

The purpose of this guide is to provide complete instructions on how to use the Animal Licensing Wales Online System as a dog breeder. The guide covers how to register for a dog breeder account, how to log in to your dog breeder account, how to complete the dog breeding licence application form, how to manage dogs in your account and how to view your licence details, enforcement actions and logbooks.

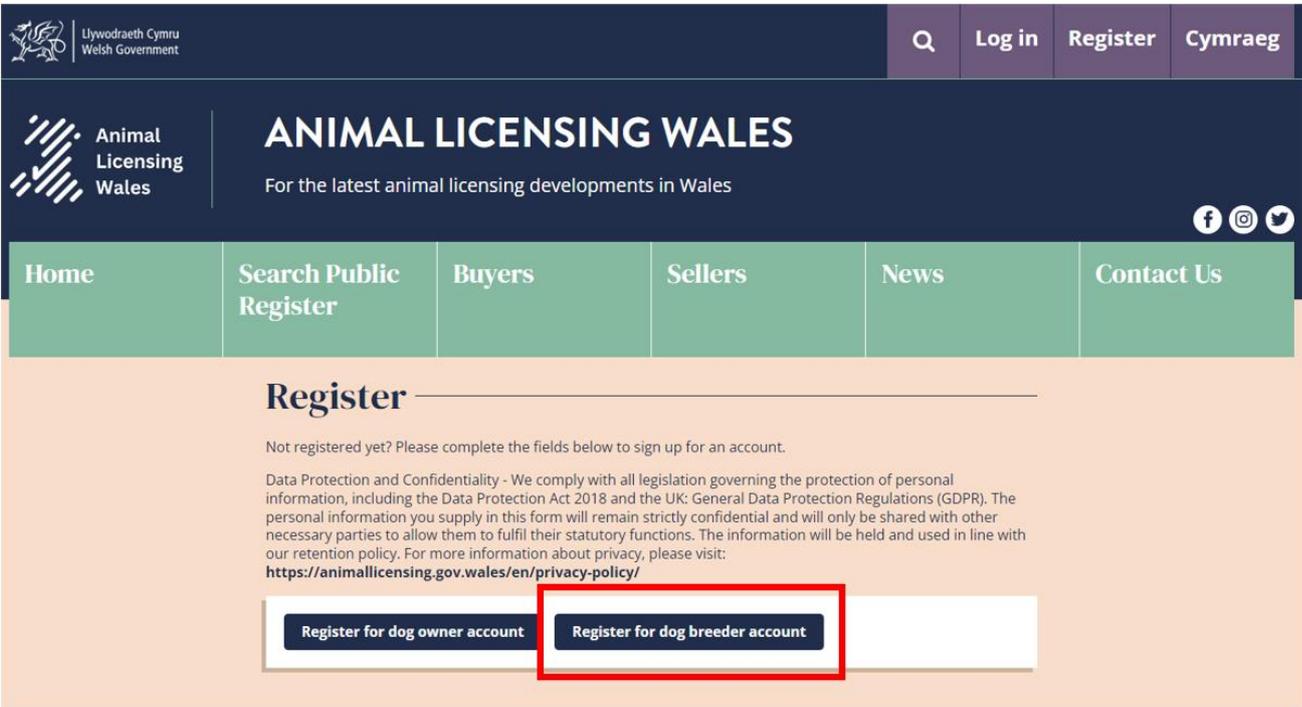
The ongoing responsibilities of a licenced dog breeder registered on the online system include

- Recording matings for bitches on the system
- Adding puppy information from matings on the system
- Recording sales of dogs on the system
- Recording deaths of dogs on the system
- Viewing and addressing any enforcement actions issued by local authority officers on the system
- Keeping the staff member list up to date on the system

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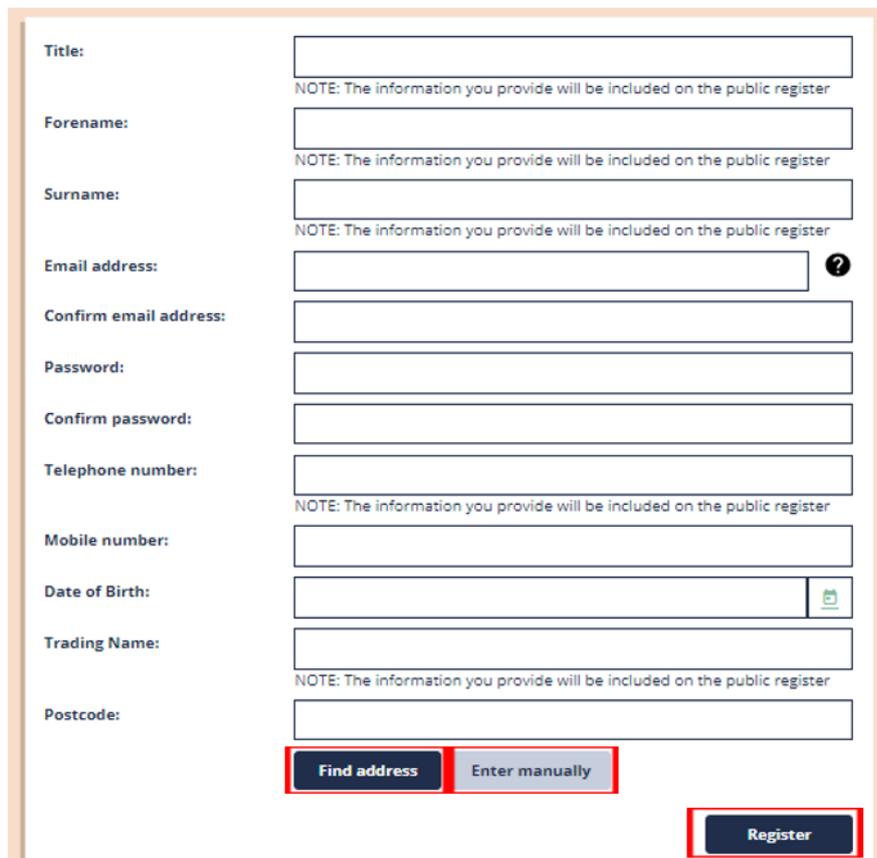
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Registering for a Dog Breeder Account

Step	Action
1	<p>Click the 'Register' button in the top right-hand corner of the homepage.</p> 
2	<p>Then click the 'Register for dog breeder account' button.</p> 

- 3** Then complete the registration form by filling in your personal details
- Title (the title you enter will appear on the public register)
 - Forename (this should be your full forename and will appear on the public register)
 - Surname (the surname you enter will appear on the public register)
 - Email address (this should be the main email address you use for communications and will be your user name whenever you log in)
 - Password (this will be your password whenever you log in)
 - Telephone number (the number you enter will appear on the public register)
 - Mobile number
 - Date of Birth (the calendar icon can be used to input this)
 - Trading name (this should be the name of your business that you trade under and will appear on the public register)
 - Postcode
 - Enter the postcode of your personal address and click the 'Find address' button. A list of addresses registered to that postcode will be produced. Select the correct address and click the 'Use Address' button.
 - Alternatively, you can manually enter your personal address by clicking the 'Enter manually' button. This should only be used if the address is not listed in the 'Find address' list.

Once you have completed the registration form, click the 'Register' button to complete the registration process. You will then be automatically taken to the first page of the application form.

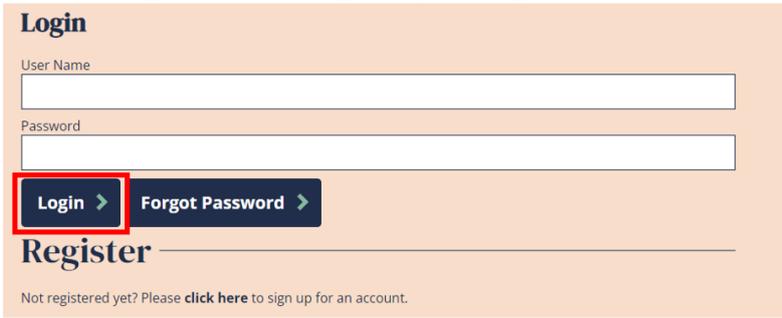


The screenshot shows a registration form with the following fields and elements:

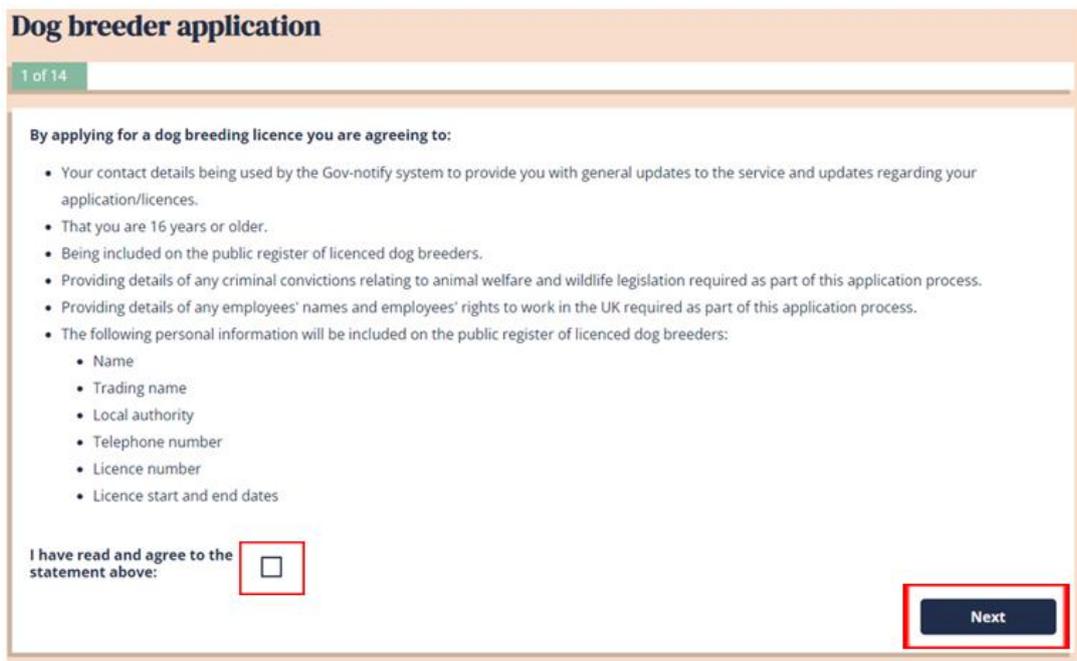
- Title:** Text input field with a note: "NOTE: The information you provide will be included on the public register"
- Forename:** Text input field with a note: "NOTE: The information you provide will be included on the public register"
- Surname:** Text input field with a note: "NOTE: The information you provide will be included on the public register"
- Email address:** Text input field with a help icon (?)
- Confirm email address:** Text input field
- Password:** Text input field
- Confirm password:** Text input field
- Telephone number:** Text input field with a note: "NOTE: The information you provide will be included on the public register"
- Mobile number:** Text input field
- Date of Birth:** Text input field with a calendar icon
- Trading Name:** Text input field with a note: "NOTE: The information you provide will be included on the public register"
- Postcode:** Text input field

At the bottom of the form, there are three buttons: "Find address", "Enter manually", and "Register".

Log In to Account

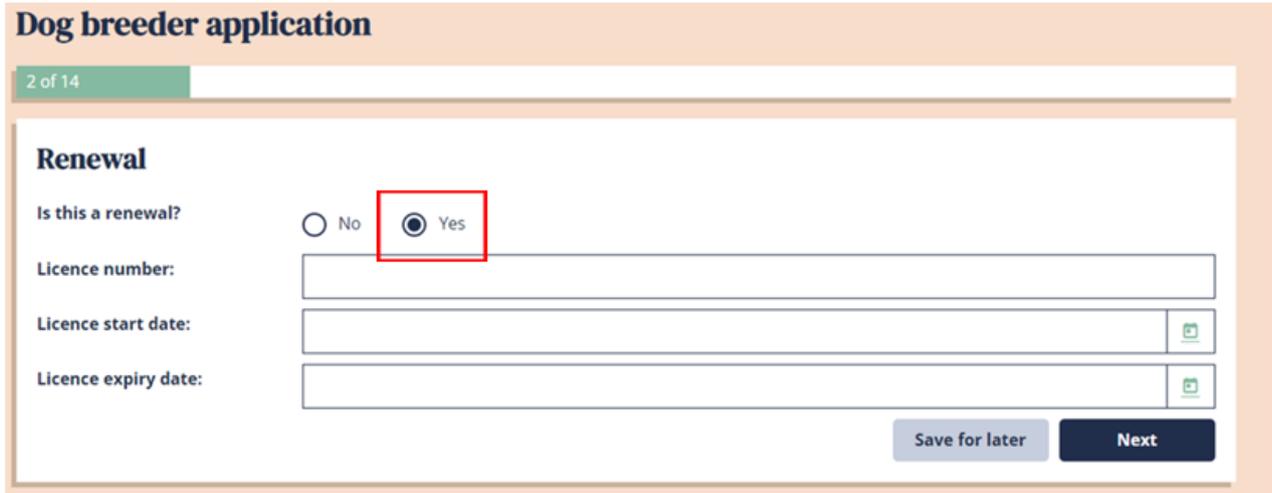
Step	Action
1	<p>Click the 'Log in' button in the top right-hand corner of the homepage.</p> 
2	<p>In the 'User Name' field, enter the email address you used in the registration form.</p> 
3	<p>In the 'Password' field, enter the password you used in the registration form.</p> 
4	<p>Click the 'Login' button to log in to your dog breeder account.</p> 

Licence Application Form

Step	Action
0	<p>After registering for a dog breeder account for the first time, you will be automatically taken to the start of the application form. The application form comprises 15 different sections. The first page details the information that will be required for the application form.</p> <p>Click the 'Next' button to move on to the first section of the application form. Throughout the application form, the 'Next' button is used to move onto the next section once all details have been entered.</p> <div data-bbox="175 593 1420 1086">  </div>
1	<p>Section 1 of the application form is the data protection notice. The box must be ticked indicating that you have read and agree to the data protection notice. The box must be ticked to continue with the application.</p> <p>Then click the 'Next' button to move on to the next section.</p> <div data-bbox="175 1299 1252 1960">  </div>

2a Section 2 of the application form allows the breeder to confirm if the application is a new or renewal application.

