

**Department of Agriculture, Forestry and Fisheries**

**Directorate Veterinary Public Health**

**Notice No. VPN 48/17-07**

**TO: STATE VETERINARY OFFICES**

**SUBJECT: STANDARD FOR THE INSPECTION OF FACILITIES THAT REQUIRE APPROVAL UNDER PERFORMING ANIMALS PROTECTION AMENDMENT ACT, 2016 (ACT NO.4 OF 2016)**

<b>PART I</b>	<b>Definitions</b>
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ACTING-DIRECTOR VETERINARY PUBLIC HEALTH

DATE

## PART I

### DEFINITIONS

“**Animal**” means any equine, bovine, sheep, goat, pig, fowl, ostrich, dog, cat or other domestic animal or bird, or any wild animal or wild bird which is in captivity or under the control of any person;

“**applicant**” means any person who intends to exhibit, train or use animals for safeguarding who must apply in writing to the officer delegated by the National Licensing Officer in terms of Section 3E of the Act;

“**Carriage**” means any facility used to hold or house the animals individually and is loaded or permanently fixed onto a vehicle, trailer or truck, including mobile housing during transit;

“**Licence**” means authorisation granted under PAPA;

“**Licence holder**” means a person who was issued with a valid PAPA licence;

“**Movement notice**” means the document issued by the state vet for the movement of animals;

“**National Licensing Officer**” (NLO) means the officer designated in terms of section 3A of the Act;

“**Officer**” means a person appointed in terms of the Public Service Act, 1994 (Proclamation 103 of 1994), delegated by the National Licensing Officer in terms of Section 3E of the Act.

“**Primary facility**” means where applicant keeps, trains/exhibits or houses animals prior to sending them to other locations (if applicable) or where animals are permanently housed excluding guard dogs on long term lease contracts;

“**Public zoological gardens**” means any zoological garden under the control of the local, provincial or national authority;

“**Secondary facility**” means a facility where an animal is housed temporarily but for longer than 5 days;

“**Temporary facility**” means a facility where an animal is housed for not more than 5 days and immediately returned to the primary facility. The conditions as prescribed in Section 3.8.1 will apply.

“**Trainer**” means a person teaching animals specific responses to specific conditions or stimuli and should have applicable experience in humane training methods of specific species.

“**Handler**” means a person employed to handle animals competently and should have applicable experience in humane handling methods of specific species.

## PART II

# PROCEDURES FOR APPLICATION FOR A LICENCE FOR THE EXHIBITION AND TRAINING OF PERFORMING ANIMALS OR FOR THE USE OF ANIMALS FOR SAFEGUARDING IN TERMS OF SECTION 3F OF THE ACT

### 1. Applying for a licence

The applicant must apply in writing to the officer in whose area the primary facility is located, using Annex A of this document. In case of a third party (filming industry) the business address of the applicant is applicable.

The documents listed below must be presented to the officer on application for registration:

- 1.1. **Application form (Annex A)** - completed and signed by the applicant and submitted to the officer. Contact the National Licensing Officer (XX) for contact details of the provincial officer.
- 1.2. **Proof of payment into DAFF Account details and process**
- 1.3. Licencing officer confirms receipt, and will make a decision within 45 days thereafter.

### 2. Application process

- 2.1. The applicant and the officer will agree upon a suitable date for the inspection. The officer will inform the applicant of the conditions of the inspection. In the case of a third party (filming industry) the officer will inspect the register containing the names and addresses of owners of animals who may occasionally be used. All owners on the register should consent to inspection. The officer retains the right to inspect and audit any holding on the register at his/her discretion.
- 2.2. **Inspection Report (Annex B)** – must be completed by the officer following inspection of the facility or submitted by the facility veterinarian - should be accompanied by:

The site plan – The purpose of the site plan is to assess whether the site is suitable for keeping the animals as intended. This plan must indicate the area allocated to each species as well as any shelter, feed, water points and handling facilities, example raceways and loading ramps Areas for the storage of feed, waste, examination rooms, disposal of mortalities (if applicable) must be shown. NB: The site plan and detailed plan(s) must be endorsed by the inspecting veterinarian to confirm the existence of the structures.

- 2.2.1 Detailed register of animals kept on site. (Annex D)
- 2.2.2 Necessary permissions or registrations necessary according to municipal bylaws or conservation bodies to keep animals on the premises.
- 2.2.3 Health and welfare plan which should be updated annually by the facility veterinarian. This should indicate any routine treatments and vaccinations, which may be

necessary, as well as any behavioural and welfare concerns which need to be addressed.

2.3 The basis for approval will be the requirements as described in this document.

Approval will only be considered where regular visits (at least biannually are made by a veterinarian).

