



Harborough District Council

Animal Activity Licensing

Pre-inspection checklist

Animal businesses should use this checklist to ensure they are prepared for their licence inspection. This is not an exhaustive list and you should ensure that you read and familiarise yourself with the relevant guidance document.

Guidance Document

You must ensure that you have read the guidance document relevant to the activity you will be providing. This contains important information as well as the general and specific conditions you will be required to meet in order to obtain a licence. It would also be beneficial for you to view the procedural guidance which explains how the star rating is calculated. You can view all guidance documents on our website at www.harborough.gov.uk/animal-welfare

Sizing Requirements (if applicable)

If you haven't already submitted measurements for your unit/cage sizes, please ensure these are written down and available during the inspection. The inspector will check the measurements you have provided are accurate and correct.

Record Keeping

All records should be made available for inspection. All records are required to be kept for a period of three years as a condition of the licence.

Written Policies and Procedures

All activities require written policies and procedures. These include a training policy for all staff, emergency plan and procedures for cleaning, feeding, transportation, disease control, health and welfare monitoring, death and escape and storage of carcasses. This list is not exhaustive, please refer to the relevant guidance to ensure you have all written policies and procedures in place and available.

Staff Competency

There should be sufficient staffing for the animal welfare needs and to recognise and mitigate signs of pain, injury, suffering or disease. You should ensure any staff qualification certificates are available for inspection. If staff do not hold any formal qualifications, they must be able to demonstrate knowledge in caring for the animal. Where there are no staff, you must ensure you have any qualification certificates available on inspection and/or be able to demonstrate your knowledge and experience.

Isolation Facilities

Appropriate isolation facilities must be available for sick, injured or potentially infectious animals. Where isolation facilities are provided by a veterinary practice, you must obtain a letter from the practice stating that they are prepared to offer such facilities.