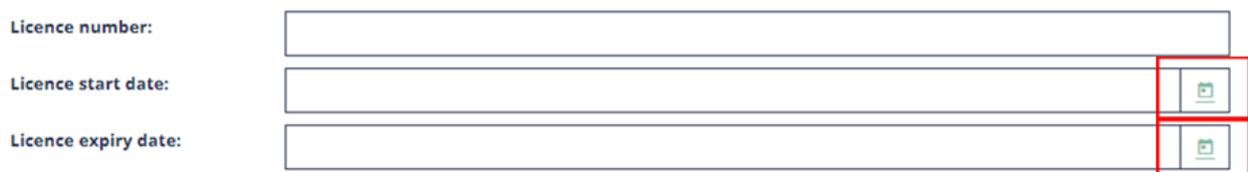
If you are currently licenced and using the online system for the first time, then you must tick the 'Yes' box.



If you are not currently licenced, then you must tick the 'No' box. If you are unsure as to whether you would be classed as a renewal application, then please contact your local authority.



2b If the 'Yes' box is ticked, then you must input your current licence number, licence start date and licence expiry date. This ensures the correct fee is applied. This step will not be required for your next renewal application. The calendar icons can be used to input the start and expiry date.

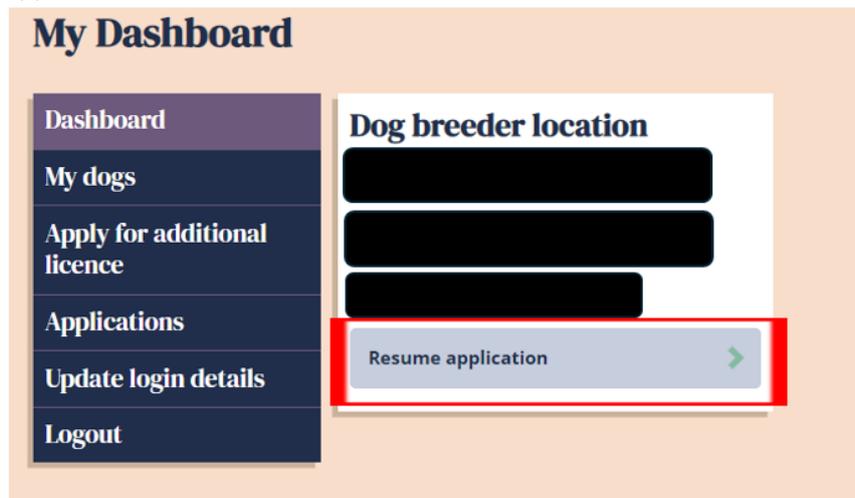


2c Then click the 'Next' button to move on to the next section.

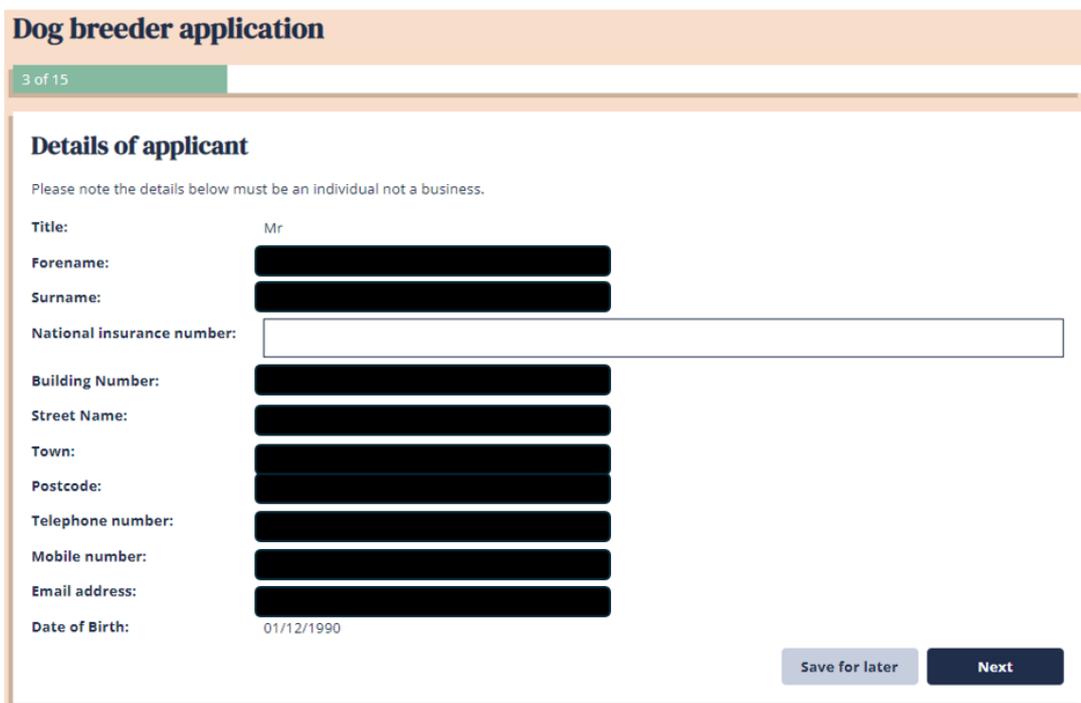
The 'Save for later' button will save your current progress and allow you to continue the application from the next incomplete section the next time you log in.



If you log out, then when you log back in you will need to click the 'Resume application' button to resume the application.



3a Section 3 of the application form allows the breeder to enter their national insurance number. All other details of the applicant have been pre-filled from the registration form.



Dog breeder application

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Details of applicant

Please note the details below must be an individual not a business.

Title: Mr

Forename: [Redacted]

Surname: [Redacted]

National insurance number: [Empty field]

Building Number: [Redacted]

Street Name: [Redacted]

Town: [Redacted]

Postcode: [Redacted]

Telephone number: [Redacted]

Mobile number: [Redacted]

Email address: [Redacted]

Date of Birth: 01/12/1990

Save for later Next

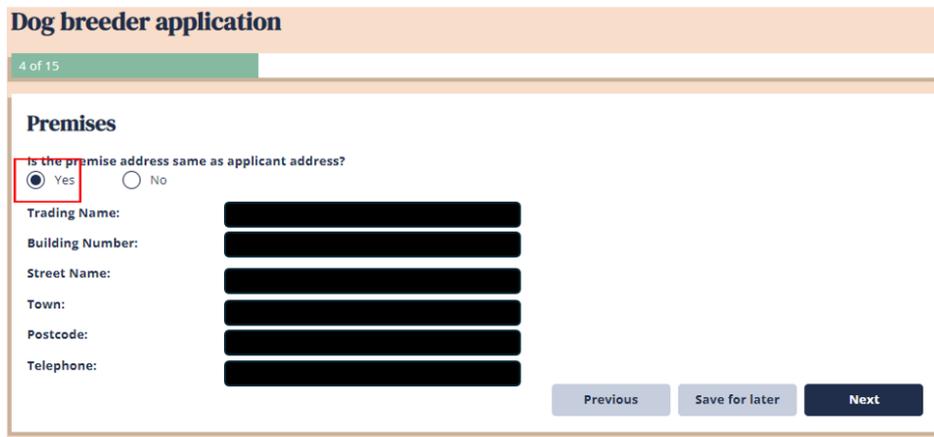
3b Then click the 'Next' button to move on to the next section.



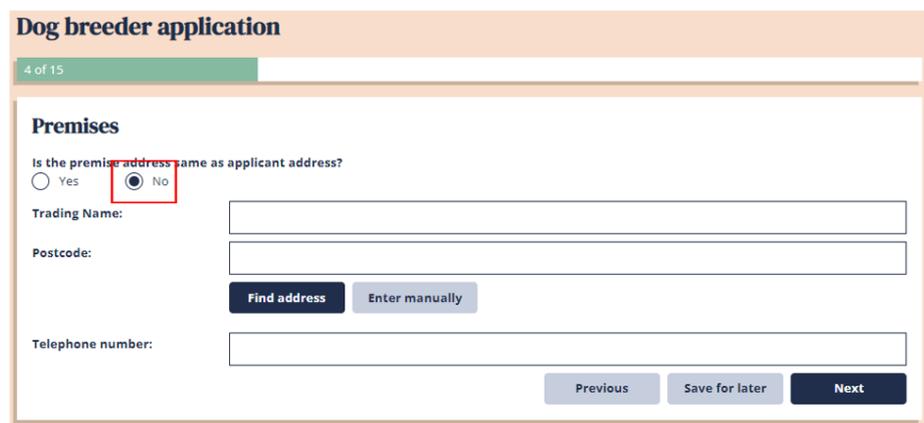
4a Section 4 of the application form allows the breeder to confirm if their breeding premises address is the same as their personal address.



If the addresses are the same, then you must tick the 'Yes' box. The details from the personal address will then pre-fill for the breeding premises.



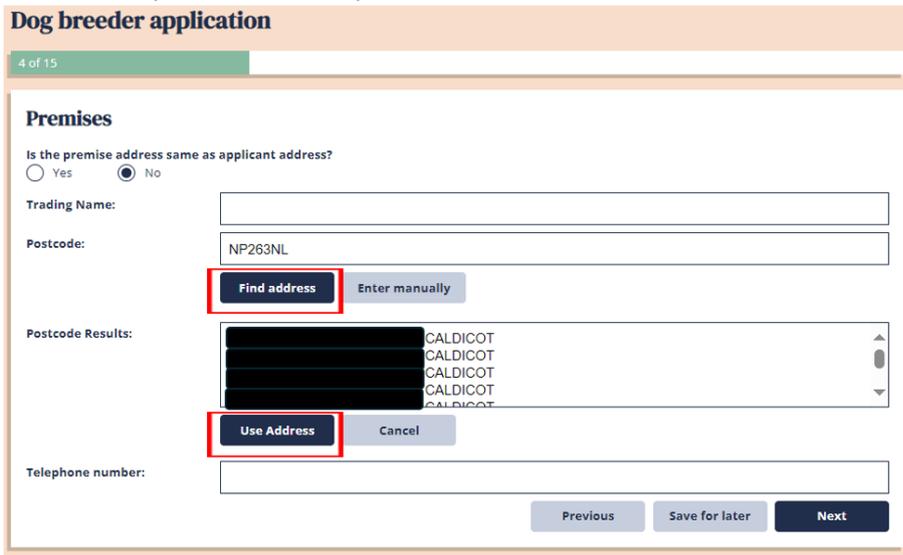
If your breeding premises address is not the same as your personal address, then you must tick the 'No' box.



4b If the 'No' box is ticked, then you must enter the address of your breeding premises.

There are two ways to do this.

1. Enter the postcode of the address and click the 'Find address' button. A list of addresses registered to that postcode will be produced. Select the correct address and click the 'Use Address' button.



