



# East Cambridgeshire District Council

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## Meeting: Licensing Committee

Time: 10:00am

Date: Wednesday 12<sup>th</sup> March 2025

Venue: Council Chamber, The Grange, Nutholt Lane, Ely, CB7 4EE

Enquiries regarding this agenda: Patrick Adams

Telephone: (01353) 616298

Email: [patrick.adams@eastcambs.org.uk](mailto:patrick.adams@eastcambs.org.uk)

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## Committee membership

**Quorum:** 5 members

### Conservative members

Cllr Christine Ambrose Smith  
Cllr Lavinia Edwards  
Cllr Martin Goodearl  
Cllr Keith Horgan (Vice-Chair)  
Cllr Julia Huffer (Chair)  
Cllr Kelli Pettitt

### Conservative substitutes

Cllr Ian Bovingdon  
Cllr Bill Hunt  
Cllr Alan Sharp

### Liberal Democrat members

Cllr Charlotte Cane  
Cllr Mark Inskip  
Cllr James Lay  
Cllr John Trapp (Lead Member)  
Cllr Alison Whelan  
Cllr Gareth Wilson

### Liberal Democrat substitutes

Cllr Chika Akinwale  
Cllr Lorna Dupré  
Cllr Caroline Shepherd

**Lead Officer:** Stewart Broome, Senior Licensing Officer

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## Agenda

1. **Apologies and substitutions** [oral]
2. **Declarations of interests** [oral]

To receive declarations of interests from Members for any items on the agenda in accordance with the Members Code of Conduct.

### 3. Minutes

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To confirm as a correct record the minutes of the meeting of the Licensing Committee held on 20 November 2024.

### 4. Chair's announcements

[oral]

### 5. Primate Licensing

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For members to review the fees that the Licensing Authority charges to obtain and maintain various regulatory permissions.

### 6. Senior Licensing Officer's update

[oral]

### 7. Forward agenda plan

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## Notes

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The livestream of this meeting will be available on [the committee meeting's webpage](http://www.eastcambs.gov.uk/meetings/licensing-committee-04092023) ([www.eastcambs.gov.uk/meetings/licensing-committee-04092023](http://www.eastcambs.gov.uk/meetings/licensing-committee-04092023)). Please be aware that all attendees, including those in the public gallery, will be visible on the livestream.

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4. Reports are attached for each agenda item unless marked "oral".
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6. If the Committee wishes to exclude the public and press from the meeting, a resolution in the following terms will need to be passed:

“That the press and public be excluded during the consideration of the remaining item no(s). X because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s) there would be disclosure to them of exempt information of Category X of Part I Schedule 12A to the Local Government Act 1972 (as amended).”

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# East Cambridgeshire District Council

## **Minutes of a Meeting of the Licensing Committee**

Held at The Grange, Nutholt Lane, Ely, CB7 4EE at 10:00am  
on Wednesday 20<sup>th</sup> November 2024

### **Present:**

Cllr Christine Ambrose Smith  
Cllr Lorna Dupré (substitute for Cllr Charlotte Cane)  
Cllr Lavinia Edwards  
Cllr Martin Goodearl  
Cllr Keith Horgan (Vice Chair)  
Cllr Julia Huffer (Chair)  
Cllr Mark Inskip  
Cllr Kelli Pettitt  
Cllr John Trapp  
Cllr Alison Whelan  
Cllr Gareth Wilson

### **Officers:**

Stewart Broome – Licensing Manager  
Cameron Overton – Trainee Democratic Services Officer  
Karen See – Senior Environmental Health Officer  
Angela Tyrrell – Senior Legal Assistant

### **In attendance:**

Cllr Christine Whelan

Karen Wright – ICT Manager

## **16. Apologies and substitutions**

Apologies for absence were received from Cllr Charlotte Cane.

Cllr Lorna Dupré attended as a substitute.

## **17. Declarations of interest**

Cllr Christine Ambrose Smith declared an interest in Item 5 as her husband held a personal licence but that it would not affect her decision. The Licensing Manager confirmed that Cllr Christine Ambrose Smith had no discernible interest in the licensing fees review, as the personal licence held by her husband was a statutory fee, which was not alterable.

## **18. Minutes**

The Committee received the Minutes of the meeting held on 11<sup>th</sup> September 2024 and the Non-Statutory Sub Committee held 16<sup>th</sup> October 2024.

It was resolved unanimously:

That the Minutes of the Licensing Committee meeting held on 11<sup>th</sup> September 2024 and Non-Statutory Sub Committee held 16<sup>th</sup> October 2024 be confirmed as a correct record and be signed by the Chair.

## **19. Chair's announcements**

There were no Chair's announcements.