2.4 The officer will be responsible for the following actions/procedures:

- 2.4.1 Acquaint himself/herself with the minimum requirements for issuing a licence.
- 2.4.2 Provide a new applicant with an application form that corresponds in form and content to the model in Annex A.
- 2.4.3 Will satisfy himself/herself that payment has been made. A licence can only be issued when the payment has been confirmed.
- 2.4.4 Receive all documents pertaining to the licence application and amendments and issue or amend the licence with appropriate comments upon receipt of the properly completed application. This may include documentation from each different location specified in the licence.
- 2.4.5 If the application does not comply with the requirements in Part III of this VPN, the officer must provide the applicant with a detailed report with the reasons why the licence cannot be issued. The report must correspond in form and content to the model in Annex B and a non-compliance list. (Annex G).
- 2.4.6 Arrange for another inspection when the applicant indicates that all the deficiencies have been rectified.
- 2.4.7 Issue a movement notice for the movement of animals to any location other than specified on the licence and inform the officer at the destination accordingly. See guidelines for movement notices Part III Section 4.1.
- 2.4.8 Keep the original application document and a copy of the licence and the amendments on file.
- 2.4.9 Submit a copy of the licence and all supporting documents to the Department of Agriculture, Forestry and Fisheries, Directorate: Veterinary Public Health. Fax number: 012 319 7699 or mail scanned documents to the NLO and the provincial animal welfare coordinator, within 14 days of issue.
- 2.4.10 Send an updated copy of the completed PAPA licence Excel spreadsheet to the provincial AW coordinator.
- 2.4.11 Submit a copy to the provincial AW coordinator of the itinerary received from the applicant, detailing the secondary sites, exact holding parks, farms or area prior to any animals leaving the primary facility/
- 2.4.12 Give a decision on the application within 45 days.
- 2.4.13 Issue a licence within 7 days after making a favorable decision.
- 2.4.14 Refer the case to the relevant authorities for prosecution under the Animals Protection Act where significant animal welfare aberrations are detected.

2.4.15 Audit on a monthly basis the register that is submitted by the licence holder with ad hoc daily movements of animals used for safeguarding, filming and exhibiting whose movements are not covered by the licence. This information can be used to advise the licence holder on possible amendments to the licence.

2.5 The provincial animal welfare coordinator will be responsible for the following actions/procedures:

2.5.1 Issue/verify sequential reference numbers for PAPA licences.

2.5.2 Keep an updated provincial register of PAPA licensed facilities.

2.5.3 Coordinate and capture applicable animal welfare training to provincial officers.

2.5.4 Resolve conflicts between the officer and the applicant or third parties.

2.5.5 Submit a copy of the itinerary received from the officer, detailing the secondary sites, exact holding parks, farms or area to the applicable provincial officers and / or provincial AW coordinators for movements across provincial borders.

2.5.6 Verify the licence number sequencing received from the provincial officers and submit a copy of the updated combined provincial PAPA licence spreadsheet to the NLO at DAFF by the 7<sup>th</sup> of each month.

2.6 The following are exempted from PAPA licence:

- Animals for military training
- Animals for police training
- Animals for sporting purposes (including Gymkhanas)
- Animals for agricultural shows
- Show horses
- Show dogs
- Show caged birds
- Military or police tournaments/exhibitions
- Safeguarding dogs by the South African Defence or the South African Police or the Prisons Service
- Public Zoological Gardens

### **3 ANNUAL LICENCE APPLICATION**

3.1 A licence is only valid for one year.

3.2 An application for a new licence is mandatory where there has been a change in management, ownership or physical address of the primary facility.

3.3 For reapplication purposes, the primary and secondary (if applicable) facility must be inspected, and Annex A and Annex B submitted. After issue of the first licence, copies of site plans need not be submitted annually, unless any structural changes have taken place.

3.4 Licences will only be re-issued once the written application has been received, evaluated, inspected and approved by the officer and proof of payment is verified.

3.5 Applicants must contact the relevant officer to arrange for annual re-inspection at least 3 months prior to expiry of the current registration.

## **4 SUSPENSION, WITHDRAWAL, CANCELLATION OR AMENDMENTS OF THE LICENCE**

4.1 A licence will be cancelled, suspended or withdrawn as applicable when:

- 4.1.1 It has reached the expiry date as stipulated on the licence.
- 4.1.2 Conditions as specified in the application documentation are not fully complied with.
- 4.1.3 Conditions as specified in the application documentation are altered without the signed, approved amendment form including but not limited to changes in applicant, premises, and species or number of animals.
- 4.1.4 Reasonable evidence of an animal welfare violation is submitted.
- 4.1.5 Animals are moved to premises not covered in the licence and without a movement notice.

Notification of suspension, withdrawal or cancellation of a licence must be made in writing by the officer. The licence holder should be given an opportunity to respond within 7 days.

4.2 The applicant must request an amendment of the licence when he/she intends to acquire new animals, add more locations, change management or make structural changes. The amendment should be requested on the relevant sections of the application form (ticking the amendment box) and should be sent to the relevant officer for approval. The approved amendment must be attached to the original licence.

4.3 In the event of a disagreement between the applicant and the officer, the matter can be referred to the provincial animal welfare coordinator or the National Licencing Officer for arbitration. If unsuccessful the appeals process as described in Section 3M of the Performing Animals Protection Amendment Act and section 4 of the Regulations will be applicable.

## **5 LISTING OF LICENCES ISSUED**

5.1 All licences must be listed in an official "List of Licences issued under PAPA" (spread sheet/data set) updated by each officer and submitted to the provincial AW coordinator for submission to the NLO to be compiled and up-dated monthly by the National Licencing Officer. This spreadsheet/data can be obtained from the provincial AW coordinator.