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Premises

Is the premise address same as applicant address?
 Yes No

Trading Name:

Postcode: NP263NL

Find address Enter manually

Postcode Results:

- CALDICOT
- CALDICOT
- CALDICOT
- CALDICOT

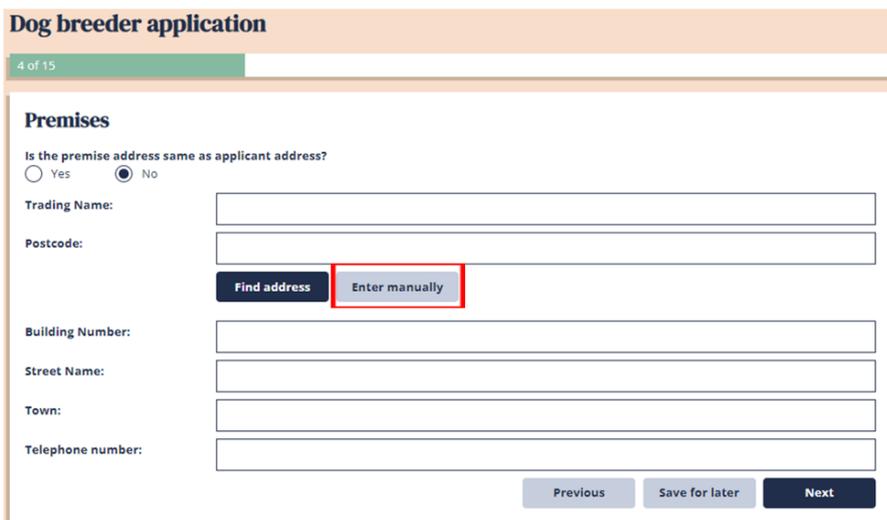
Use Address Cancel

Telephone number:

Previous Save for later **Next**

2. Manually enter the address by clicking the 'Enter manually' button. This should only be used if the address is not listed in the 'Find address' list. You will then need to enter the postcode, building number, street name and town for the address.

The manual method should only be used if the address cannot be found using the 'Find address' function.



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Premises

Is the premise address same as applicant address?
 Yes No

Trading Name:

Postcode:

Find address **Enter manually**

Building Number:

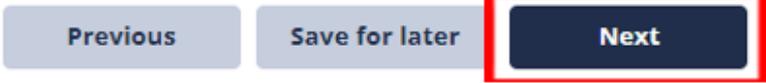
Street Name:

Town:

Telephone number:

Previous Save for later **Next**

The trading name and telephone number must also be entered for the breeding premises. This should be the same trading name and telephone number that was entered in the registration form when first registering for a dog breeder account.

<p>4c</p>	<p>Then click the 'Next' button to move on to the next section.</p> <p>The 'Previous' button can be used to move back to previous sections to make changes if required.</p> 
<p>5a</p>	<p>Section 5 of the application form allows the breeder to add details of all staff members who are employed by the dog breeding business.</p> <p>As the breeder, you must also add yourself as a staff member.</p> <p>To add staff members, the 'Yes' box must be ticked.</p> 
<p>5b</p>	<p>The below details must then be entered for each staff member</p> <ul style="list-style-type: none"> • Forename • Surname • National insurance number (this is only used to verify that a staff member is real) • Job title • Employment type must be selected as either 'full time' or 'part time' • Contracted hours worked <p>Once all the details are entered, the 'Add staff member' button must be clicked to add the staff member to the list.</p>

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Staff members

Are there any staff members employed by the business? Yes No

Forename:

Surname:

National insurance number:

Job title:

Employment type:

Contracted hours worked / rota:

The process is then repeated for each staff member by clicking the 'Add another staff member' button. The details for individual staff members can be edited by clicking the 'Edit' button. Individual staff members can be removed by clicking the 'Remove' button.

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Staff members

Are there any staff members employed by the business? Yes No

Staff members added

Forename	Surname	National insurance number	Job title	Contracted hours worked / rota		
Stan	Smith	YY112233X	Assistant	09:00 - 17:00, Mon - Fri	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

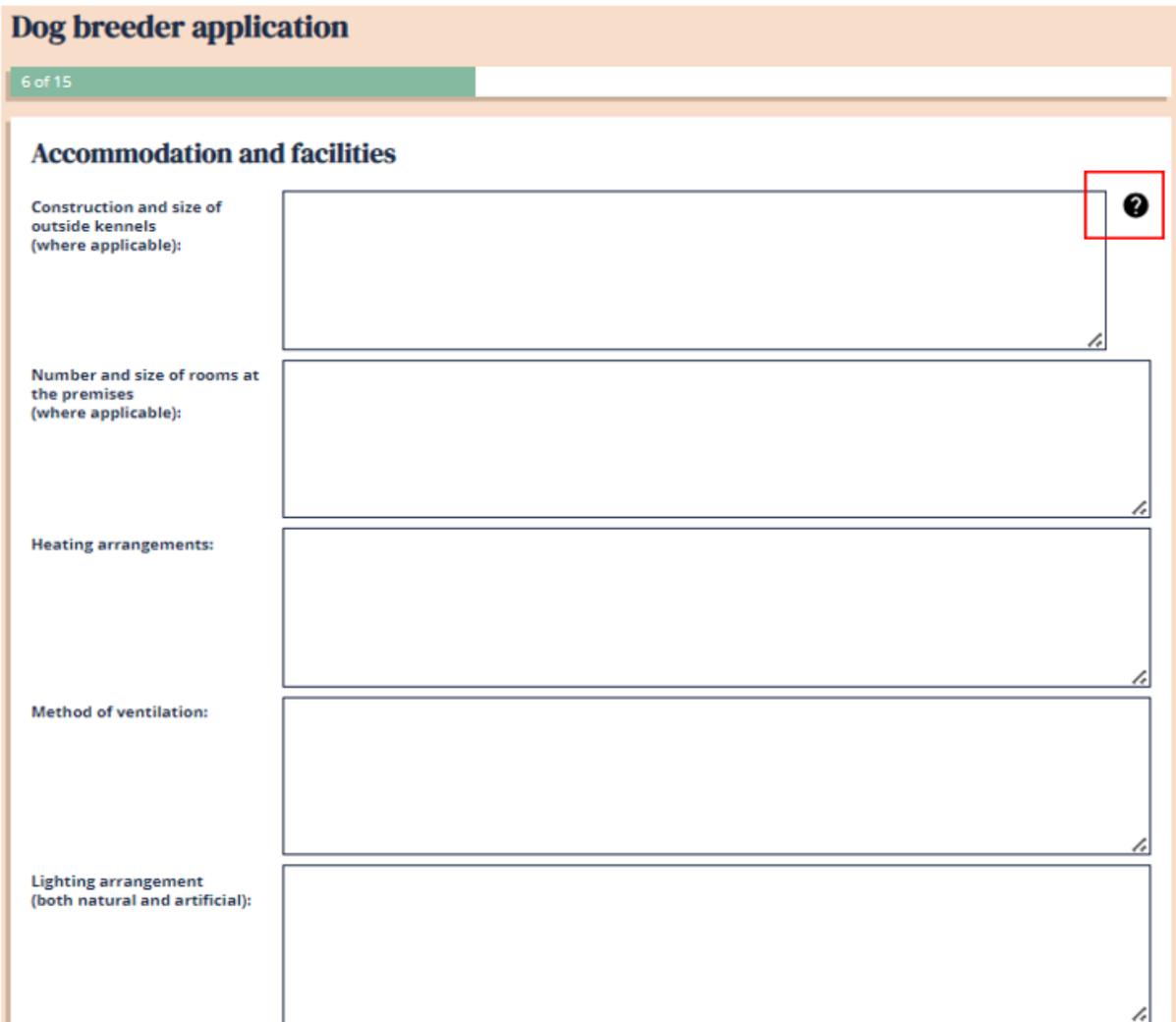
5c Once all staff members have been added, click the 'Next' button to move on to the next section.

6a Section 6 of the application form is the accommodation and facilities section.

You must provide details for the following areas by typing in the text boxes provided

- Construction and size of outside kennels
- Number and size of rooms at the premises
- Heating arrangements
- Method of ventilation
- Lighting arrangement (both natural and artificial)
- Water supply
- Facilities for feed storage and preparation
- Arrangements for disposal of excreta, bedding and other waste material
- Isolation facilities for the control of infectious diseases
- Fire precautions/equipment and arrangements in the case of fire
- Normal times of attendance (where not supervised 24 hours/day)

If you are not sure what to write for a particular section, then the question mark icon can be clicked to reveal some guidance.



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Accommodation and facilities

Construction and size of outside kennels (where applicable):

Number and size of rooms at the premises (where applicable):

Heating arrangements:

Method of ventilation:

Lighting arrangement (both natural and artificial):

6b At the bottom of the page, you must attach documents for the following

- Plan of the premises, which must include dimensions
- Waste disposal agreement

This is done by clicking the 'Choose File' button and attaching a document from your device.



The screenshot shows a form with several sections for document uploads:

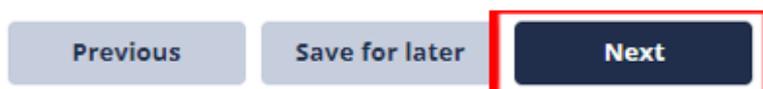
- Isolation facilities for the control of infectious diseases:** A large empty text area.
- Fire precautions/equipment and arrangements in the case of fire:** A large empty text area.
- Normal times of attendance (where not supervised 24 hours/day):** A large empty text area.
- Plan of the premises MUST contain dimensions:** A field containing "No File Selected" and a "Choose File" button.
- Waste material agreement:** A field containing "No File Selected" and a "Choose File" button.

At the bottom of the form are three buttons: "Previous", "Save for later", and "Next".

Note

- The documents can be attached in a variety of formats, such as Word, pdf, jpg, png etc.
- Only one document can be attached for each section, so it is advised that breeders scan multiple documents into a single pdf file or paste multiple images into a single Word file. If this is not possible, then the first page of each document can be attached here, and any subsequent pages can be attached on section 15 of the application form.

6c Once all details have been included, click the 'Next' button to move on to the next section.



The screenshot shows three buttons: "Previous", "Save for later", and "Next". The "Next" button is highlighted with a red border.

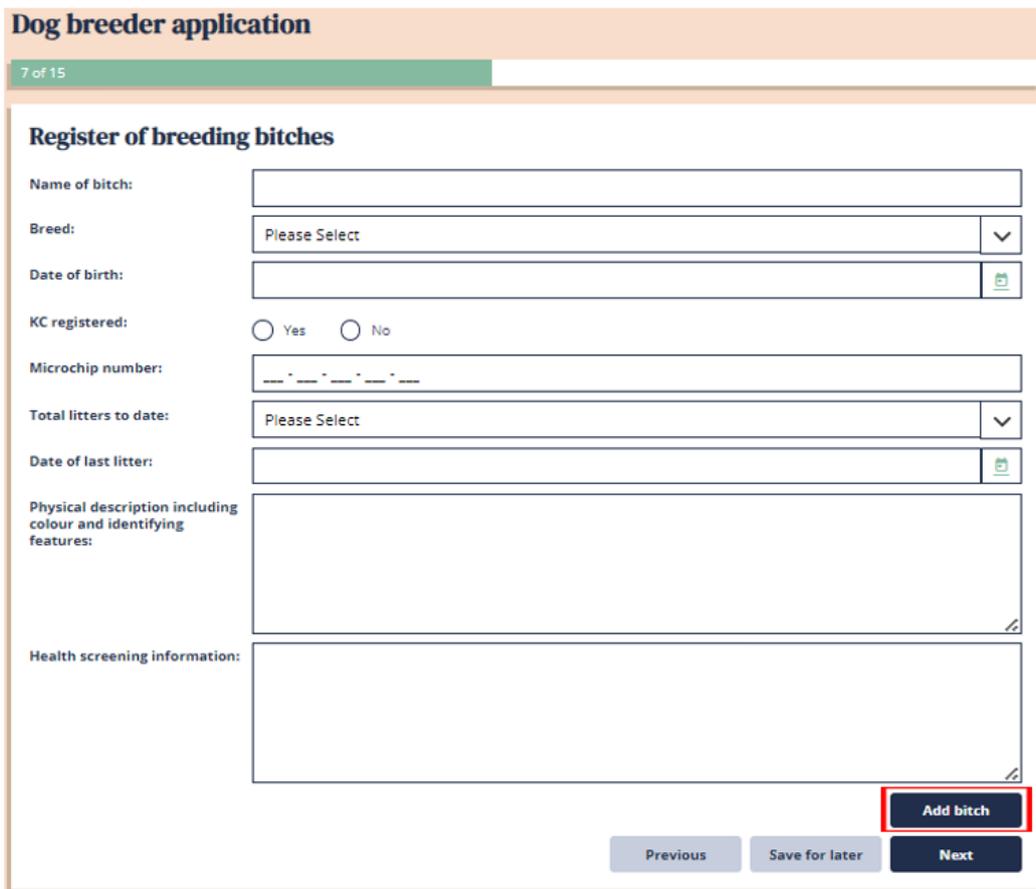
7a Section 7 of the application form is the register of breeding bitches.

You must use this section to record all your current active breeding bitches. Any pet bitches, working bitches or retired bitches that are not bred from should not be added to this section, as they are recorded in section 9.