## **20. Review of licensing fees**

The Committee considered a report, Z102 previously circulated, that detailed a review of the fees that the Licensing Authority charged to obtain and maintain various regulatory permissions.

It was explained that the Licensing Authority was obliged to review its holder fees on an annual basis, but not obliged to increase them on an annual basis.

The Licensing Manager provided background information and an overview of the report. This included the following:

- There were discretionary fees which may be altered by the Licensing Authority; and statutory fees, which may not be altered by the Licensing Authority.
- There was no statutory mandate to consult when setting or reviewing licensing fees, except those under the Hackney Carriage, Private Hire and Operator Licences, in accordance with Section 70 of the Local Government (Miscellaneous Provisions) Act, 1976.
- The Committee's legal authority to agree the recommendations was based within specific Licensing legislation (found in appendix 7 of the report), together with delegated functions set out in the Constitution.
- Various ways in which the Committee's decision may have been challenged and the consequences of such a challenge were detailed.
- Not all incurred costs were possible to recover, such as charity street collections. This needed to be considered when reviewing the fees and implications of fees. Given that not all costs were recoverable, a general figure of 80-85% cost recovery was considered acceptable.

- The direct operational budget for Licensing, 'LI001' had been previously requested, this was always in good standing with regard to cost recovery. Beyond the LI001 budget, other Corporate On costs were attempted to be recovered, such as ICT, Legal support, Customer Services support, Finance and Audit. Looked to recover 80-85% of the combined figures. If Members were to only look at the LI001 it would have shown a significant underspend.
- In the year previous, the Licensing department saw an 87% cost recovery. Across the previous three years, this figure was an average of 83%.
- The amount of officer time spent on Taxis had increased from 36% in the year 21/22, to 52% in 23/24. This included a number of appeals in 23/24, for which not all costs were recoverable.
- Across April 2023, September 2023 and September 2024, there were 39 additional personal licences, which was not unusual. However, an increase of 49 new licences, each, for Taxis and Taxi Drivers did represent an unusual increase; 26 in each of those categories came in August 2024, in preparation for the new school contracts.
- Within the two years previous, the Licensing department had expanded from managing 1,975 live records, to 2,333 live records at any given time.
- Overall budget recovery for 21/22 was 67%; 22/23 was 28%; 23/24 was 77%. Therefore, the Licensing department showed a clear upward trend towards its target.
- The proposed budget for the 24/25 period was £363,934, made up of £244,000 for the LI001 code and £119,000 for the Corporate On costs.
- Allocated income up to September 2024 was approximately £156,000, which was reflective of the additional work undertaken by the department.
- There was a cost recovery figure of approximately £302,000, representing approximately 83% recovery.
- The proposed budget for 25/26 had not yet been set, but was likely to be between £370,000-£375,000
- There were discrepancies in the cost recovery for the Gambling Act 2005 and Pavement Licence fees, but both were statutory fees, set at the maximum amount and not changeable.

- Discrepancies seen in the Taxi Driver cost recovery; while the fees were discretionary, Officer's advised against increasing the fee, for reasons set out in paragraph 4.1 of the report.

The Chair then invited Members to ask questions.

Cllr John Trapp noted that the top line of table 2, p.14 should have indicated +15, not +5. Therefore, the total increase should have shown +157, not +147.

Cllr John Trapp queried whether Non-Statutory meetings were factored into the costs. The Licensing Manager confirmed they were, but that they were recoverable.

Cllr Keith Horgan suggested that the reasons why cost recovery failed, should be listed. The Licensing Manager agreed.

Cllr Keith Horgan then asked if it were possible to charge a pre-application advice fee for licences. The Licensing Manager noted that other authorities did this, but that for East Cambridgeshire it did not make sense, economically. The majority of cases involved applicants who had an understanding of the system, but were the situation to change to 'coaching' people through applications the Licensing Authority would review the policy.

Following discussion with Cllr Mark Inskip, the Licensing Manager agreed to trial having a percentage column showing the increase in work for various areas of Licensing.

Upon questioning from Cllr Lorna Dupre, the Licensing Manager confirmed that the increase in Taxi licences issued in the previous period was a combination of new taxi drivers and existing taxi drivers choosing to register with East Cambs.

Cllr Christine Ambrose Smith enquired if it were possible to show the amount of taxi usage taken up by people arriving into Ely by train. The Licensing Manager informed Cllr Ambrose Smith that it was not possible, as trade was impacted by economic factors and not the Council's licensing policies.

Cllr John Trapp proposed Members approved the recommendation in the report, seconded by Cllr Keith Horgan.