5.2 The statistics of licences issued will only be made available upon request to interested parties or persons.

## PART III

### MINIMUM STANDARDS FOR A LICENCE

**The standards for a licence must be applied with due regard to the welfare of the animals and where a species has particular requirements the standard may be modified or adapted to suit the particular species and/or activity.**

**Existing South African National Standards should be adhered to in conjunction with this VPN. Consult the provincial AWWG representative for applicable standards.**

#### 1. The Primary Facility

- 1.1. A site plan must be submitted with application. It must indicate all the buildings within the facility and their purpose.
  - 1.1.1. The site plan – The purpose of the site plan is to assess whether the site is suitable for keeping the animals as intended. This plan must indicate the area allocated, including dimensions, to each species as well as any shelter, feed, water points. And handling facilities example race ways and loading ramps. Areas for the storage of feed, examination rooms, disposal of waste and mortalities (if applicable) must be shown. NB: The site plan and detailed plan(s) must be endorsed by the inspecting veterinarian to confirm the existence of structures.
- 1.2. The unit must be fully and effectively fenced and access control applied. The fence should be constructed to be able to confine the applicable species effectively on the premises.
- 1.3. ALL animals must be kept in such a way that they have adequate space, access to feed and water (*ad lib*), environmental enrichment and shelter including protection from the elements (with reference to applicable national standards, where available).
- 1.4. Housing and equipment must be designed and maintained in such a way that it is free of hazards that could harm the animals
- 1.5. Housing and equipment should be in good order and maintained hygienically at all times.
- 1.6. Facilities must have an effective pest control program in place.
- 1.7. Feed should be stored appropriately to prevent contamination. There should be appropriate feed storage space available for species-specific requirements.
- 1.8. There shall be adequate facilities such as isolation areas and crushes that allow for effective isolation and handling of sick animals.
- 1.9. In the case of animals being kept in groups, provision shall be made to isolate animals that are sick, about to give birth or very young with their mothers.
- 1.10. The primary facility must have a private veterinarian responsible for the healthcare of the animals.

PAPA licenced animal trainers occasionally use or source animals that are privately owned (pets at private residences) and listed on their books at their business address. Animals they own, manage or train at a facility will be regarded as animals at a primary facility, where provision 1 will automatically apply. Animals can only be used in the filming industry (performing animal) under the care of an appropriate and PAPA licenced animal trainer (wrangler). (Refer to definitions in Part I.)

The film set will be regarded as a secondary (if listed on the licence) or temporary facility. Animal welfare monitoring during filming is considered a minimum requirement, either by the officer on site during filming or an ' monitors' recognised by the officer as independent and able to perform animal welfare monitoring on behalf of the officer. The monitor is required to report welfare incidents to the officer within 24 hours of the incident arising. An appropriately qualified, experienced and authorised animal welfare inspector in terms of the APA would be a minimum qualification for such monitors. The name of such monitor(s) should be included in the conditions of the licence. Payment for animal handling and animal welfare monitoring is a recognised industry arrangement and the filming industry should be charged in line with published Treasury tariffs utilising normal government procedures for animal welfare monitoring by the officer.

## **2. Staff**

- 2.1. There should be adequate staff for the number of animals on the premises.
- 2.2. All staff must be adequately trained to handle and care for the specific species. Adequate training should be undertaken for staff at least once a year taking into account any new welfare developments in the training, handling and care of the applicable species. Training should be documented.
- 2.3. Staff shall be equipped with the applicable equipment for humane and effective handling of animals and be conversant with its correct and safe use. All equipment shall be maintained adequately.
- 2.4. Care, handling and training of animals shall be undertaken with due regard to any applicable national or industry standards, guides or code which govern such activities, for example SABS standards, the lions bred in captivity guideline, captive elephant guideline or PAZAA codes. Staff must be conversant with the applicable welfare codes which must be available on the premises.

## **3. Animals**

### **3.1. Introduction of new stock**



- 3.1.1. The officer should be notified regarding the details of any intended animal acquisitions to be introduced onto the premises including the origin and history of the animals. Cognisance of the welfare needs of the animal should be strongly considered for every newly acquired animal. If the officer is satisfied that the available resources are adequate the necessary amendments shall be made to the license.
- 3.1.2. Animals may not be introduced onto the premises without the approved amendments. In the case of dogs for safeguarding, a register of all donations/introductions/acquisitions should be kept and submitted on a monthly basis to the officer (or whenever numbers of animals change). The numbers of dogs should not exceed the maximum capacity of the facility.
- 3.1.3. The movement of any new additions must be accompanied by a veterinary health certificate (issued within 72 hours prior to movement) from the place of origin and a copy to be submitted to the officer. It is highly recommended that a veterinarian inspect the animals on or soon after arrival. Appropriate biosecurity measures are strongly advised.

### **3.2. Animal movements**

- 3.2.1. Records of all movement of animals onto and off the facility will be maintained in a register which indicates the source or destination in each case. Copies of all movement notices and health certificates must be filed and available for inspection.

### **3.3. Animal usage**

- 3.3.1. The usage of all animals for safeguarding, exhibition and training shall take place with due regard to the natural needs of the animals for rest and with allowance for expression of natural behavior.
- 3.3.2. Each animal shall have a training/performance/work program that documents the approximate duration of each training/performance/work session and number of times per day/week performance/training/work session will occur.