You must provide the following information for each breeding bitch

- Name
- Breed (selected from the drop-down list)
- Date of birth (the calendar icon can be used to input this)
- Kennel Club registered (if 'Yes' is ticked, then the pet name and Kennel Club name can be entered and the Kennel Club certificate can be attached)
- Microchip number (this is limited to 15 characters in groups of 3 characters)
- Total litters to date
- Date of last litter (this can be left blank if 0 is selected for total litters to date)
- Physical description including colour and identifying features
- Health screening information

Once all details are entered, the 'Add bitch' button must be clicked to add the breeding bitch to the list.



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Register of breeding bitches

Name of bitch:

Breed: 

Date of birth: 

KC registered: Yes No

Microchip number:

Total litters to date: 

Date of last litter: 

Physical description including colour and identifying features:

Health screening information:

Add bitch

Previous Save for later Next

The process is then repeated for each breeding bitch by clicking the 'Add another bitch' button. The details for individual breeding bitches can be edited by clicking the 'Edit' button. Individual breeding bitches can be removed by clicking the 'Remove' button.

Dog breeder application

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Register of breeding bitches

Bitches added

Name of bitch	Microchip number	Breed	Date of birth	Total litters to date	Date of last litter
Rosie	294026729054872	Cocker Spaniel	01/12/2020	2	08/05/2024

Edit

Remove

Add another bitch

Previous

Save for later

Next

7b Once all breeding bitches have been added, click the 'Next' button to move on to the next section.

Previous

Save for later

Next

8a Section 8 of the application form is the register of breeding studs.

You must use this section to record all your current active breeding studs. Any pet studs, working studs or retired studs that are not bred from should not be added to this section, as they are recorded in section 9.

You must provide the following information for each breeding stud

- Name
- Breed (selected from the drop-down list)
- Date of birth (the calendar icon can be used to input this)
- Kennel Club registered (if 'Yes' is ticked, then the pet name and Kennel Club name can be entered and the Kennel Club certificate can be attached)
- Microchip number (this is limited to 15 characters in groups of 3 characters)
- Physical description including colour and identifying features
- Health screening information

Once all details are entered, the 'Add stud' button must be clicked to add the breeding stud to the list.

Dog breeder application

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Register of breeding studs

Name of stud:

Breed: ▼

Date of birth: 📅

KC registered: Yes No

Microchip number:

Physical description including colour and identifying features:

Health screening information:

The process is then repeated for each breeding stud by clicking the 'Add another stud' button. The details for individual breeding studs can be edited by clicking the 'Edit' button. Individual breeding studs can be removed by clicking the 'Remove' button.

Dog breeder application

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Register of breeding studs

Studs added

Name of stud	Microchip number	Breed	Date of birth		
Bruce	142359655822421	Cocker Spaniel	01/12/2020	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

8b Once all breeding studs have been added, click the 'Next' button to move on to the next section.



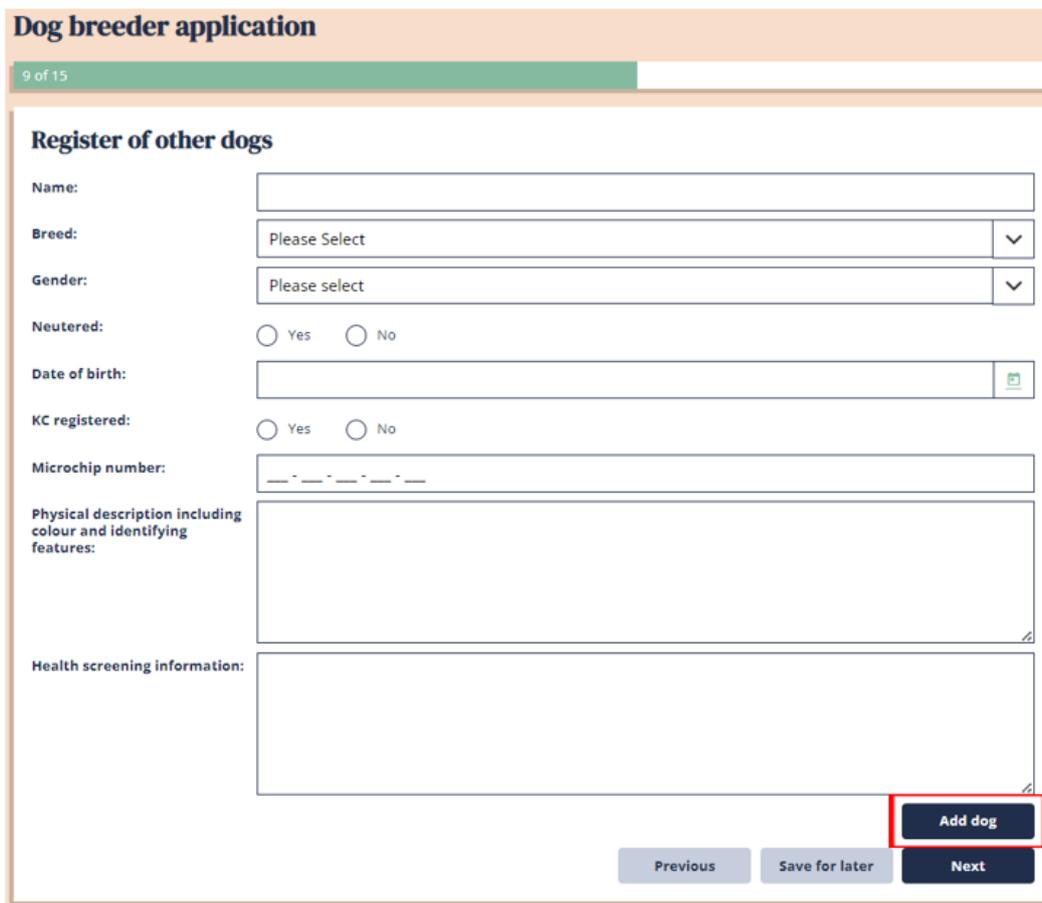
9a Section 9 of the application form is the register of other dogs.

You must use this section to record any pet dogs, working dogs or retired dogs that are not bred from.

You must provide the following information for each dog

- Name
- Breed (selected from the drop-down list)
- Gender
- Neutered (if 'Yes' is ticked, then the date of neutering can be entered)
- Date of birth (the calendar icon can be used to input this)
- Kennel Club registered (if 'Yes' is ticked, then the pet name and Kennel Club name can be entered and the Kennel Club certificate can be attached)
- Microchip number (this is limited to 15 characters in groups of 3 characters)
- Physical description including colour and identifying features
- Health screening information

Once all details are entered, the 'Add dog' button must be clicked to add the dog to the list.



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Register of other dogs

Name:

Breed: ▼

Gender: ▼

Neutered: Yes No

Date of birth: 

KC registered: Yes No

Microchip number:

Physical description including colour and identifying features:

Health screening information:

Add dog

Previous Save for later Next

- 9b** The process is then repeated for each dog by clicking the 'Add dog' button. The details for individual dogs can be edited by clicking the 'Edit' button. Individual dogs can be removed by clicking the 'Remove' button.

Dog breeder application

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Register of other dogs

Dogs added

Name	Microchip number	Breed	Date of birth		
Jenny	974854149065356	Border Collie	03/12/2020	Edit	Remove

Add dog

Previous

Save for later

Next

- 9c** Once all dogs have been added, click the 'Next' button to move on to the next section.

Previous

Save for later

Next

- 10a** Section 10 of the application form is the health and welfare report.

You must attach a copy of the health and welfare report produced by your vet, which must include a fitness to breed report. This is done by clicking the 'Choose File' button and attaching a document from your device.

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Health and Welfare Report

Health and Welfare Report:

No File Selected

Choose File

Previous

Save for later

Next

Note

- The document can be attached in a variety of formats, such as Word, pdf, jpg, png etc.
- Only one document can be attached for each section, so it is advised that breeders scan multiple documents into a single pdf file or paste multiple images into a single Word file. If this is not possible, then the first page of the document can be attached here, and any subsequent pages can be attached on section 15 of the application form.

10b Then click the 'Next' button to move on to the next section.



11a Section 11 of the application form is the enhancement and enrichment plan.

You must provide details for the following by typing in the text boxes provided

- Dogs are able to express natural behaviour
- Dogs are given the opportunity for suitable exercise
- Dogs are given the opportunity to experience variety and stimulation both in the kennel and outside
- Dogs are given the opportunity to play and interact with other dogs
- Dogs are given the opportunity to learn and develop
- Reducing the potential for dogs to experience significant stress
- Dogs are given the opportunity to make choices and have control in their environment
- Preventing the development of abnormal behaviours

Dogs are able to express natural behaviour:	<input type="text"/>
Dogs are given the opportunity for suitable exercise:	<input type="text"/>
Dogs are given the opportunity to experience variety and stimulation both in the kennel and outside:	<input type="text"/>
Dogs are given the opportunity to play and interact with other dogs:	<input type="text"/>
Dogs are given the opportunity to learn and develop:	<input type="text"/>
Reducing the potential for dogs to experience significant stress:	<input type="text"/>
Dogs are given the opportunity to make choices and have control in their environment:	<input type="text"/>
Preventing the development of abnormal behaviours:	<input type="text"/>

11b Then click the 'Next' button to move on to the next section.



12a Section 12 of the application form is the puppy socialisation plan.

You must provide details for the following by typing in the text boxes provided

- Puppies are relaxed in the presence of people and other dogs e.g. willing to play
- Puppies understand the intentions of others and respond appropriately e.g. by interpreting play signals
- Puppies are familiar with encounters they are likely to experience e.g. household noises
- Puppies are able to investigate and engage in different situations
- Puppies are confident experiencing new things within their environment
- Puppies have the opportunity to develop physical skills e.g. opportunities to play with litter mates
- Puppies are given opportunity to acquire the positive temperament and skills it may need as a parent e.g. through interaction with its dam
- Puppies are exposed to a wide range of appropriate stimuli to develop social skills

Puppies are relaxed in the presence of people and other dogs e.g. willing to play:

Puppies understand the intentions of others and respond appropriately e.g. by interpreting play signals:

Puppies are familiar with encounters they are likely to experience e.g. household noises:

Puppies are able to investigate and engage in different situations:

Puppies are confident experiencing new things within their environment:

Puppies have the opportunity to develop physical skills e.g. opportunities to play with litter mates:

Puppies are given opportunity to acquire the positive temperament and skills it may need as a parent e.g. through interaction with its dam:

Puppies are exposed to a wide range of appropriate stimuli to develop social skills:

12b Then click the 'Next' button to move on to the next section.



13a Section 13 of the application form is the ancillary issues section.

You must enter the following details for your veterinary surgeon

- Name
- Company name (this should be the name of the veterinary practice)
- Practice address
 - Enter the postcode of the address and click the 'Find address' button. A list of addresses registered to that postcode will be produced. Select the correct address and click the 'Use Address' button.
 - Alternatively, you can manually enter the address by clicking the 'Enter manually' button. This should only be used if the address is not listed in the 'Find address' list. The breeder will then need to enter the postcode, building number, street name and town for the address.
- Practice telephone number

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Ancillary issues

Veterinary surgeon name:

Company Name:

Postcode:

Find address

Enter manually

Building Number:

Street Name:

Town:

Veterinary surgeon telephone number:

13b You must then attach a copy of any public liability insurance that you have. This is done by clicking the 'Choose File' button and attaching a document from your device. You must also enter the expiry date of your public liability insurance. This can be done by clicking the calendar icon.

Public liability insurance certificate:

No File Selected

Choose File

Public liability insurance expiry date:



Note

- The document can be attached in a variety of formats, such as Word, pdf, jpg, png etc.
- Only one document can be attached for each section, so it is advised that breeders scan multiple documents into a single pdf file or paste multiple images into a single Word file. If this is not possible, then the first page of the document can be attached here, and any subsequent pages can be attached on section 15 of the application form.

It is recommended that all dog breeders have public liability insurance. If you do not, then you will need to attach a document stating that you do not have any public liability insurance. You will then need to select a date one year in the future to allow you to move on to the next section.

13c You must then select whether you have consulted the council's planning department for advice on any requirements for planning permission. You must use the drop-down box to select 'Yes' or 'No'.

Have you consulted the Council's planning department for advice on any requirements for planning permission?

Please select



If 'No' is selected, then you will not have to provide any more information.

If 'Yes' is selected, then a text box will appear and you will need to add additional information about the contact that you have had with the council's planning department.

Have you consulted the Council's planning department for advice on any requirements for planning permission?

Yes



Please enter information about contact you have had with the council's planning department:

13d You must then attach a copy of your contingency plan.

This is done by clicking the 'Choose File' button and attaching a document from your device.

Contingency plan:

No File Selected

Choose File



Note

- The document can be attached in a variety of formats, such as Word, pdf, jpg, png etc.
- Only one document can be attached for each section, so it is advised that breeders scan multiple documents into a single pdf file or paste multiple images into a single Word file. If this is not possible, then the first page of the document can be attached here, and any subsequent pages can be attached on section 15 of the application form.

If you do not have a contingency plan, then you will need to attach a blank document stating you do not have one. However, it is recommended that all dog breeders have a contingency plan.