It was resolved unanimously:

That Members APPROVED the review of the Licensing Authority fees charged to obtain and maintain various regulatory permissions, per the Licensing Manager's recommendations contained in the circulated report Z102.



## **21. Mobile Homes Act 2013 – Park Homes Fee Policy 2025**

The Committee considered a report, Z103 previously circulated, that detailed an update to East Cambridgeshire's Mobile Homes Fee Policy, effective from 1st April 2025.

The Senior Environmental Health Officer presented background information and an overview of the report. This included the following:

- Caravan Site licensing had been in effect since 1960.
- The Mobile Homes Act came in 2013, which provided more protection to residents on Mobile Home sites classed as 'relevant protected sites' such as Park Home sites and also included Gypsy and Traveller sites not owned by the Local Authority. It did not include Holiday Home sites.
- The Act allowed local authorities to charge an annual fee for inspections, refuse licence transfers and enforce compliance, etc.
- As part of the Act, local authorities were required to publish their fees, last done in East Cambridgeshire in 2014.
- Regarding administration of the licensing process, local authorities were not permitted to use enforcement actions in deciding and setting fees.
- East Cambridgeshire District Council undertook annual inspections of its 10 large protected, relevant, sites. Inspections involved looking at the roads, footpaths, lighting, new residents on site, space standards, etc. Costs were involved in undertaking such inspections, as such East Cambridgeshire District Council charged an annual fee for inspection.
- Mobile Home fee setting guidance from the Government provided 3 options to local authorities: 1) charging a fee for annual inspection, per unit; 2) banded arrangements dependant on the number of units on the site; and 3) fee setting on a risk assessment basis. East Cambridgeshire District Council had previously employed option 2.
- East Cambridgeshire did have a large number of small sites present. They tended to be family operated, 'low risk', sites. It was deemed they did not need an annual inspection, therefore should not be charged a fee for it.
- An annual consideration of the surpluses, or deficits, were thereafter to be undertaken, with any changes introduced in the following year. If a more substantial change to the fee policy was required, then a further report would be brought to the Committee.

The Chair invited Members to ask questions.

The Senior Environmental Health Officer confirmed that the fees related purely to the residential use of mobile homes, when asked by Cllr Christine Ambrose Smith.

Cllr Martin Goodearl queried the length of time a park had to be closed to be considered a holiday park. The Senior Environmental Health Officer informed Members that she needed to investigate the specific answer but that an assessment was carried out on an individual basis and dictated by any planning permissions on the site. A licence could only be granted if a site had planning permission.

Cllr Mark Inskip questioned whether the Council had previously undertaken an analysis of cost recovery when agreeing to fee increases in previous years. The Senior Environmental Health Officer noted that it was previously not the case; this proposal was to set fees in accordance with costs involved in officers undertaking annual inspections.

Cllr Mark Inskip asked if the Council ought to have undertaken an annual review every year since 2014, which had not happened. The Senior Environmental Health Officer noted that the fees being charged were particularly low. Cllr Inskip asserted that guidance was clear on the Council not achieving surplus or deficit, meaning members of the public had potentially incurred additional costs through under recovery of the Council's costs.

Cllr Julia Huffer enquired about the number of sites East Cambs had in total. The Senior Environmental Health Officer informed Cllr Huffer there were 10 large, applicable, sites but approximately 60 overall mobile home sites.

The Chair invited debate.

Cllr Julia Huffer proposed that Members approve the Officer's recommendation, seconded by Cllr Martin Goodearl.

It was resolved unanimously:

That Members APPROVE to adopt the update to East Cambridgeshire's Mobile Homes Fee Policy, effective 1st April 2025, per the Officer's recommendation, contained in the circulated report Z103.

## **22. Licensing Manager's update**

The Committee considered a verbal report that updated Members on current and emerging issues relating to Licensing both locally and nationally.

The Licensing Manager reported that Animal and Primate licensing, stipulating that anyone with a primate on their premises, must register and be licenced from

1<sup>st</sup> April 2025. The potential fees, systems and procedures were yet to be finalised. The Licensing Manager noted that while the number of primates within East Cambridgeshire were unknown at the time, being in a rural area, there was a possibility of a number within the district. Offences pertaining to this matter were to be similar to those relevant under Animal Boarding and Dog Breeding within Section 13 of the Animal Welfare Act 2006.

The Licensing Manager informed Members that the Tobacco and Vapes Bill considered in Parliament suggested a licensing regime for those selling tobacco and vapes. While little was known about the specifics, the Licensing Manager noted that it was a bill and therefore, not certain to pass into law.

The Licensing Manager referenced a previous concern pertaining to the Government White Paper on transport and taxis which had not gone away, with it being mentioned in the Labour opening statement.

