sign of pain, suffering, injury, disease or abnormal behaviour and steps to be taken to ensure prompt identification of the cause or possible cause.• Introduction of new primates to the collection and/or existing groups of primates• Individual diet plans for each primate (this must be based on guidance from a Vet or primate dietary expert)• Immature Primates Opportunities• Breeding health and management plan provided by the veterinarian where breeding is planned• Separating/ grouping of primates• Contraception plan for non-breeding primates• Written Emergency Plan covering fire (evacuation, firefighting equipment, how animals are evacuated and kept safe during the emergency, smoke & CO detector locations/ testing & fire drills), loss of utilities, extremes of weather/ temperature, breakdown of vehicle during animal transport, alternative accommodation provision in the event of premises becoming uninhabitable, an up-to- date list of emergency contact details that includes the fire service and police. If you have any dangerous wild animals on site, detail specific plans for their removal and immediate rehoming.• Disease control and prevention procedure, including zoonoses.• Transportation• Isolation procedure• Prevention of and control of the spread of disease including zoonosis• Monitoring and ensuring the health and welfare of the animals• Preventative Healthcare Plan/ Biosecurity Risk Assessment (signed by your registered veterinarian)• Risk assessment for keeping a dangerous wild animal (DWA) if the primate is listed as a DWA• Special circumstances, including contingencies in the event of:<ul style="list-style-type: none">i Temporary isolation of any primate, including arrangements for ensuring that the welfare needs are met during the period of its isolation.ii Death or escape of a primateiii Care of the primates following the revocation of the licence or the death of the licence holder
	<p>Register of primates to include</p> <ul style="list-style-type: none">i its nameii Its nameiii its sexiv its microchip numberv its date of birth or, if not known, its approximate date of birthvi its speciesvii its colour and markingsviii the name and contact details of its previous keeper (where applicable)ix the date and cause of its death (where applicable); andx where the primate is permanently transferred to other premises, the name and contact details of the new keeper (where applicable) and the address of the place to which it has been relocated;

Guidance notes on applying for a licence to keep primates

Guidance Note 1 – Persons who cannot apply

An application for a licence cannot be made by an individual who is under the age of 18 or who is disqualified from keeping primates under any of the following:

- (a) section 34(2) of the Animal Welfare Act 2006
 - (b) section 1 of the Protection of Animals (Amendment) Act 1954
 - (c) section 40(1) of the Animal Health and Welfare (Scotland) Act 2006; or
 - (d) section 33(1) of the Welfare of Animals Act (Northern Ireland) 2011.
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Guidance Note 2 – Licence commencement

Licences will normally take effect immediately following a decision by the Council to grant the application. However, if you would like to request that a licence take effect later than this, you can specify when you would like the licence to take effect. The requirement to hold a licence to keep primates takes effect on 6 April 2026. Therefore, the earliest that the Council will grant a licence to take effect is 6 April 2026.

Guidance Note 3 – Licence Duration

Licences will normally be granted for a period of three years. However, if you wish for the licence to be granted for a shorter period, you can request this when making the application. Please note that the application fee for the licence will be the same regardless of the duration of the licence issued.

Guidance Note 4 – Named Veterinarian

The primate(s) must be registered with a veterinarian who has agreed to provide the following:-

- (a) routine visits at an appropriate frequency to assess the health, condition and welfare of each primate.
 - (b) carry out or supervise the treatment of a sick primate.
 - (c) administer or supervise the administration of medicines, vaccines, parasite control, disease surveillance and contraception to the primates when appropriate.
 - (d) monitor the health and welfare of each primate and
 - (e) advise and assist in an emergency
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Guidance Note 5 – What happens after the application is received?

Upon receipt of a full and valid application, the Council will arrange for a suitable person to inspect the premises specified in the application to determine whether the licence conditions are likely to be met if the application were to be granted.

Following the inspection, if the local authority is satisfied that the licence conditions are likely to be met, the application will be granted, and a licence will be issued.

If the local authority is not satisfied that the licence condition is likely to be met, the application will be refused.

Guidance Note 6 – Request for reconsideration and appeals

If your application is refused, you will be provided with information on how you can make representations to the Council and request that the decision be reconsidered. If, following a reconsideration, the decision to refuse the application is maintained, you will be provided with information on how you can make a formal appeal against the Council's decision to the First-tier tribunal.

Guidance Note 7 – Conditions of licence

All licences will be issued subject to the conditions set out in Schedule 1 of the Animal Welfare (Primate Licences) (England) Regulations 2024

Guidance Note 8 – Inspections of licensed premises

A local authority that has granted a primate licence may, at any reasonable hour during the licence period, arrange for a suitable person to inspect the premises specified in the licence to determine whether the licence conditions are being met.

Guidance Note 9 - Offences

From 6 April 2026 it will be an offence under section 13 of the Animal Welfare Act 2006 to keep a primate without a licence. This offence carries a maximum penalty of imprisonment for a term not exceeding 51 weeks or an unlimited fine, or both.

From 6 April 2026 it will be an offence to breach any condition of a licence issued to someone authorising them to keep primates. This offence carries a maximum penalty of an unlimited fine

Guidance Note 10 – Revocation, Variation or Surrender of a licence

The Council may revoke or vary a licence issued if they are satisfied the licence holder has failed to:

- Comply with a licence condition
- Allow access for an inspection
- Pay any fees required in connection with a licence application (including veterinary fees)

A Council can vary the licence by reducing the number of any primates of any species that is authorised to be kept under the licence or removing any species of primate specified in the licence

The holder of a primate licence who proposes to surrender the licence may apply to the local authority that granted it to surrender the licence. On receipt of an application, the local authority must grant the application if satisfied that the holder no longer requires the licence and, when doing so, must specify in writing the date on which the licence is surrendered.

More information

Further information on the Regulations and associated guidance can be found on the Council's website [Primate Licence - West Oxfordshire District Council](#)