13e Then click the 'Next' button to move on to the next section.

Previous

Save for later

Next

14a Section 14 is the disqualifications and convictions section.

You must use the tick boxes to select whether you have ever been

- Disqualified from keeping a pet shop, dog, animal boarding establishment, riding establishment or custody of any animal?
- Convicted of any offence(s) under Animal Welfare or Wildlife Legislation?
- Refused a licence or had one revoked or cancelled?

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Disqualifications and convictions

Has the applicant or any person who will have control or management of the establishment ever been:

Disqualified from keeping a pet shop, dog, animal boarding establishment, riding establishment or custody of any animal?

Yes No

Convicted of any offence(s) under Animal Welfare or Wildlife Legislation?

Yes No

Refused a licence or had one revoked or cancelled?

Yes No

Previous

Save for later

Next

14b If 'No' is ticked for all fields, then you will not have to enter any more information.

Disqualifications and convictions

Has the applicant or any person who will have control or management of the establishment ever been:

Disqualified from keeping a pet shop, dog, animal boarding establishment, riding establishment or custody of any animal?

Yes No

Convicted of any offence(s) under Animal Welfare or Wildlife Legislation?

Yes No

Refused a licence or had one revoked or cancelled?

Yes No

Previous

Save for later

Next

If 'Yes' is ticked for any of the fields, then you must provide additional information in the text boxes that appear.

Disqualifications and convictions

Has the applicant or any person who will have control or management of the establishment ever been:

Disqualified from keeping a pet shop, dog, animal boarding establishment, riding establishment or custody of any animal?

Yes No

Please provide details:

Convicted of any offence(s) under Animal Welfare or Wildlife Legislation?

Yes No

Please provide details:

Refused a licence or had one revoked or cancelled?

Yes No

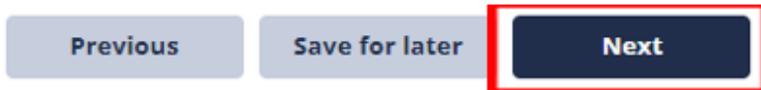
Please provide details:

Previous

Save for later

Next

14c Then click the 'Next' button to move on to the next section.



15a Section 15 is the supporting information section.

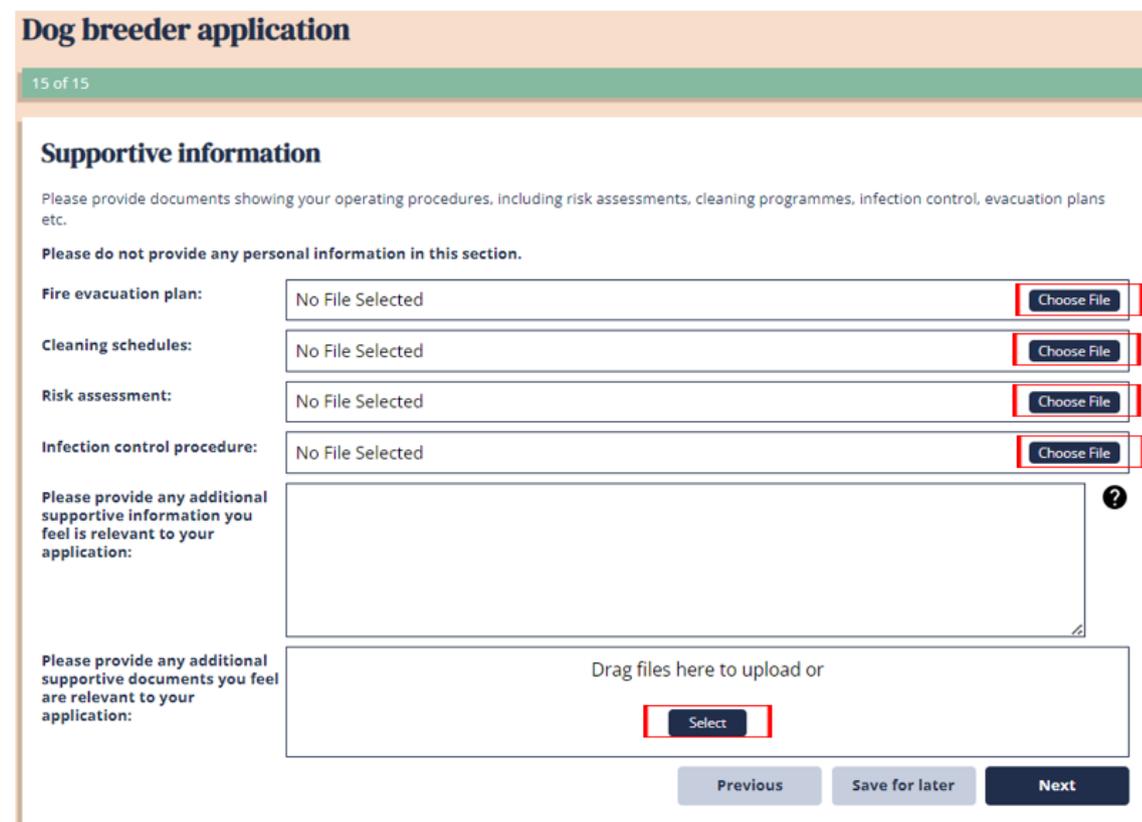
You must attach a copy of the following documents

- Fire evacuation plan
- Cleaning schedules
- Risk assessment
- Infection control procedure

This is done by clicking the 'Choose File' button and attaching a document from your device.

If you have any additional supporting information, then you can enter it in the text box provided.

If you have any additional files that you wish to add or were unable to add to previous sections, then you can attach them to the 'additional supportive documents' field. This is done by clicking the 'Choose File' button and attaching a document from your device. Multiple files can be attached to this field.



Note

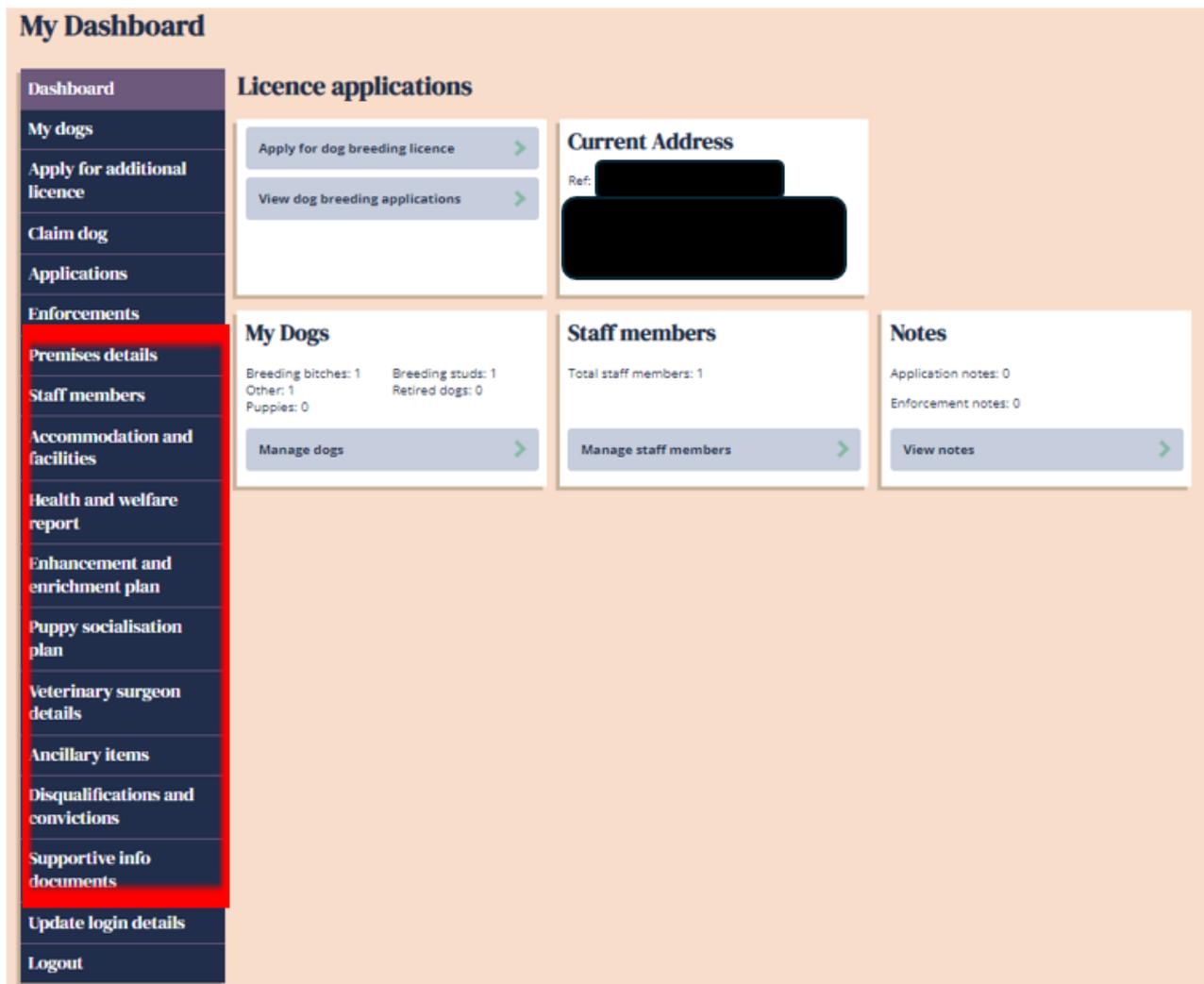
- The documents can be attached in a variety of formats, such as Word, pdf, jpg, png etc.

15b Then click the 'next' button to move onto the confirmation and payment stage of the application process.



16a Once all sections of the application form have been completed, you will be brought back to the Dashboard.

To make any changes to your application, click the relevant section on the left-hand menu.



My Dashboard

- Dashboard
- My dogs
- Apply for additional licence
- Claim dog
- Applications
- Enforcements
- Premises details
- Staff members
- Accommodation and facilities
- Health and welfare report
- Enhancement and enrichment plan
- Puppy socialisation plan
- Veterinary surgeon details
- Ancillary items
- Disqualifications and convictions
- Supportive info documents
- Update login details
- Logout

Licence applications

- Apply for dog breeding licence
- View dog breeding applications

Current Address

Ref: [Redacted]