Besides the above, the Licensing Manager confirmed business as usual.

The Chair invited questions.

In discussion with Cllrs Julia Huffer and Christine Ambrose Smith, the Licensing Manager clarified the following points relating to the forthcoming primate licensing:

- It pertained to private ownership, separate from small zoo licences.
- Legislation was to cover all primates, from smaller species such as Spider Monkeys, to larger species such as Gorillas.
- Animal testing was covered by separate legislation.

Cllr Mark Inskip referenced the Licensing Service report which was seen before the Audit Committee, noting it stated a target for 'a service request module to be populated to ensure compliance with the enforcement audit' which was to be in place by the end of September 2024 but had been pushed to January 2025. Cllr Inskip queried what it was, how it related to the enforcement audit and the consequences of it being presented a few months later. The Licensing Manager provided the following responses:

- Within Uniform, the database used, there existed a Licensing module and within that existed a Service Request module, which was used to record non-application-based enquiries (complaints). This needed the various fields within to be populated.
- It enabled better statistical data to be provided on complaints and the area they were in.
- Whilst it was not yet in place, other mechanisms were in place to ensure complaints were responded to within 72 hours. Complaints were tracked

from the first written notification received and was followed through to any potential legal issue.

- While not failing by not having it, the implications were that the process could be better and clearer by having it, which had been delayed.
- It was previously mentioned that the IVA tab had been populated, which was part of the process.
- Reasons for the delay were lack of resources due to the numerous changes the Licensing department had gone through; and a lack of expertise in the area, for which the Licensing Manager had gone to other sites/authorities using the service request module to learn how to best use it.

It was resolved:

That the Licensing Manager's Update be noted.

## **23. Forward agenda plan**

The Committee received its Forward Agenda Plan. The Licensing Manager reported that due to lack of business there was no necessity for a Committee meeting in 11<sup>th</sup> December 2024.

It was resolved:

That the Forward Agenda Plan be noted.

That the Licensing Committee meeting, 11<sup>th</sup> December 2024 be cancelled.

The meeting concluded at 11:05am

Chair.....

Date.....

**Title: Primate Licensing**

Committee: Licensing Committee

Date: 12 March 2025

Author: Stewart Broome, Licensing Manager

Report number: Z142

Contact officer:

Stewart Broome, Licensing Manager

[stewart.broome@eastcambs.gov.uk](mailto:stewart.broome@eastcambs.gov.uk), 01353 616287, DF208, The Grange, Ely.

**1.0 Issue**

1.1 To update Members on the introduction of a new Primate licensing scheme.

**2.0 Recommendations**

2.1 That Members:

- i) Take note of the content of the report and agree to implement the fees shown in paragraph 4.6.

**3.0 Background/Options**

- 3.1 In 2024, the Department for Environment, Food and Rural Affairs (Defra) using powers granted to them by the Animal Welfare Act 2006, created the Animal Welfare (Primate Licences) (England) Regulations 2024.
- 3.2 These Regulations introduce a primate licensing scheme, setting strict rules to ensure that only private keepers who can provide zoo-level welfare standards will be able to keep primates.
- 3.3 The new Regulations commence on 1 April 2025, and the enforcement provisions of the Regulations commence on 1 April 2026.
- 3.4 It is essential that the Licensing Authority establishes a licensing framework, so officers are in a position to accept applications from 1 April 2025, as this will give persons who wish to keep primates the maximum opportunity to apply for and achieve full compliance with the required conditions before the enforcement provisions commence.
- 3.5 Official statutory guidance similar to that provided under the Animal Welfare (Licensing of Activities Involving Animals) (England) 2018 is expected, but at the time of writing this report, this had not been published by Defra. Officers expect this guidance will be published before the Regulations commence on the 1 April 2025 and will update Members at a future meeting. Officers can advise Members that the conditions applicable to all primate licences that the guidance will be largely based around are contained in Schedule 1 to the Regulations, and can be found at **Appendix 1**.

## 4.0 Arguments/Conclusions

- 4.1 The Regulations set out a specific application process, and require an inspection to be carried out prior to any application being determined. They also require a further inspection to take place on at least one occasion during the currency of licence (where issued for more than twelve months). These inspections must be conducted by a “suitable person” which is defined by the Regulations as being:
- (a) a veterinarian; or
  - (b) any other person who, in the view of the local authority, is suitably qualified and competent to carry out the inspection;
- 4.2 Once issued licences may last for up to three years, with three years being the default unless the applicant requests the licence to be issued for a shorter period, and they may be varied voluntarily by the applicant during that period to reflect any changing circumstances.
- 4.3 An application fee may be charged, and section 12 of the Regulations also permits a fee to be charged for any required inspections.
- 4.4 Licences may be also be revoked and varied without consent if considered necessary.
- 4.5 Officers are also required to provide information to the Secretary of State on an annual basis regarding the number of licences issued, primates kept, fees charged and anything additional that the Secretary of State may require.
- 4.6 The fees contained in the table below are the estimated cost recovery fees officers believe will be necessary. These will be reviewed annually when all discretionary licensing fees are reviewed.

