

Request

We are writing to request information about the dog breeding licence protocols within your local authority. We would like to request the following information:

Application Process:

- 1) What is the current process for a constituent applying for a breeding licence? For example, is it possible to apply online, by phone, or by completing an application form? Please provide any relevant links or details.
- 2) What is the price charged for a new breeding licence?
- 3) What is the price charged for the renewal of a breeding licence?

License Statistics:

- 4) How many applications for a new licence have been received in the last 5 years? (broken down by year)
- 5) How many applications for a licence renewal have been received in the last 5 years? (broken down by year)
- 6) How many new licences have been granted as a result of an application made in the last 5 years? (broken down by year)
- 7) How many licences have been renewed as a result of an application made in the last 5 years? (broken down by year)
- 8) If appropriate, please provide the grounds on which any licence (new or renewal) was refused.
- 9) Of the list of approved licenced breeders, please confirm the number of staff and qualifications of staff employed by each private licence holder. We are not requesting any personal details of individual staff, just the number employed by each licence holder and their qualifications.

Staff and Licensing Regulations:

- 10) How many staff members within the authority are responsible for enforcing licencing regulations and what are their roles and responsibilities relating specifically to dog breeding licenses? We are not requesting any personal details of individual staff, just the job title and the roles and responsibilities of that position (usually outlined in a role of job description)
- 11) What is the process/protocol that the authority takes for issuing a licence? For example, is there an inspection and report, and if so, please share the policy or protocol documents produced by your authority, or alternatively outline this process in your response.
- 12) If you conduct an inspection, what information do you collect for a report? For example, name, gender, microchip numbers, etc. Please list any information categories collected.
- 13) What is the process/protocol for responding to a report of a breach of licensing regulation? And what is the process of dealing with a suspected breach? For example, is there an inspection, report, warning, or termination of the licence notification, court proceedings?

- 14) Do you keep a database of reports on suspected licensing breaches? If yes, please share the number of reports you have received for suspected licensing breaches.
- 15) What conditions or scenarios warrant a termination of a license?
- 16) If a breeder buys or sells a breeding dog during the period of an issued licence, do you require them to notify you of the change at the time of the sale/purchase of the dog, or are records only updated at the time of the renewal application?
- 17) What steps, if any, do you take to ensure that each breeder complies with The Microchipping of Dogs (England) 2015 regulations?

Inspection Records:

- 18) How many staff were employed to conduct inspections during in the last 5 years? (broken down by year)
- 19) How many inspections were conducted during in the last 5 years? (broken down by year)
- 20) How many litters were produced (and how many puppies in each litter) by each licence holder in the last 5 years? (broken down by year)
- 21) If you keep records of Kennel Club Assured Breeder Scheme members, please confirm which licence holders are also members of this scheme.

Complaints:

- 22) Has any licence been revoked or suspended in the last 5 years? (broken down by year) If so, please provide details of the licence holder and the reason for revocation or suspension
- 23) How many complaints have you received in the last 5 years? (broken down by year), and which licence holder(s) have been complained about?
- 24) Where a complaint has resulted in enforcement action, please confirm what enforcement action was taken and the name of the licence holder (or refer to answer above if details already provided in relation to revocation or suspension of licence).

Response

Application Process:

- 1) Details of application process can be found at: <https://www.wigan.gov.uk/Business/Licensing-Permits-Registrations/Animals/Dog-breeders.aspx>
- 2) Details of fees can be found at: <https://www.wigan.gov.uk/Business/Licensing-Permits-Registrations/Animals/LicenceFees.aspx>
- 3) Details of fees can be found at: <https://www.wigan.gov.uk/Business/Licensing-Permits-Registrations/Animals/LicenceFees.aspx>

Licence Statistics:

- 4) Information is contained in the attached spreadsheet.
- 5) Information is contained in the attached spreadsheet.
- 6) Information is contained in the attached spreadsheet.
- 7) Information is contained in the attached spreadsheet.
- 8) Not applicable - no applications refused
- 9) Information not recorded by local authority.

Staff and Licensing Regulations:

- 10) Members of staff – their roles are in line with the animal activity licensing process: statutory guidance for local authorities: <https://www.gov.uk/government/publications/animal-activities-licensing-guidance-for-local-authorities/animal-activity-licensing-process-statutory-guidance-for-local-authorities>
- 11) Process / protocol as animal activity licensing process: statutory guidance for local authorities: <https://www.gov.uk/government/publications/animal-activities-licensing-guidance-for-local-authorities/animal-activity-licensing-process-statutory-guidance-for-local-authorities>
- 12) Information collected as per dog breeding licensing: statutory guidance for local authorities: <https://www.gov.uk/government/publications/animal-activities-licensing-guidance-for-local-authorities/dog-breeding-licensing-statutory-guidance-for-local-authorities>
- 13) Process / protocol as animal activity licensing process: statutory guidance for local authorities and Wigan Council Enforcement Policy:

Guidance: <https://www.gov.uk/government/publications/animal-activities-licensing-guidance-for-local-authorities/animal-activity-licensing-process-statutory-guidance-for-local-authorities>

Enforcement Policy: <https://www.wigan.gov.uk/Council/Strategies-Plans-and-Policies/Enforcement-Policy.aspx>

- 14) Information is contained in the attached spreadsheet..
- 15) A licence would be terminated in accordance with the animal activity licensing process: statutory guidance for local authorities and paying particular attention to the welfare of the animals.
- 16) If the change does not affect the authorised numbers, the details would be updated at the time of a renewal application.
- 17) Microchipping is a mandatory condition and compliance is checked at the time of inspection.

Inspection Records:

- 18) Information is contained in the attached spreadsheet.
- 19) Information is contained in the attached spreadsheet.
- 20) The information is not recorded by the local authority.
- 21) Information not kept by the local authority.
- 22) Information contained in the attached spreadsheet.
- 23) Information contained in the attached spreadsheet.
- 24) Information is contained in the attached spreadsheet.