My Dogs

Breeding bitches: 1 Breeding studs: 1
Other: 1 Retired dogs: 0
Puppies: 0

Manage dogs

Staff members

Total staff members: 1

Manage staff members

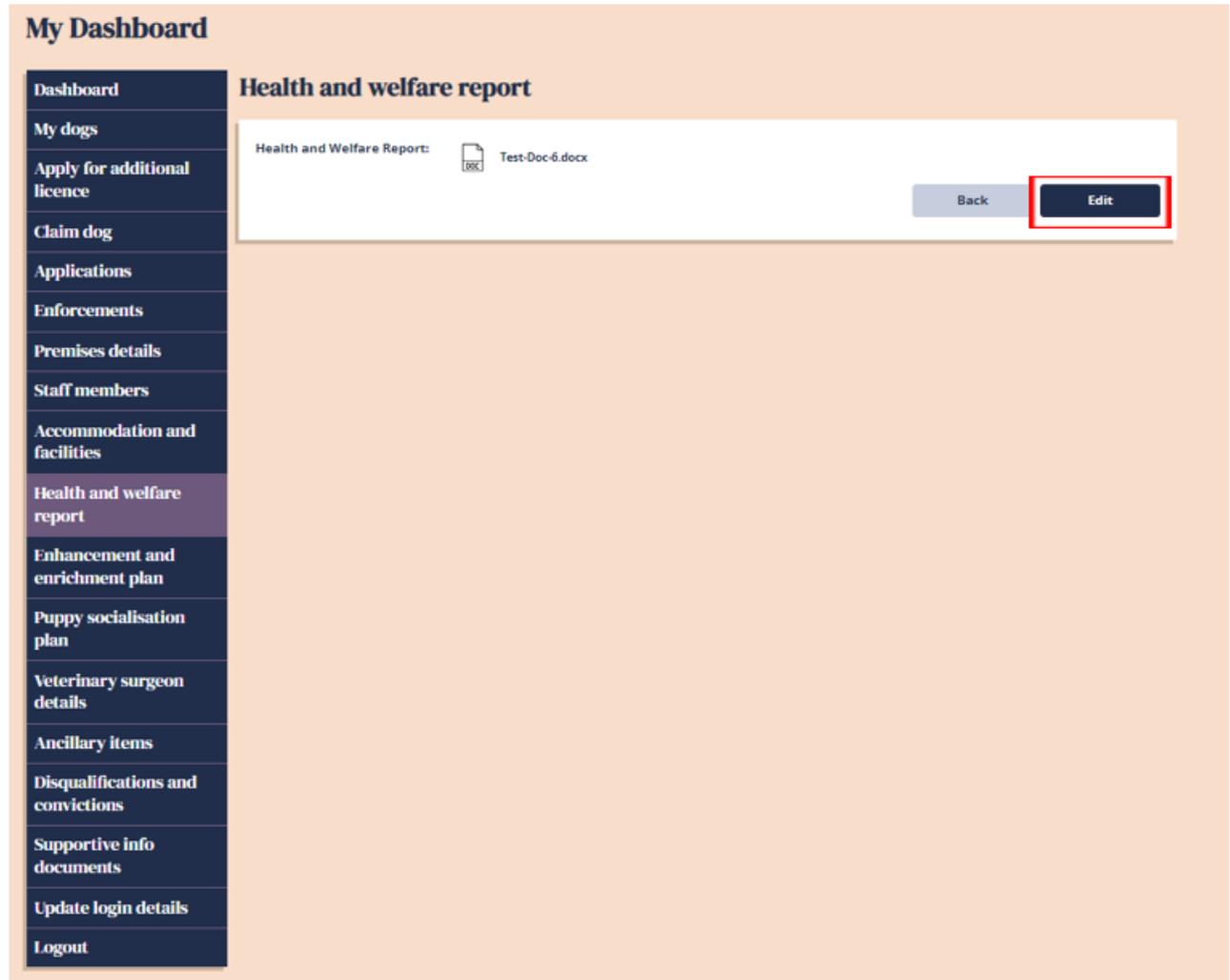
Notes

Application notes: 0
Enforcement notes: 0

View notes

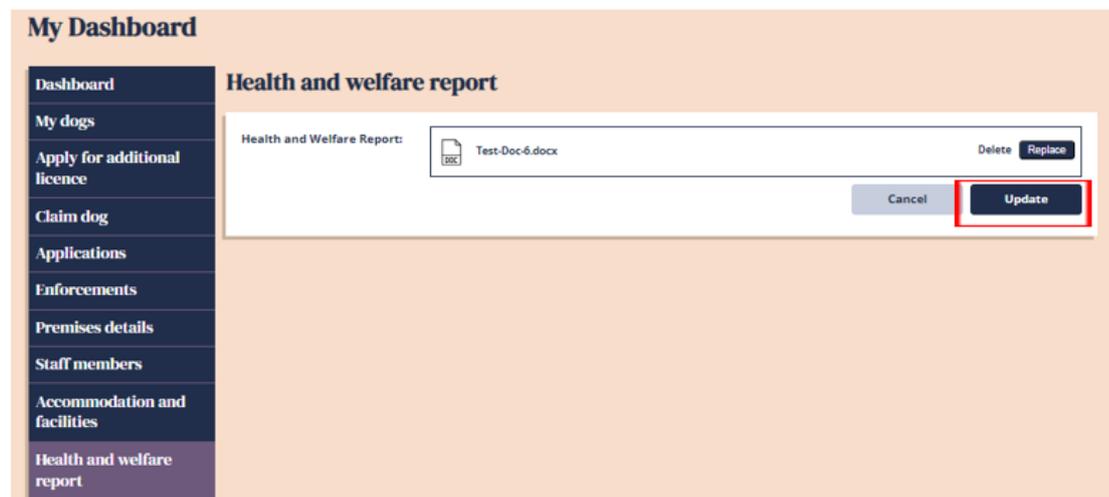
16b You will then be taken to the page for that section.

Click the 'Edit' button to make changes to that section.



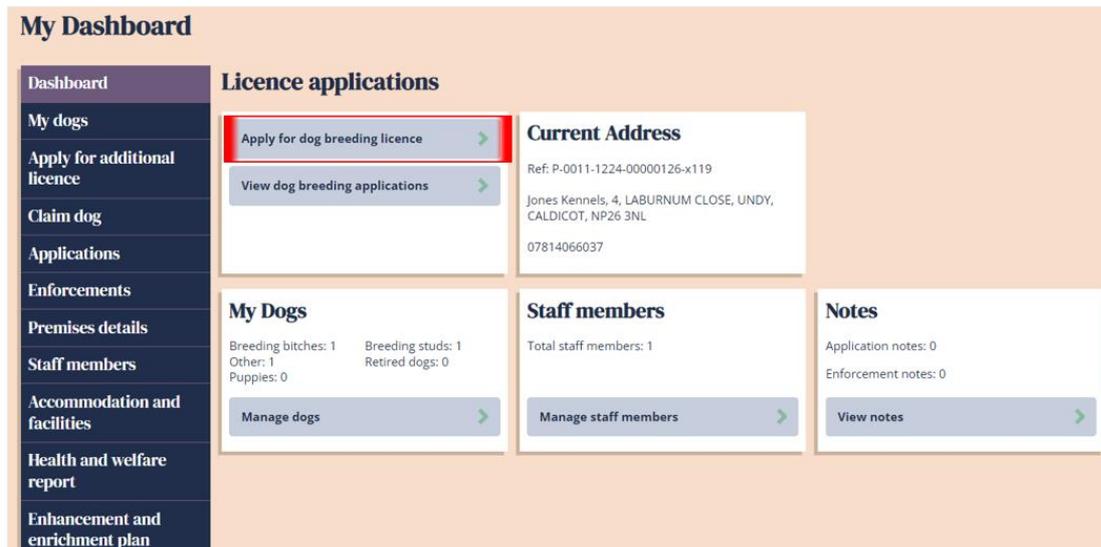
The screenshot shows the 'My Dashboard' interface. On the left is a dark blue sidebar menu with options: Dashboard, My dogs, Apply for additional licence, Claim dog, Applications, Enforcements, Premises details, Staff members, Accommodation and facilities, Health and welfare report (highlighted), Enhancement and enrichment plan, Puppy socialisation plan, Veterinary surgeon details, Ancillary items, Disqualifications and convictions, Supportive info documents, Update login details, and Logout. The main content area is titled 'Health and welfare report' and displays a document titled 'Health and Welfare Report: Test-Doc-6.docx'. At the bottom right of this document area are two buttons: 'Back' and 'Edit'. The 'Edit' button is highlighted with a red rectangular box.

16c Once you are happy with the changes, click 'Update' to save the changes for that section.



This screenshot is similar to the previous one, showing the 'My Dashboard' 'Health and welfare report' page. In this view, the document area includes 'Delete' and 'Replace' buttons next to the document name. The 'Update' button at the bottom right is highlighted with a red rectangular box.

17a When you are happy with the application and ready to submit it, you must click the 'Apply for dog breeding licence' button.



My Dashboard

Licence applications

Apply for dog breeding licence >

View dog breeding applications >

Current Address

Ref: P-0011-1224-0000126-x119

Jones Kennels, 4, LABURNUM CLOSE, UNDY, CALDICOT, NP26 3NL

07814066037

My Dogs

Breeding bitches: 1 Breeding studs: 1
Other: 1 Retired dogs: 0
Puppies: 0

Manage dogs >

Staff members

Total staff members: 1

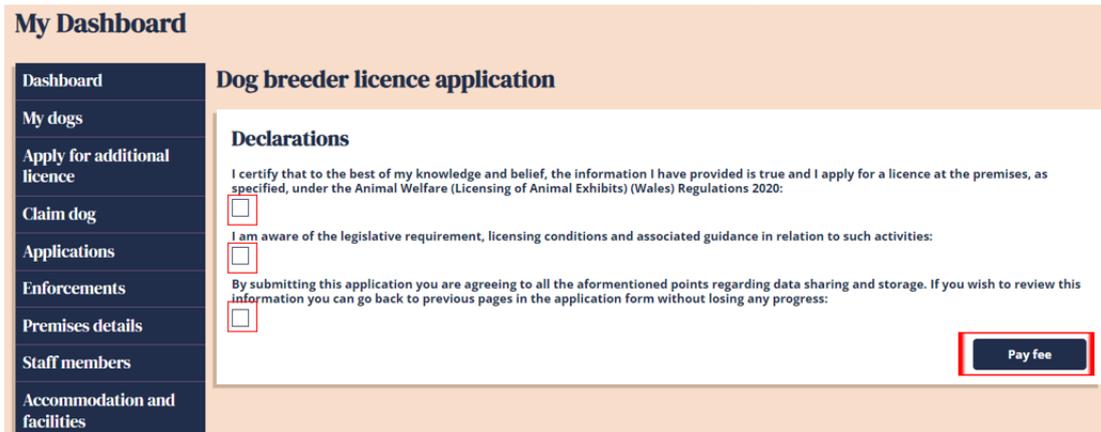
Manage staff members >

Notes

Application notes: 0
Enforcement notes: 0

View notes >

17b You must then tick the declaration boxes and then click the 'Pay fee' button.



My Dashboard

Dog breeder licence application

Declarations

I certify that to the best of my knowledge and belief, the information I have provided is true and I apply for a licence at the premises, as specified, under the Animal Welfare (Licensing of Animal Exhibits) (Wales) Regulations 2020:

I am aware of the legislative requirement, licensing conditions and associated guidance in relation to such activities:

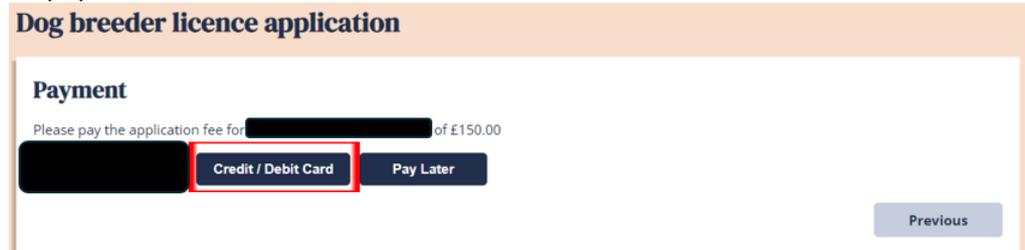
By submitting this application you are agreeing to all the aforementioned points regarding data sharing and storage. If you wish to review this information you can go back to previous pages in the application form without losing any progress:

Pay fee

No changes can be made to the application after this point.

17c The licence fee will then be displayed on the screen.

To pay the fee, click the 'Credit / Debit Card' button.



Dog breeder licence application

Payment

Please pay the application fee for [redacted] of £150.00

[redacted] **Credit / Debit Card** Pay Later

Previous

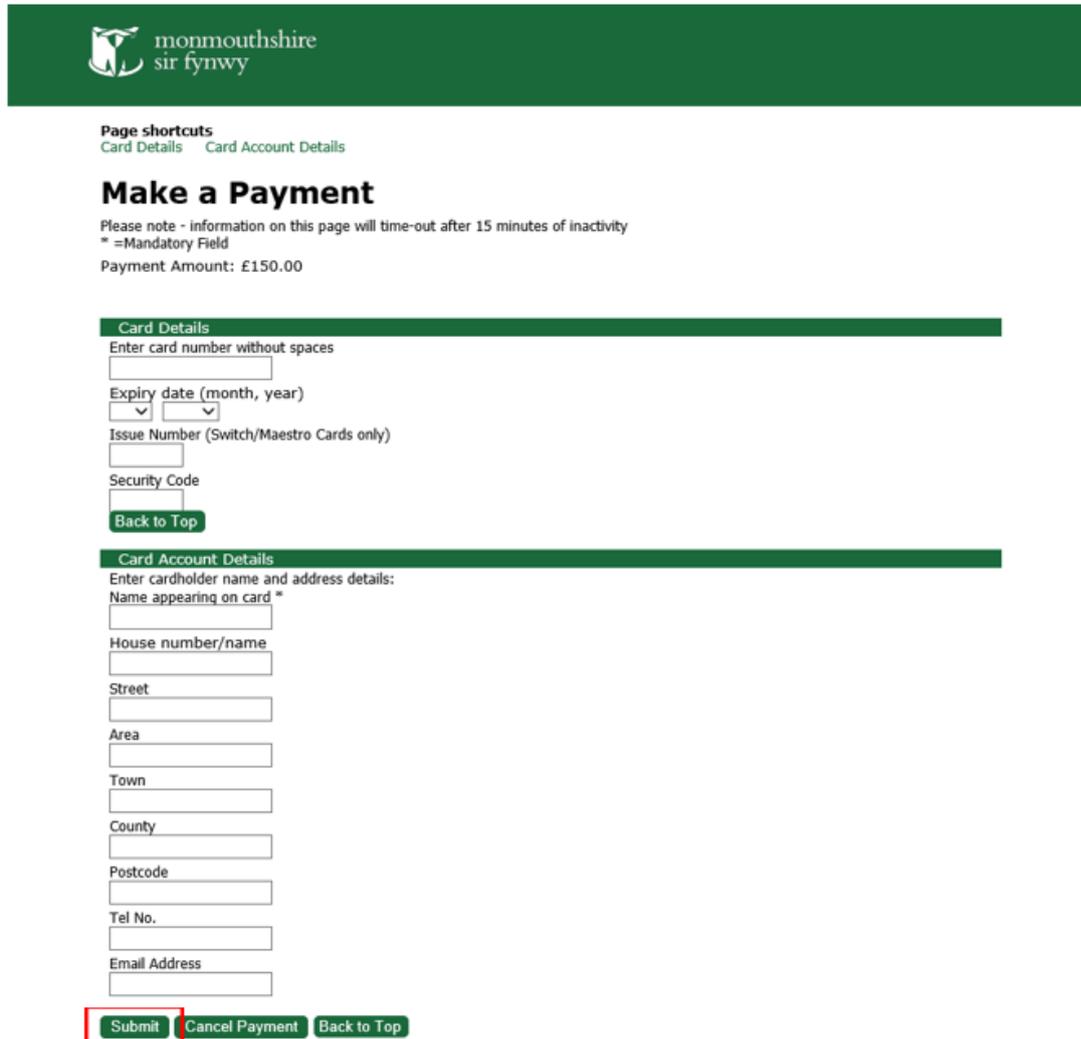
Note

- The 'Pay Later' button can be used if the dog breeder is not yet ready to pay.
- The 'Previous' button will take the dog breeder back to the previous page.
- The application will not be submitted to the relevant local authority until the fee is paid.