### **3.4. Animal Identification**

- 3.4.1. All animals must be individually identified by means of permanent identification applicable to the particular species. Microchips should preferably be ICAR accredited devices.

### **3.5. Animal Health and Welfare**

- 3.5.1. Documented daily inspection of animals must be done.
- 3.5.2. An animal health and welfare plan per species drawn up and signed by the facility veterinarian must be adhered to and available for inspection. The facility veterinarian must identify any health or welfare concerns. The facility veterinarian must inspect the animals at least (biannually) twice a year, at least four months apart. Documented evidence must be available on file.
- 3.5.3. Training methods should always be appropriate and humane and according to the most up to date standards.
- 3.5.4. All animals shall have appropriate condition scores (domestic animals) or an acceptable body condition. Steps should be taken to prevent emaciated animals and overweight animals.
- 3.5.5. Injuries and illnesses should be timeously and appropriately treated (by a veterinarian where necessary) and documented.
- 3.5.6. Appropriate diets and feeding routines should be documented.
- 3.5.7. There has to be clean drinking water in every cage and in a container from which the animal can drink at all times.
- 3.5.8. Only equipment appropriate for the species may be used for training and handling.
- 3.5.9. Since abnormal stereotypical behaviours can be an indication of stress, actions should be taken to modify the environment to reduce or eliminate such behaviour.
- 3.5.10. A standard operating procedure (SOP) for euthanasia, and if applicable, trained personnel and equipment for humane euthanasia must be provided or available on file.
- 3.5.11. All deaths, suspected cause of death and illnesses should be recorded. Any abnormal deaths must be investigated by the facility veterinarian and reported to the officer within 24h. Post mortem and mortality records must be kept and made available for inspection.
- 3.5.12. Appropriate disposal of dead animals must be done according to veterinary advice taking NEMA legislation into consideration.
- 3.5.13. Premature weaning of animals should only be implemented on veterinary advice and such animals should be reared in hygienic conditions apart from public access.
- 3.5.14. Uncontrolled breeding should not be practiced and breeding programmes should be conducted with due regard to inbreeding and relatedness. Refer to national guidelines, such as the studbook.

### **3.6. Provision of feed and water**

- 3.6.1. **Water:** A system that ensures the provision of easily accessible clean potable water at all times must be in place.
- 3.6.2. **Feed:** Of the appropriate freshness and quality shall be provided in adequate quantities as per the species requirements. Provision shall be made for the correct storage of adequate quantities of feed.

### **3.7. Records (where applicable)**

- 3.7.1. Relevant municipal permissions and nature conservation permits including CITES permits
- 3.7.2. PAPA licence (subject to the above being in place)
- 3.7.3. Site plan
- 3.7.4. A complete list of animals, their identification, date of acquisition/birth and date of sale/death
- 3.7.5. A work program for each animal
- 3.7.6. A record of all illnesses, injury, treatments, deaths and post mortems
- 3.7.7. Drug register
- 3.7.8. A record of veterinary visits
- 3.7.9. Approved Health and Welfare plans
- 3.7.10. SOPs for pest control
- 3.7.11. SOPs for waste management, euthanasia and carcass disposal
- 3.7.12. Records of staff training and qualifications/experience
- 3.7.13. Movement notices and health certificates
- 3.7.14. SOP for transportation of animals
- 3.7.15. SOP for secondary facilities
- 3.7.16. Register to be kept of ad hoc daily movements of animal (dogs) used for safeguarding, petting zoos and animals used in the film industry, not covered by the licence, should be submitted on a monthly basis to the officer, or at a frequency determined by the officer.
- 3.7.17. Membership / registration and any inspection reports by a recognised industry body.

### **3.8. Other facilities**

- 3.8.1. In the event of animals being moved off the premises where they live and onto a temporary facility, the animals are exempted from movement notices provided that the animals are returned to their original premises within 5 days. The applicant shall

undertake that suitable housing, protection, feed, water and shelter are available during that time. The applicant has to notify the officer at destination on or before the first working day of movement to this facility. The officer should be notified at least 7 working days before movement of animals to a location other than specified on the licence.

- 3.8.2. In the event that animals are moved from place to place, they shall be exempt from applying for further movement notice provided that suitable mobile cages fit for purpose have been included in the original inspection. A list of places to be visited during the year with an itinerary (see 4.3.7) shall be provided by the applicant. The applicant must have a plan for the provision of feed and water on all sites. Designated private veterinarians that can be consulted in the event of illness or injury should be identified. In the event that animals are moved from place to place and are housed in facilities without previous inspection, an inspection report must be provided by the local officer (state veterinarian) to the officer of origin.
- 3.8.3. Secondary facilities need to comply with the same minimum requirements as the primary facility and the officer should verify compliance by inspecting a certain percentage of these facilities.

