1. **Application**

Applicants must download, complete and submit an application for the relevant activity. If businesses provide more than one licensable activity, they must complete an application for each. Application forms can be found on the council’s website at [www.harborough.gov.uk/animal-welfare-apply](http://www.harborough.gov.uk/animal-welfare-apply) and must be submitted along with all supporting information requested in the application form.

1. **Payment of application fee**

Fees for animal welfare licences are split into two parts; an application fee and a grant fee. The applicant must pay the application fee (Fee A) in order for the application to become valid. Failure to pay the application fee or the correct amount will delay the process for issuing an animal welfare licence. Fees and charges can be found on the council’s website at [www.harborough.gov.uk/animal-welfare-fees](http://www.harborough.gov.uk/animal-welfare-fees)

1. **Acknowledgement email**

Applicants will receive an acknowledgement email within five working days. The email will confirm receipt of application and payment.

1. **Inspection**

An inspector appointed by the local authority will contact the applicant to arrange a convenient date for inspection. If the inspector is unable to contact the applicant using details provided within the application form, they may turn up unannounced to carry out the inspection.

1. **Determination of licence**

Following inspection, the inspector will produce a report to the local authority who will determine whether or not to grant the licence.

1. **Payment of grant fee**

If the local authority decides to grant and issue the licence, you will be required to pay the grant fee (Fee B). Failure to pay the grant fee or the correct amount will delay the process for issuing an animal welfare licence.

1. **Licence issued**

Once payment of the appropriate grant fee has been received, a licence will be issued and sent out via post. Alternatively, should you wish to receive the licence electronically, please speak to the inspector so they can make arrangements for this.