Application fee		Maintenance fee			Initial inspection fee
New	Renewal	1yr	2yrs	3yrs	
£200	£160	£232	£466	£705	Inspection fees will be set by the inspecting vet, based on hours taken and expenses incurred, and paid directly by the applicant prior to any licence being issued.

## 5.0 Additional Implications Assessment

Financial Implications	Legal Implications	Human Resources (HR) Implications
Yes	No	No

<b>Equality Impact Assessment (EIA)</b>	<b>Carbon Impact Assessment (CIA)</b>	<b>Data Protection Impact Assessment (DPIA)</b>
<b>No</b>	<b>No</b>	<b>No</b>

**(a) Financial implications**

The impact of this legislation is expected to be minimal, but any new legislation brings with it cost implications to both the Licensing Authority and to those who are captured by the scope of the new law. This is not an optional law, and so the only way to mitigate the impact is to ensure that suitable cost recovery fees are set. Fees set at incorrect levels can adversely impact those who wish to obtain permission to operate lawfully, and equally, where fees which can be set to cost recovery are not, the shortfall must be funded by the Council, as the Council has a duty to uphold its statutory duties. This impacts on the Council's ability to spend money in other areas. The fees suggested in this report will be reviewed annually to ensure that they remain at cost recovery levels.

## **6.0 Appendices**

6.1 Appendix 1 Primate Licence – Conditions

## **7.0 Background documents**

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





# SCHEDULE 1

Regulation 2

## Licence conditions

### Introductory

**1.** In these licence conditions—

“appropriate expert”, in relation to advice or guidance that is given to the licence holder for the purposes of paragraphs 19, 36 or 37, means a veterinarian or any other individual who is suitably qualified to provide that advice or guidance;

“exhibition activity”, in relation to a primate, means a licensable activity described in paragraph 10 of Schedule 1 to the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018<sup>(a)</sup> that is authorised with respect to that primate by a licence granted under those Regulations;

“licence” means the licence granted to the licence holder under Part 2 of the Animal Welfare (Primate Licences) (England) Regulations 2024 authorising the licence holder to keep primates at the premises named in the licence;

“licensed premises” means the premises named in the licence;

“named veterinarian”, in relation to a primate, means the veterinarian with whom the primate is registered;

“occupants”, in relation to an enclosure on the licensed premises, means the primates to be kept or kept in the enclosure;

“primate” means a primate that the licence holder is authorised to keep under the licence;

a reference to “the primates” is a reference to all or any of the primates for the time being kept by the licence holder at the licensed premises;

“veterinarian” means a person registered in the register of veterinary surgeons or the supplementary veterinary register kept under the Veterinary Surgeons Act 1966.

### General

**2.** The licence holder must have in place arrangements to ensure that—

- (a) a sufficient number of persons are present on the licensed premises daily to provide the level of care and management of the primates required by the licence conditions;
- (b) at least one individual is at all times in overall charge of the care and management of the primates and has the necessary authority to ensure that the licence conditions are complied with; and
- (c) any person who is given responsibility for the care or management of the primates under sub-paragraph (a) and (b) is competent to carry out the tasks assigned to him or her.

**3.** Each primate must be implanted with a microchip that—

- (a) has a unique number which includes the manufacturer’s code;
- (b) is compliant with ISO standard 11784:1996 of the International Standards Organisation’s standards for microchips<sup>(b)</sup>;

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<sup>(a)</sup> S.I. 2018/486, to which there are amendments not relevant to these Regulations.

<sup>(b)</sup> Available from the ISO Central Secretariat, International Organization for Standardization (ISO), Chemin de Blandonnet 8, CP 401, 1214 Vernier, Geneva, Switzerland and at <https://www.iso.org/standards.html>.

- (c) is compliant with ISO standard 11785:1996 of the International Standards Organisation's standards for microchips apart from Annex A(a); and
- (d) responds to a transponder which operates at 134.2 kilohertz and conforms with the FDXB protocol set out in ISO standards 11784:1996 and 11785:1996.

4. Subject to paragraph 5, the licence holder must ensure that each primate is implanted with a microchip that complies with paragraph 3 before the end of the period of two years beginning with—

- (a) where the primate was born on the licensed premises or other premises of the licence holder, the day on which the primate was born;
- (b) in any other case, the day on which the licence holder first took possession of the primate.