#### **4. Transport of animals**

***(All transportation of animals must occur according to norms and standards applicable to those animals)***

##### **4.1 Guidelines for the issuing of movement notices**

- 4.1.1 Movement notices must be used for the movement of licensed animals to facilities not listed on the licence, unless exempted as described in 3.8.1. The movement notice must contain the PAPA licence nr as reference.
- 4.1.2 The officer will issue a movement notice for the movement of animals to any location other than specified on the license and inform the officer at destination accordingly.
- 4.1.3 The complete list of all animals to be moved with their individual permanent identification numbers must accompany the movement notice as an addendum which is stamped and signed by the officer. The reference number of the movement notice should appear on the addendum.
- 4.1.4 The applicant must notify the officer at destination of the intended movement.
- 4.1.5 A copy of the movement notice must be sent by the issuing officer to the officer at destination.
- 4.1.6 On receipt of a movement notice it is strongly recommended that the officer at destination inspects the facility.

## **4.2 Loading and offloading**

- 4.2.1 Loading and offloading of animals should be executed without any unnecessary noise, harassment and force.
- 4.2.2 Loading facilities should be suitable for the species being loaded and the loading ramp should be covered with a non-slip surface to avoid animals slipping, falling or injuring themselves.
- 4.2.3 No animal should be dragged, lifted, thrown, or dropped to the ground, pushed by a mechanical device, lifted by its head, fleece, skin, ears, horns, tail or legs or subjected to undue electrical prodding or force during loading and offloading.
- 4.2.4 The journey should commence as soon as possible after loading and animals should be offloaded promptly on arrival to at the destination.

## **4.3 Transportation**

- 4.3.1 All carriages / enclosures used to transport animals should be provided with proper ventilation and adequate insulation from extreme weather conditions including sun, heat, rain, wind and cold.
- 4.3.2 The carriages should allow for easy visual inspection of animals to ascertain any distress by the animals whenever it may be experienced.
- 4.3.3 The carriages should be secure enough to prevent the animals from escaping and be constructed in such a way as to avoid injury to the animals.
- 4.3.4 Carriages should have rapid drainage systems to avoid accumulation of water or urine pools and faeces that may cause animals to slip and injure themselves.
- 4.3.5 For travel times exceeding 2 hours, periodic breaks of 10 minutes must be allowed where animals are properly inspected, provided with food and water as required. Water must be removed when movement resumes if it poses a risk to the animals (slipping, drowning).
- 4.3.6 For stops longer than 15 minutes, the carriages should be opened safely to allow proper ventilation of the area housing the animals. These stops should preferably be on level ground and in shaded areas.
- 4.3.7 An itinerary detailing the dates, secondary sites, exact holding parks, farms or areas must be supplied to the officer prior to leaving the primary facility.
- 4.3.8 Animals should not be transported for periods longer than 12 hours without being offloaded, rested and given food and water.
- 4.3.9 Rest periods as stipulated in the applicant's transportation SOP must be adhered to.



# agriculture, forestry & fisheries

Department:  
Agriculture, Forestry and Fisheries  
REPUBLIC OF SOUTH AFRICA

## ANNEXURE A

**WRITTEN APPLICATION: GRANTING OF A LICENCE  
PERFORMING ANIMALS PROTECTION AMENDMENT ACT, 2016 (Act No 4 of 2016)  
FEES PAYABLE FOR PERFORMING ANIMALS LICENCE SERVICES**

**DIRECTORATE: VETERINARY PUBLIC HEALTH  
DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES  
Delpen Building, c/o Annie Botha and Union Streets, Riviera, 0084**

**Enquiries: Tel: [012 319 7647/7575](tel:01231976477575). E-mail: [PAPALICENCE@daff.gov.za](mailto:PAPALICENCE@daff.gov.za)**

No.	Purpose	Amount
1.	Application fee for Performing Animals (PAPA) license	R390,00 each
2.	Application fee for appeal process	R4000,00 each
3.	Fee for re-issue lost/stolen/damaged PAPA license	R390,00 each
4.	Fine for training, exhibition and/ or use of animals without a valid PAPA licence	10% of the commercial value of the animals with a minimum of R2000,00 fine

**Bank account details:**

**Name of account: DAFF:PERF ANIM PROTECT ACT, 1935  
Bank: Standard bank  
Type of Account : Business Cheque  
Account No: 010285032  
Branch : Pretoria  
Branch : 010045**

**Purpose of Application:**

- To exhibit  
 To train  
 To use animals for safeguarding

Application for:	Complete where applicable
Existing licence number	
Expiry date	
<b>Previous licence numbers</b> related to either the facility or the applicant ( <i>if applicable</i> )	

<b>New Application</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Amendment of an Existing licence</b>
<b>Re-application</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**1. Details of the applicant**

The applicant is the owner  the manager  trainer  (*please tick where applicable*). For a facility, both owner and manager information is required.

Name of Applicant	Owner/trainer	Manager:
Identity Number		

Business or Company Name (if applicable)		
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Address of Applicant		
Postal Address		
		Postal Code
Province		
Telephone Number		
Cell phone number		
Email address		
Fax Number		

Are you affiliated with an industry body? If yes, indicate the name of the body :	Yes <input type="checkbox"/> No <input type="checkbox"/>

**2. Please provide details of the primary facility for housing animals:**

Name of the facility		
Postal Address		
		Postal Code
Physical Address		
		Postal Code
Province		
Telephone Number		
Fax Number		
Email address		
District/Local Municipality		
GPS co-ordinates or What3Words	S ____° ____' ____" E ____° ____' ____" .....	