17d You will then be taken to the Monmouthshire pay screen, regardless of which local authority you are based in.

You must then enter the following information in the fields provided and click the 'Submit' button

- Card number
- Card expiry date
- Issue number (Switch/Maestro cards only)
- Security code
- Name on the card
- House number/name
- Street
- Area
- Town
- County
- Postcode
- Telephone number
- Email address



The screenshot shows the 'Make a Payment' interface. At the top, there is a green header with the Monmouthshire logo and text. Below this, there are links for 'Page shortcuts' (Card Details, Card Account Details). The main heading is 'Make a Payment', followed by a note about inactivity and a payment amount of £150.00. The form is divided into two sections: 'Card Details' and 'Card Account Details'. The 'Card Details' section includes fields for card number, expiry date, issue number, and security code, with a 'Back to Top' button. The 'Card Account Details' section includes fields for name, house number, street, area, town, county, postcode, telephone number, and email address, with 'Submit', 'Cancel Payment', and 'Back to Top' buttons at the bottom.

monmouthshire
sir fynywy

Page shortcuts
[Card Details](#) [Card Account Details](#)

Make a Payment

Please note - information on this page will time-out after 15 minutes of inactivity
* =Mandatory Field
Payment Amount: £150.00

Card Details

Enter card number without spaces

Expiry date (month, year)

Issue Number (Switch/Maestro Cards only)

Security Code

[Back to Top](#)

Card Account Details

Enter cardholder name and address details:

Name appearing on card *

House number/name

Street

Area

Town

County

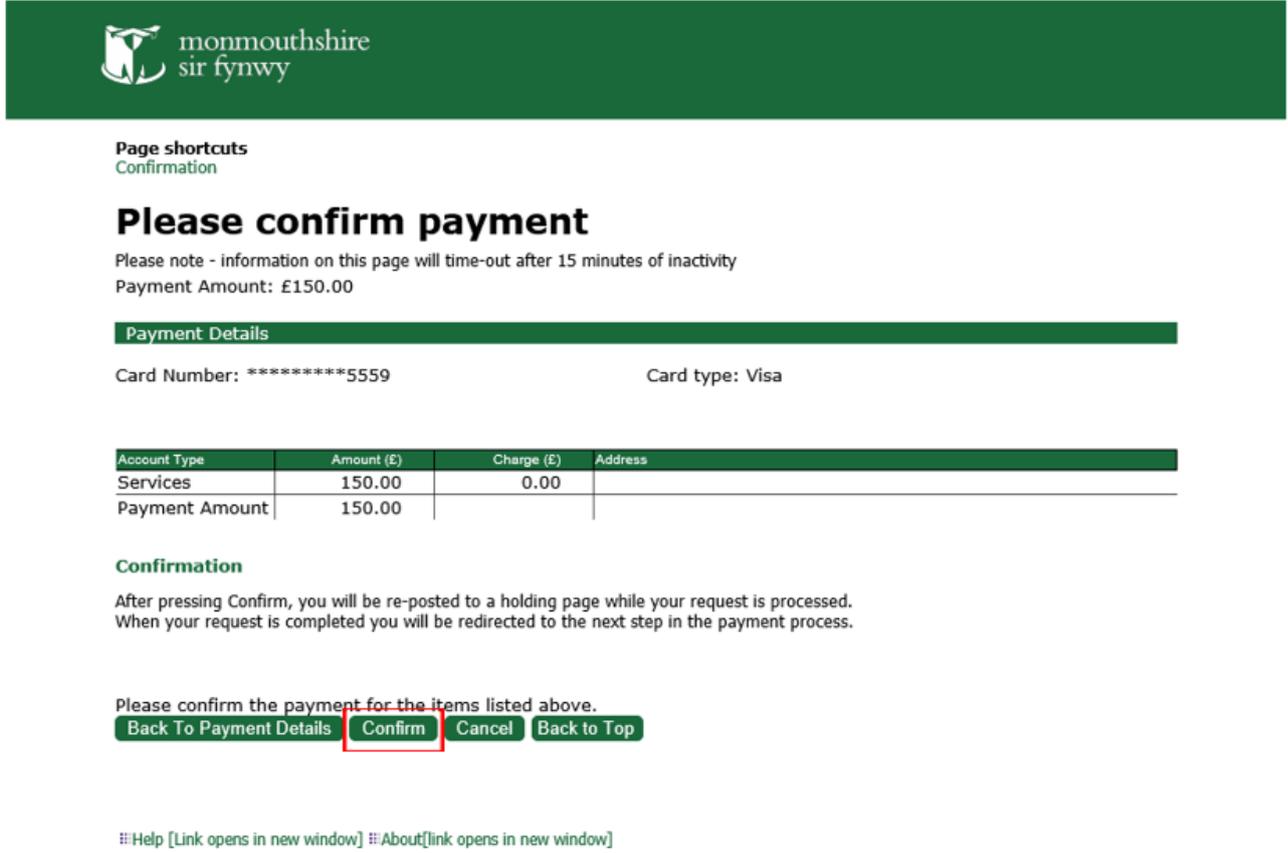
Postcode

Tel No.

Email Address

[Submit](#) [Cancel Payment](#) [Back to Top](#)

- 17e** You will then be taken to the below screen, where you will need to confirm the payment by clicking the 'Confirm' button.



monmouthshire
sir fynwy

Page shortcuts
Confirmation

Please confirm payment

Please note - information on this page will time-out after 15 minutes of inactivity
Payment Amount: £150.00

Payment Details

Card Number: *****5559 Card type: Visa

Account Type	Amount (£)	Charge (£)	Address
Services	150.00	0.00	
Payment Amount	150.00		

Confirmation

After pressing Confirm, you will be re-posted to a holding page while your request is processed.
When your request is completed you will be redirected to the next step in the payment process.

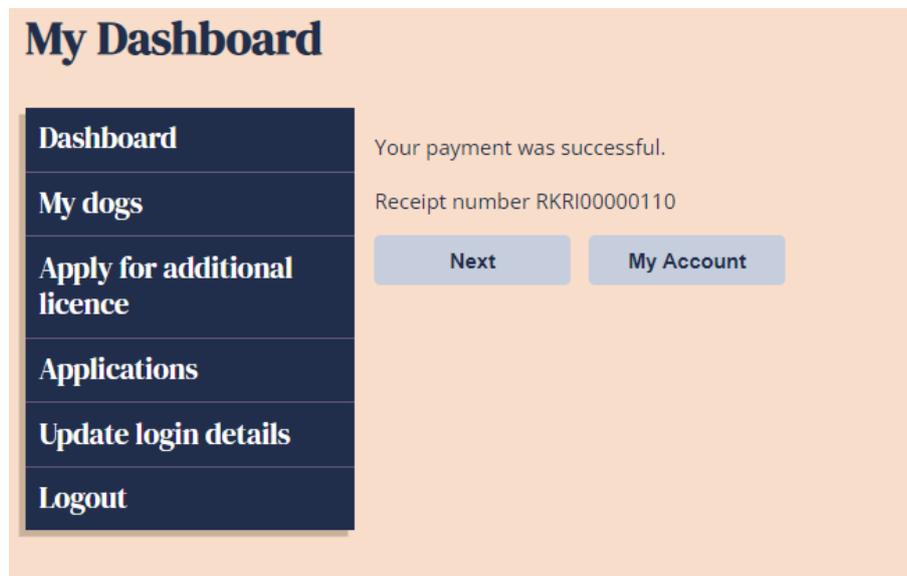
Please confirm the payment for the items listed above.

[Back To Payment Details](#)
[Confirm](#)
[Cancel](#)
[Back to Top](#)

[Help \[Link opens in new window\]](#)
[About\[link opens in new window\]](#)

- 17f** If the payment was successful, then you will be taken back to your Dashboard, which will confirm that the payment was successful and will provide the receipt number for the payment.

You can then click either the 'Next' button or the 'My Account' button to return to the main Dashboard page.



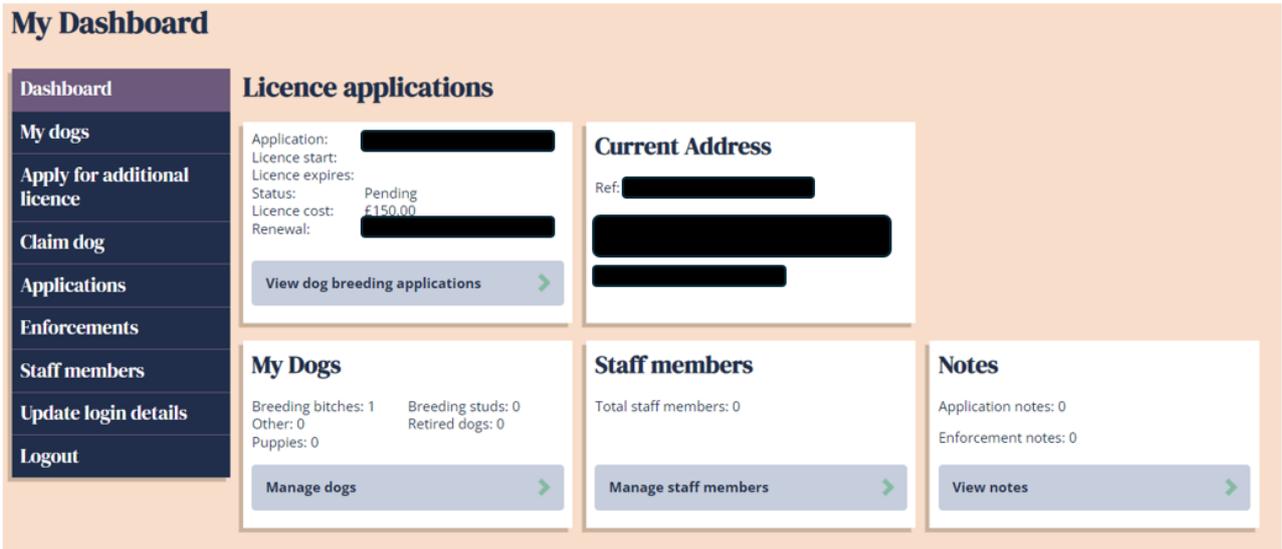
My Dashboard

- Dashboard
- My dogs
- Apply for additional licence
- Applications
- Update login details
- Logout

Your payment was successful.
Receipt number RKRI00000110

[Next](#)
[My Account](#)

17g The status of the application on the Dashboard will then show as 'Pending', meaning it has been submitted to the local authority and their officers will review the application.