5. In the case of a primate kept by the licence holder before 6th April 2025, the licence holder must ensure that the primate is implanted with a microchip that complies with paragraph 3 on or before 5th April 2027.

## Records

6.—(1) The licence holder must keep—

- (a) individual records for each primate containing the following details—
  - (i) its name;
  - (ii) its sex;
  - (iii) its microchip number;
  - (iv) its date of birth or, if not known, its approximate date of birth;
  - (v) its species;
  - (vi) its colour and markings;
  - (vii) the name and contact details of its previous keeper (where applicable);
  - (viii) the date and cause of its death (where applicable); and
  - (ix) 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;
- (b) a written record, which is prominently displayed at the licensed premises, containing—
  - (i) the names and contact details of the people who are for the time being responsible for the overall care and management of the primates;
  - (ii) the names and contact details of the named veterinarian and any other veterinarian who is to be contacted in an emergency; and
  - (iii) contact details of the local fire service and police; and
- (c) a written record of all the persons who are authorised to access and care for the primates.

(2) The licence holder must ensure that any record or written document that the licence holder is required to keep as a condition of the licence is available for inspection at any time by an inspector, either in a visible and legible form or, where stored in an electronic form, in a form from which it can be produced in a visible and legible form.

(3) The licence holder must keep any such record for at least six years beginning with the date on which the record was first created.

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(a) Available from the ISO Central Secretariat, International Organization for Standardization (ISO), Chemin de Blandonnet 8, CP 401, 1214 Vernier, Geneva, Switzerland and at <https://www.iso.org/standards.html>.

## **Emergencies**

7. A written emergency plan must be in place and readily accessible and, where necessary, followed to ensure that all appropriate steps are taken to protect the primates and any person on the licensed premises in the event of a fire or other emergency.

8. The plan must include details of—

- (a) the measures to be taken for the removal of the primates should the licensed premises become unsafe or uninhabitable;
- (b) the arrangements for the care of the primates during and following an emergency; and
- (c) an up-to-date list of emergency contact details that includes the fire service and police.

9. The local authority that granted the licence and the police must be notified immediately if a primate escapes from the licensed premises.

## **Written procedures for special circumstances**

10. Appropriate written procedures must be in place and implemented covering—

- (a) the temporary isolation of any primate;
- (b) the death or escape of a primate; and
- (c) the care of the primates following the revocation of the licence or the death of the licence holder.

11. The procedures required by paragraph 10(a) must include appropriate arrangements for ensuring that the welfare needs of any primate that is being temporarily isolated are met during the period of its isolation.

## **Nutrition and feeding**

12. Each primate must be provided with a suitable diet in terms of nutritive value, quality, quantity and frequency.

13. Food must be presented in an appropriate manner and at appropriate intervals for the primates in the enclosure and must be placed in suitable positions in each enclosure so as to—

- (a) minimise negative interactions between the primates in the enclosure and resource guarding by individual primates; and
- (b) allow the primates to exhibit and develop their natural feeding and foraging behaviours.

14. Access to fresh, clean drinking water must be provided in suitable receptacles in each enclosure which is adequate to meet the needs of the primates in that enclosure and is made available in a manner that minimises negative interactions between primates.

15. The receptacles used for feeding and providing water to the primates must be cleaned daily and more regularly where this is necessary to maintain hygienic standards.

16. The facilities for the preparation of food for the primates and the equipment used for food preparation must be hygienically maintained.

17. Food supplies for the primates must be stored in appropriate conditions.

18. An individually tailored diet plan must be maintained for each primate which details the food that the primate is to receive daily and is adequate to ensure that the primate receives an appropriate balance of daily fresh produce, commercially prepared food and fresh edible plant material in a suitable natural form.

19. The diet plan of each primate must be—

- (a) based on advice or guidance given by an appropriate expert; and
- (b) reviewed every 12 months or, where necessary, at more frequent intervals.

**20.** The licence holder must maintain a record of the advice or guidance used to prepare each diet plan and the dates on which each such plan has been reviewed or updated.

### **Physical health**

**21.** The licence holder must register the primates 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) advice and assistance in an emergency.