**3. Please provide details of secondary facilities that may be used during the year:**  
(Where this information is available, note that movement notifications are applicable for all movements to facilities that are not recorded on the license)

Name of facility	Address	Date of use

**4. Please indicate species and breed of animals to be trained / exhibited / used for safeguarding, and where applicable, whether the animals were born in captivity or not.**  
(if insufficient space, a separate list may be attached)

FOR TRAINING			
Species and breed	Number	Born in captivity	Caught in wild
		Y <input type="checkbox"/> N <input type="checkbox"/>	
		Y <input type="checkbox"/> N <input type="checkbox"/>	
		Y <input type="checkbox"/> N <input type="checkbox"/>	
FOR EXHIBITION/ FILM INDUSTRY			
Species and breed	Number	Born in captivity	Caught in wild
		Y <input type="checkbox"/> N <input type="checkbox"/>	
		Y <input type="checkbox"/> N <input type="checkbox"/>	
		Y <input type="checkbox"/> N <input type="checkbox"/>	
FOR SAFEGUARDING			
Species and breed	Number	Born in captivity	Caught in wild
		Y <input type="checkbox"/> N <input type="checkbox"/>	
		Y <input type="checkbox"/> N <input type="checkbox"/>	

**5. Experience and training of the trainer with regard to the training / exhibition / use of animals for safeguarding with full particulars of species of animals and duration and nature of experience.**

Name of trainer:
Specify Applicable qualification:
Year obtained:
Experience:

1

**6. Approximate duration of each exhibition / training / safeguarding (per species) and the number of working hours per day or per week.**  
(May attach a work program)

Species	Duration of exhibition (hours per day/week)	Duration of training (hours per day/week)	Duration of safeguarding (hours per day/week)

**7. Has the owner of the business or any employees been convicted of cruelty to animals in the Republic of South Africa or elsewhere?**

Please tick

Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please give full particulars of the person's name, charge, date, place and outcome of trial

**8. Full particulars of the responsible private/facility veterinarian.**

Name of veterinarian:
SAVC Registration no:
Telephone numbers:
Fax number:
Email address:

<sup>1</sup> Addendums may be used should there be insufficient space (if there are additional trainers)



Physical address:
Declaration : I declare that <ol style="list-style-type: none"> <li>1. I will visit the facility at least twice per year at an interval of at least 4 months apart.</li> <li>2. I undertake to inform the officer of any suspicious mortalities, illnesses and welfare problems within 24hours of becoming aware of them.</li> <li>3. I will inform the officer if my services are terminated by the facility for any reason whatsoever</li> <li>4. I will make available clinical records to the officer on request even after the termination of the client/vet relationship.</li> </ol>
Signature:
Official practice stamp:

9. Copy of the applicant's ID attached Yes  No

10. Proof of Payment attached Yes  No

I ..... (Full name) the undersigned, hereby apply for a licence to **exhibit / train animals / use animals for safeguarding\* in** terms of the Performing Animals Protection Amendment Act , 2016 (Act No 4 of 2016) and declare that the above particulars are to the best of my knowledge and belief, true, correct and complete and that any misleading or incorrect information supplied by myself in support of this application will, upon the discovery thereof, result in the immediate suspension of my licence.

I give my consent for the facility veterinarian to divulge applicable information about the abovementioned facility /facilities and animals to the officer.

I further declare that I have the means to feed, care for and house all the above mentioned animals and maintain the facilities, transport and other equipment to meet all the animal welfare needs.

**(\* Delete whichever is not applicable)**

Signature of Applicant	
Place	
Date	

**For official purposes only**

Officer: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ Official stamp

Comments:

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\_\_\_\_\_  
\_\_\_\_\_

Approved  / Not approved

.....(please tear)

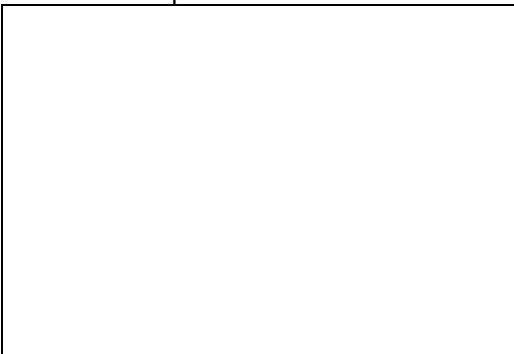
***For official purposes only***

Receipt number: \_\_\_\_\_

Date application received: \_\_\_\_\_

Signature of receiving official: : \_\_\_\_\_

Official stamp:



**INSPECTION REPORT FOR APPROVAL OF FACILITY UNDER PAPA**

This inspection is done in terms of the Performing Animals Protection Act, 2016.

Inspector: \_\_\_\_\_

Date of inspection: \_\_\_\_\_

The following measures must be in place for a licence to be issued. In order to facilitate the evaluation of the inspection report, a site plan must be included, indicating all the structures referred to in the report.

**It is strongly advised that the facility veterinarian/Nature conservation official be present during an inspection by the officer.**

### 1. Primary facility

GPS coordinates-(verified by the officer): \_\_\_\_\_

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
1.1 The site plan as described in Part III Section 1.1 is provided and is up to date.			
1.2 All access points are locked unless manned.			
1.3 The outer perimeter fence is constructed to confine the applicable species effectively on the premises in the event that the animal escapes from its enclosure. The enclosures effectively confine the species and comply with current regulations on fencing			
1.4 The cages, carriages and camps where animals are kept are suitable for the species, hygienic, with sufficient space, ventilation and light, environmental enrichment and are free of dangerous items that can injure the animals			

1.5 Animals are provided with sufficient shelter from the elements and are safe from predators			
1.6 Provision is made for animals to be supplied with potable easily accessible water at all times. The use of automated systems is encouraged. Where a non-automated system is used the water container is sufficient to supply all animals for at least a day.			
1.7 Feed storage areas are of sufficient space and quality to ensure that feed can be stored without spoilage. Feed is of a suitable quality.			
1.8 There is visible evidence of effective control for rodents, flies and other pests.			
1.9 The correct and suitable facilities are available to enable animals to be safely handled, treated and isolated when sick, injured or during the peri-natal period.			

Note: Carriages and cages used at secondary or temporary facilities need to comply with the same minimum requirements as the primary facility to ensure safety and well-being of the animals, and the officer should verify compliance by inspecting a certain percentage of the secondary facilities. If applicable list the carriages and cages and comment on their suitability (more lines can be added)

## 2. Staff

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
2.1 The number of employees is sufficient to ensure that all animals are taken care of on a daily basis. Completed daily care sheets are available to ensure compliance.			

2.2 Staff are able to demonstrate the correct handling of animals upon request.			
2.3 Staff are equipped with the applicable equipment for humane and effective handling of animals and are conversant with its correct and safe use. All equipment is adequately maintained to prevent injury.			

### 3. Animals

HAS THE POINT BELOW BEEN COMPLIED WITH?	YES	NO	COMMENTS
3.1 The details of the animals at the facility correlate to the register.			
3.2 All animals have an acceptable body condition (score)			
3.3 Any stereotypical / atypical / aberrant behavior is mitigated by appropriate documented interventions and solutions.			
3.4 If practical, the identification of a sample of the animals has been verified against the register.			
3.5 The animals show no signs of untreated illness or injury. In the opinion of the licencing officer the wellbeing of the animals is of an acceptable standard.			
3.6 All animals are supplied with adequate feed and water.			
3.6 Equipment used for medical treatment and euthanasia is available and in good working condition.			
Training and transport			

#### 4. Record keeping

RECORDS ON FILE	(TICK WHERE APPLICABLE)	COMMENTS
4.1 Register listing all animals kept on the premises		
4.2 Records of applicable staff training and qualifications /experience.		
4.3 Records of ongoing annual training of all staff		
4.4 Movement control register for all animals taken into the premises, ensuring full traceability regarding source and veterinary health check, and movement from the premises to the destination. Copies of any movement notices and veterinary health checks (if applicable) are available.		
4.5 A detailed plan approved by the facility veterinarian for each species including feeding, health, welfare and behaviour enrichment		
4.6 Health certificates relating to the movement of animals .		
4.7 Full records relating to mortality, disease diagnosis, treatments and vaccinations are available signed off by the facility vet.		
4.8 Records of all inspections including industry related organisations, and reports by the facility veterinarian and warning		

letters issued by welfare organisations are on file		
4.9 Relevant municipal permissions and nature conservation permits including CITES permits (if applicable)		
4.10 Previous PAPA Licence and amendments (if applicable)		
4.11 Site Plan		
4.12 Work and/or training program of each species approved by the facility vet		
4.13 SOP for the transportation of animals approved by the facility vet		
4.14 SOP for pest control and registers		
4.15 SOP for waste management		
4.16 SOP for euthanasia approved by the facility vet		
4.17 SOP for carcass disposal approved by the facility vet		
4.18 Contingency plans for natural disasters relevant to the facility approved by the facility vet		
4.19 Procedures for care of animals at temporary facilities (facilities where animals are kept for not more than 5 days) approved by the facility vet		
4.20 Contingency plan for staff absenteeism		
4.21 Copies of the relevant SABS and PAZAA and other relevant welfare codes available at the facility		

4.22 List of apparatus used for each species, where both the apparatus and the use thereof is approved by the facility vet		
4.23 Membership / registration with a recognised industry body (if applicable)		

*In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action.*

**5. Secondary facility for guard dogs (if applicable)**

<b>Has the point below been complied with?</b>	<b>Yes</b>	<b>No</b>	<b>COMMENTS</b>
5.1 A kennel appropriate to the size of the animal is provided and is maintained and hygienically kept.			
5.2 Emergency contact details are prominently displayed.			
5.3 Provision is made for the supply of potable water at all times.			
5.4 Sufficient feed is available for at least a week and supplied on a daily basis?			
5.5 Items for behavioral enrichment are available and are being used			
5.6 Work and rest periods are indicated and being adhered to			
5.7 An exercise area or program is provided.			
5.8 An appropriate collar and leash is provided and used.			



*In the case where the facility does not comply with any of the above-mentioned points, please describe the non-compliance as well as the corrective action.*

I, \_\_\_\_\_, responsible inspector recommend the abovementioned facility for approval.