**22.** The licence holder must ensure that—

- (a) the primates are monitored daily for signs of pain, suffering, injury, disease or abnormal behaviour and that any vulnerable animals are checked more frequently;
- (b) the primates are weighed monthly;
- (c) all reasonable precautions are taken to prevent and control the spread of infectious diseases, pathogens and parasites amongst the primates and people;
- (d) where any sign of pain, suffering, injury, disease or abnormal behaviour is noted in relation to a primate, steps are taken promptly to identify the cause or possible cause and provide the primate with appropriate treatment and care;
- (e) a record is kept for each primate containing details of—
  - (i) any signs of pain, suffering, injury, disease or abnormal behaviour identified pursuant to sub-paragraph (a);
  - (ii) its monthly weight and the date on which the weight was taken;
  - (iii) the dates of veterinary examinations and treatments and the purpose of those examinations and treatments;
  - (iv) where a primate must be quarantined or isolated to protect its own health or welfare, the reasons for the quarantine or isolation and the length of the quarantine or isolation; and
- (f) written procedures are in place for the purpose of implementing the requirements in sub-paragraphs (a) to (d).

**23.** No primate may be euthanised except by a veterinarian.

### **Environment**

**24.** Each primate must be kept in an enclosure on the licensed premises which meets the requirements specified in paragraphs 25 to 29 unless—

- (a) it is necessary to remove the primate temporarily from the premises or the enclosure for the purposes of a veterinary examination or treatment or in an emergency;
- (b) it is necessary to isolate the primate temporarily from other primates on the premises;
- (c) it is necessary to remove the primate temporarily from the enclosure for the purposes of an exhibition activity;
- (d) the primate is being relocated—
  - (i) from the licensed premises to other premises of the licence holder or to the premises of its new keeper; or

- (ii) to the licensed premises from other premises of the licence holder or from the premises of its previous keeper; or
- (e) a veterinarian has advised that the primate be removed from the enclosure and the removal is carried out in accordance with the veterinarian's instructions or under the supervision of the veterinarian.

**25. Each enclosure on the licensed premises must—**

- (a) include an indoor and outdoor area; and
- (b) be suitable for the primates being kept in it, whether on an individual basis or as part of a social group, with respect to—
  - (i) the overall spatial dimensions of the enclosure and the spatial dimensions of the indoor and outdoor areas in the enclosure, taking account of the welfare and behavioural needs of the primates;
  - (ii) its location on the licensed premises;
  - (iii) its substrate;
  - (iv) its structural elements; and
  - (v) the materials used in the construction of the enclosure.

**26. Each enclosure must be designed and maintained so as to—**

- (a) provide its occupants with a clean and comfortable environment;
- (b) present minimal risks of injury or harm to any of its occupants;
- (c) prevent the escape of any of its occupants;
- (d) deter entry by predators and native wildlife;
- (e) provide its occupants with opportunities to hide and have privacy;
- (f) ensure that access given to its occupants to the indoor and outdoor areas can be controlled remotely without entering the enclosure;
- (g) ensure that an occupant cannot be trapped or cornered by other occupants;
- (h) ensure that its occupants can be safely separated in a part of the enclosure on a temporary basis whilst the remaining parts of the enclosure are being cleaned, maintained or repaired; and
- (i) ensure that any occupant can be separated temporarily from the other occupants for the purpose of ensuring its own safety, for medical reasons or for managing the interactions between its occupants.

**27. Each enclosure must be equipped and maintained with—**

- (a) safe climbing and hanging structures which are suitable for its occupants in terms of variety and complexity and allow its occupants, individually or in groups, to exhibit their natural behaviours whilst minimising negative interactions between its occupants;
- (b) safe resting sites and platforms, bedding material, nesting opportunities and organic material for foraging which are suitable for its occupants and allow its occupants, individually or in groups to exhibit their natural behaviours whilst minimising negative interactions between its occupants;
- (c) safe sheltered cover in the outdoor area that provides enough shelter and shade for all of its occupants at any one time; and
- (d) suitable natural planting in the outdoor area for the purpose of providing natural foraging opportunities, privacy and shade.

**28. Each enclosure must be designed and equipped to allow the environmental quality in the enclosure to be artificially maintained at appropriate levels for its occupants when occupied.**

**29. The environmental quality of each enclosure must be maintained at appropriate levels for its occupants, including with respect to—**

- (a) temperature;
- (b) ventilation;
- (c) humidity;
- (d) lighting;
- (e) noise; and
- (f) cleanliness.

**30.** The cleaning and disinfecting of each enclosure must be undertaken—

- (a) at a frequency, and in a way, that does not cause distress, suffering or avoidable discomfort for the primates in the enclosure; and
- (b) takes into consideration their natural behaviours.

**31.** A written hygiene protocol must be kept for the purpose of ensuring that—

- (a) each enclosure is maintained in an appropriate state of cleanliness and the risk of disease transmission is reduced; and
- (b) the cleaning and disinfecting of the enclosure is carried out in the manner specified in paragraph 30.

**32.** Each primate must be given permanent access to the indoor area of the enclosure and sufficient daily access to the outdoor area of the enclosure.