Signature

Date: \_\_\_\_\_



Licence no: PAL/08/80/\_/\_\_\_

**PERFORMING ANIMALS PROTEC ACT, 2016  
(Act No. 4 of 2016)**

**LICENCE TO TRAIN/EXHIBIT ANIMALS/USE ANIMALS FOR SAFEGUARDING**

This licence is hereby granted to

**Name of licence holder:** \_\_\_\_\_ **Identity number:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

Trading as **(Company/Business name):** \_\_\_\_\_

**Permanent address (primary facility)** where applicant trains/exhibits animals/keep animals for safeguarding or intends to do so:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Details of other licenced facilities:**

Name of facility	Address	Date and duration of intended stay

This licence is applicable to the following **animals:**

Class/Species/ Breeds	Nature of Activity	Number

This licence is applicable to the following **animal trainers:**

Name of animal trainer	Identity number	Date and duration of intended stay

**Special conditions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This licence is valid from **date of issue** \_\_\_\_\_ until **expiry date** \_\_\_\_\_

**Convictions/contraventions** in terms of the PAPA, 2016 (Act No. 4 of 2016) and APA, 1962 (Act No. 71 of 1962) if applicable:

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This licence is granted subject to the provisions of the **Performing Animals Protection Act, 2016 (Act No. 4 of 2016)**, the **Animals Protection Act, 1962 (Act No. 71, 1962)**, the **regulations** made under the aforementioned Acts.

This licence does not absolve the licence holder from obtaining any other relevant permissions, movement notices, licenses and/or permits

Officer: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Email address: \_\_\_\_\_

Official telephone/cellphone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Official Stamp and Signature:

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*Please note:*

*The licence can be issued subject to special conditions. These may include but are not limited to the following examples:*

- *Animals used for human interaction must be allowed to retreat and allowed rest periods without human interference or interaction ...*
- *Any restraining methods used on the animals or birds during .... shall not cause pain, injury or suffering*
- *Register must be emailed or uploaded on a monthly basis to ...*
- *The officer is to be informed if there is any change to ...*
- *Apart from appropriate PAPA licenced animal trainers, an animal welfare monitor (AWM) must be present during the use of animals in the filming industry. The AWM is required to report to the licencing officer. Approved AWM are: ...*

**EXAMPLE TEMPLATE: DETAILED REGISTER OF ANIMALS (PRIMARY FACILITY)**

Species	Breed	Gender	Age	Nr of animals	Permanent id number	Date acquired	Source	Date removed	Reason for removal

**Example template: Register for third parties or privately owned pets (filming industry)**

Name of owner	Address	No. of animals	Species	Breed	Name and permanent identification	Date of animal usage

Note: Health certificates acquired for use to be kept on file

**List of Performing Animals Excluded from requiring a PAPA licence according to Section 9 of the Act.**

<b>Performing Animals Excluded from PAPA</b>
<ol style="list-style-type: none"><li><b>1. Animals for military training</b></li><li><b>2. Animals for police training</b></li><li><b>3. Animals for sporting purposes</b></li><li><b>4. Animals for agricultural shows</b></li><li><b>5. Show horses</b></li><li><b>6. Show dogs</b></li><li><b>7. Show caged birds</b></li><li><b>8. Military or police tournaments / Exhibitions</b></li><li><b>9. Gymkhanas</b></li><li><b>10. Safeguarding Dogs by the South African Defence Force or the South African Police or the Prisons Service.</b></li><li><b>11. Public Zoological gardens</b></li></ol>

*(Replaced by online movement notification system in the Western Cape Province)*

Permit In	Permit Out

Ref :
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**DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES  
MOVEMENT NOTICE**

**In terms of the Performing Animals Protection Act, 2016 (Act No.4 of 2016), and subject to the conditions specified below, permission is hereby granted to –**

**Name of Owner :**

**Address:**

**PAPA licence no :**

**To move with / To transport .....**  
**From the farm / place ..... In the district of.....**  
**To the farm / place .....In the district of .....**

**CONDITIONS**

1. This notice –
  - (a) Is valid for 30 days from date of issue and for one movement only ;
  - (b) Must accompany the animals mentioned above and must be produced for inspection on demand by any officer of the Department of Agriculture;
  - (c) Must be kept at the place of destination until it is collected by an authorized person.
2. The route followed must avoid all quarantined areas infected with any disease to which the animals are
3. This movement notice does not absolve the permit holder from obtaining any other relevant permission
4. Other conditions  
 .....

**Place ..... Date ..... Officer .....**

**Date Stamp:**

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**CORRECTIVE ACTION REPORT**

Facility Name: ..... Date of Inspection: ..... Routine  or Re-registration Inspection   
 (Mark applicable)

REFERENCE	DETAILS OF NON-CONFORMANCE	CORRECTIVE ACTION TAKEN (TO BE COMPLETED BY OWNER, MANAGER OR DESIGNATED PERSON)	PRIORITY	PROPOSED DATE OF COMPLETION	VERIFIED BY PROVINCIAL INSPECTOR
1/					
2/					
3/					
4/					
5/					

I have explained these non-conformances to the facility owner/manager at the time of inspection and I have sent the non-conformance report to the facility owner /manager. The facility owner is required to fill in any corrective action taken and return to the Provincial Inspector or Officer.

**Based on these non-conformances** .....

**Provincial Inspector / Officer (signature)** ..... **Date**.....

**Acknowledgment of receipt: Applicant (signature)**..... **Date**.....