### **Behaviour**

**33.** The primates must be housed and kept in appropriate social groups, except where it is necessary to keep a primate temporarily on its own to avoid negative interactions with other primates in the enclosure or a veterinarian has advised that a primate be kept temporarily on its own.

**34.** The primates must be allowed to express appropriate natural behaviours and inappropriate or abnormal natural behaviours must be effectively addressed without delay.

**35.** The primates must be provided with suitable enrichment material for the purpose of drawing out appropriate natural behaviours and providing them with suitable social, physical, sensory and cognitive stimuli.

**36.** Mixed species may only be kept together in the same enclosure where advice from an appropriate expert has first been obtained and the animals are kept in accordance with this advice.

**37.** The licence holder must ensure that—

- (a) the primates' behaviour is monitored appropriately;
- (b) a record is kept in relation to each primate of any inappropriate or abnormal behaviour exhibited by that primate;
- (c) an up-to-date plan for addressing inappropriate or abnormal behaviour by any primate is kept; and
- (d) where abnormal behaviour is observed, advice from an appropriate expert is sought promptly.

**38.** No primate must be left unattended in a situation, or for any period, that is likely to cause it distress.

### **Handling and restraint**

**39.** No primate may be handled or restrained except by a person who is competent to handle and restrain it safely and appropriately, and except insofar as—

- (a) it is necessary when removing the primate temporarily from the licensed premises or the enclosure for the purposes of a veterinary examination or treatment or in an emergency;
- (b) it is necessary when isolating the primate temporarily from other primates on the licensed premises;
- (c) it is necessary for the purposes of an exhibition activity;
- (d) it is necessary when relocating the primate—
  - (i) from the licensed premises to other premises of the licence holder or to the premises of its new keeper; or
  - (ii) to the licensed premises from other premises of the licence holder or from the premises of its previous keeper; or
- (e) a veterinarian has advised that the primate be removed from the enclosure and the removal is carried out in accordance with the veterinarian's instructions or under the supervision of the veterinarian.

**40.** Where a primate is handled or restrained, the licence holder must ensure that—

- (a) the primate is handled and restrained with appropriate care and in a manner that avoids unnecessary discomfort, stress or physical harm; and
- (b) the period in which the primate is handled or restrained is minimised.

**41.** Sedation must not be used for the purpose of capturing a primate unless it is performed under veterinary supervision.

## **Transport**

**42.** No primate may be transported unless—

- (a) it is necessary to remove the primate temporarily from the licensed premises for the purposes of a veterinary examination or treatment or in an emergency;
- (b) it is necessary for the purposes of an exhibition activity; or
- (c) the primate is being relocated—
  - (i) from the licensed premises to other premises of the licence holder or to the premises of its new keeper; or
  - (ii) to the licensed premises from other premises of the licence holder or from the premises its previous keeper.

**43.** Where a primate is to be transported or is being transported, the licence holder must ensure that—

- (a) the means of transport and the crates or container in which the primate is to be transported are appropriate;
- (b) the facilities for loading and unloading the crate or container containing the primate onto or from the means of transport are appropriate;
- (c) the primate is physically assessed by a veterinarian to be fit to travel immediately before the primate is loaded onto the vehicle;
- (d) the primate is monitored and given treatment during the journey in accordance with the instructions of the veterinarian that assessed it as fit to travel, unless a veterinarian is present to monitor and give treatment throughout the journey;
- (e) the length of the journey is minimised as far as is possible;
- (f) the primate is not left unattended at any point during the journey; and
- (g) the enclosure at the place of destination is suitable for the primate.

**44.** The licence holder must have in place a written procedure for the purpose of ensuring that the requirements in paragraph 43 will be met in relation to the transportation of any primate.

**Breeding**

**45.** No breeding may be carried out except under the supervision of the named veterinarian and in accordance with a breeding health and management plan provided by the veterinarian.

**46.** No breeding may be carried out if the number of additional primates born would result in the maximum number of primates that are authorised to be kept under the licence being exceeded.

**47.** All non-breeding primates must be given contraception under supervision of the named veterinarian.

**48.** A mother and her infant may only be separated if advised to do so by the named veterinarian and this is done in accordance with the veterinarian's advice.



**Licensing Committee  
Annual Agenda Plan**

**Agenda Item 7**

**Lead Officer: Stewart Broome, Licensing Manager**  
**Democratic Services Officer: Patrick Adams**

<b>Wed 14 May 2025</b>	<b>10:00am</b>
Chair’s Announcements	Democratic Services
Licensing Officer’s Update	Stewart Broome, Licensing Manager
Forward Agenda Plan	Democratic Services