My Dashboard

Dashboard

- My dogs
- Apply for additional licence
- Claim dog
- Applications
- Enforcements
- Staff members
- Update login details
- Logout

Licence applications

Application: [Redacted]
 Licence start: [Redacted]
 Licence expires: [Redacted]
 Status: Pending
 Licence cost: £150.00
 Renewal: [Redacted]

[View dog breeding applications](#)

Current Address

Ref: [Redacted]
 [Redacted]
 [Redacted]

My Dogs

Breeding bitches: 1 Breeding studs: 0
 Other: 0 Retired dogs: 0
 Puppies: 0

[Manage dogs](#)

Staff members

Total staff members: 0

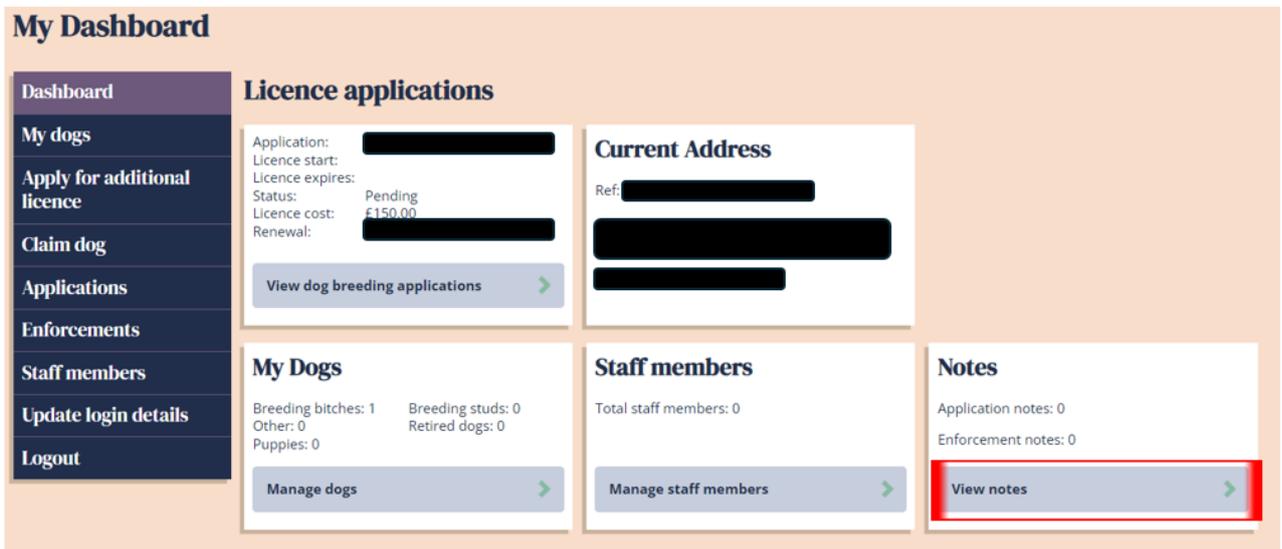
[Manage staff members](#)

Notes

Application notes: 0
 Enforcement notes: 0

[View notes](#)

18a If the local authority officers require additional information in your application, then they will reject it back to you with a note explaining what is required. You can view this note by clicking on the 'View notes' button. You will receive an email stating that the application has been rejected back.



My Dashboard

Dashboard

- My dogs
- Apply for additional licence
- Claim dog
- Applications
- Enforcements
- Staff members
- Update login details
- Logout

Licence applications

Application: [Redacted]
 Licence start: [Redacted]
 Licence expires: [Redacted]
 Status: Pending
 Licence cost: £150.00
 Renewal: [Redacted]

[View dog breeding applications](#)

Current Address

Ref: [Redacted]
 [Redacted]
 [Redacted]

My Dogs

Breeding bitches: 1 Breeding studs: 0
 Other: 0 Retired dogs: 0
 Puppies: 0

[Manage dogs](#)

Staff members

Total staff members: 0

[Manage staff members](#)

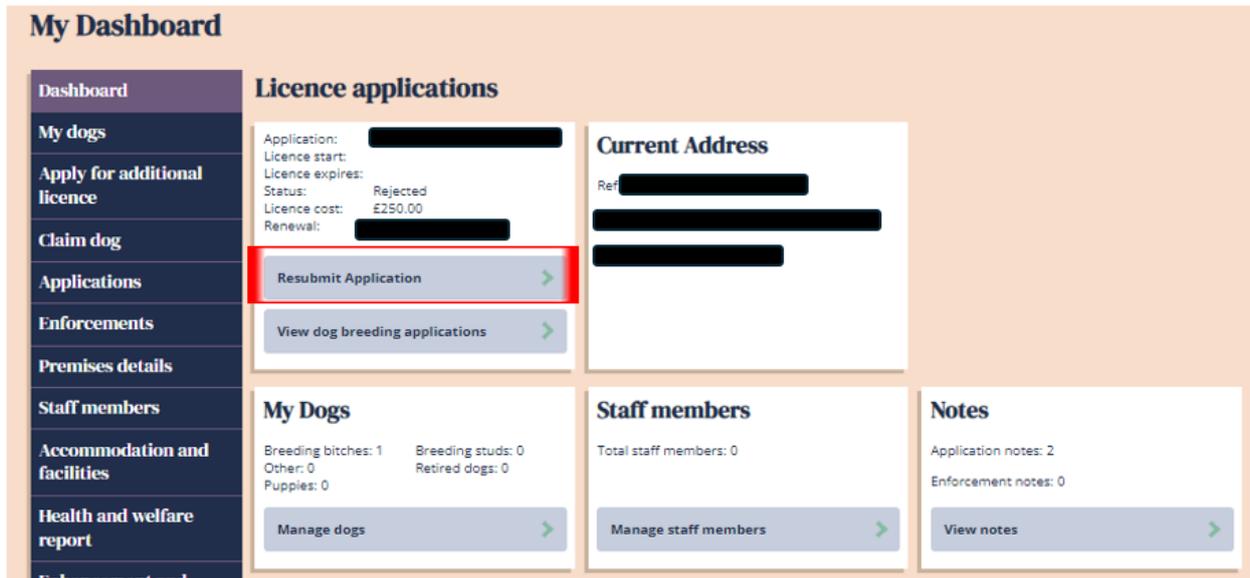
Notes

Application notes: 0
 Enforcement notes: 0

[View notes](#)

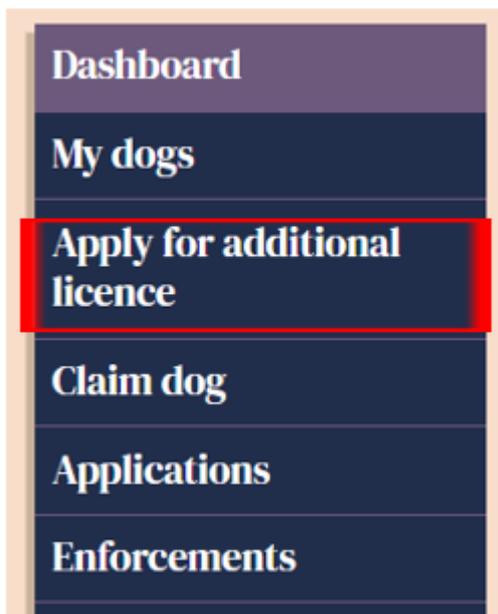
18b You will be able to make changes to your application form by clicking on the relevant section on the left-hand menu, as per steps 16a-16c in this user guide.

- 18c** Once you are ready to resubmit the application form, you will need to press the 'Resubmit Application' button. The application will then be sent back to the local authority officers without another fee needing to be paid.

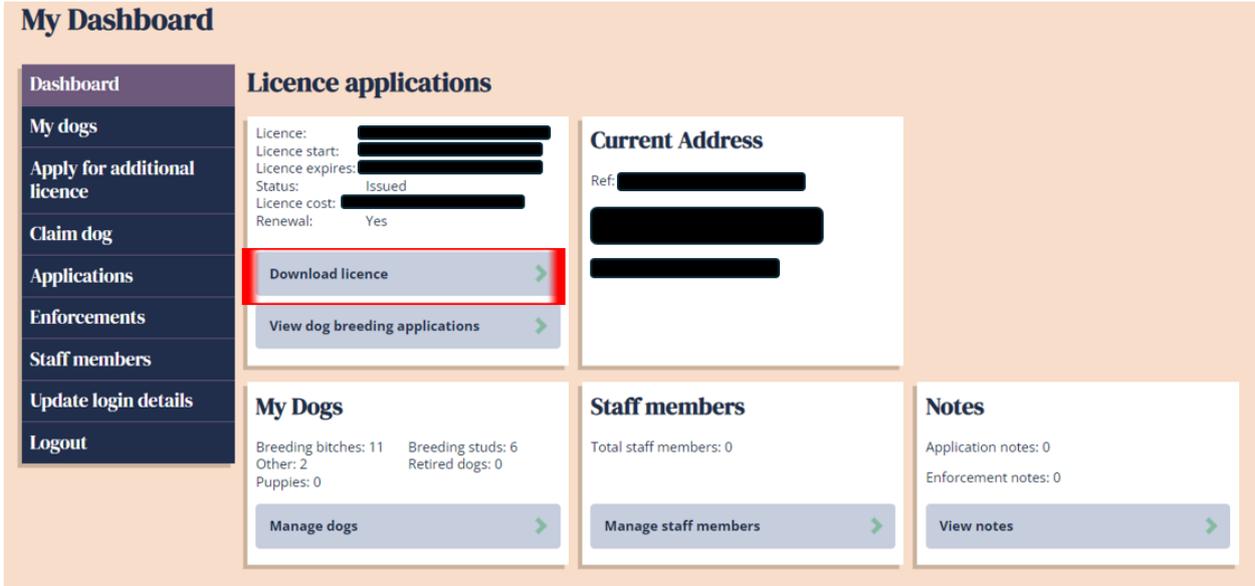


- 19a** If a dog breeder has two separate breeding premises, then they will likely require two dog breeding licences. To apply for a second licence, a second application will need to be completed. To complete a second application, click the 'Apply for additional licence' button on the left-hand menu.

A dog breeder should consult their local authority first before applying for a second licence to determine if this is required.



Viewing Licence Details

Step	Action
1	<p>Once the licence has been issued by the local authority officer, you can view and download a copy of your licence by clicking the 'Download licence' button. Your device will then begin downloading a pdf copy of the licence, which can be saved and printed.</p>  <p>Note</p> <ul style="list-style-type: none"> If the licence does not appear to be downloading, then it may be that pop-ups are blocked in the web browser settings on your device.

My Dashboard

Dashboard

My dogs

Apply for additional licence

Claim dog

Applications

Enforcements

Staff members

Update login details

Logout

Licence applications

Licence: [REDACTED]
 Licence start: [REDACTED]
 Licence expires: [REDACTED]
 Status: Issued
 Licence cost: [REDACTED]
 Renewal: Yes

Current Address

Ref: [REDACTED]
 [REDACTED]
 [REDACTED]

[Download licence](#) >

[View dog breeding applications](#) >

My Dogs

Breeding bitches: 11 Breeding studs: 6
 Other: 2 Retired dogs: 0
 Puppies: 0

[Manage dogs](#) >

Staff members

Total staff members: 0

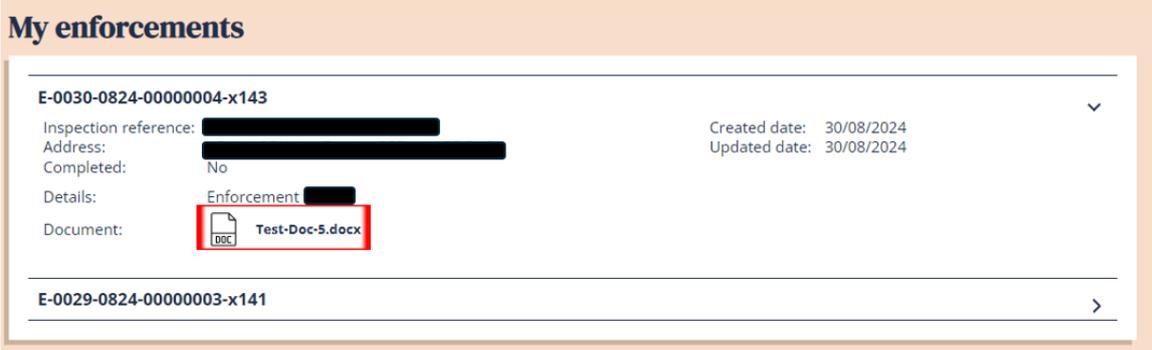
[Manage staff members](#) >

Notes

Application notes: 0
 Enforcement notes: 0

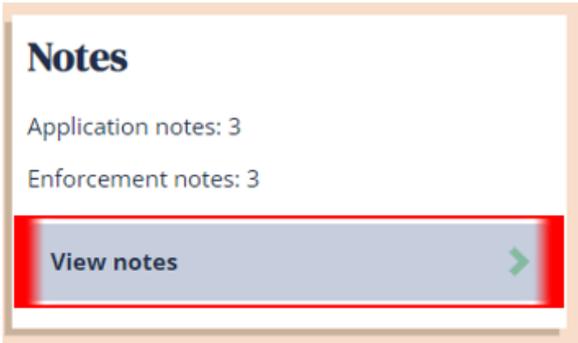
[View notes](#) >

Viewing Enforcement Actions

Step	Action
1	<p>After the breeder’s premises are inspected, enforcement actions may be issued by the inspector. Examples of enforcement actions are letters to the dog breeder detailing non-compliances that need to be rectified, business advice forms and improvement notices served under section 10 of the Animal Welfare Act 2006.</p> <p>If an enforcement action is issued by the inspector, then you will receive an email saying to log in and view the enforcement action.</p> <p>To view the enforcement action, you will need to click the ‘Enforcements’ button on the left-hand menu.</p> 
2	<p>You will then need to click the specific enforcement that you wish to view.</p> 
3	<p>The box will then expand revealing details about the enforcement.</p> <p>You will be able to view and download the enforcement document by clicking on the document icon.</p> 

4 Once you have addressed the enforcement action, you should email the inspector proof that you have completed it. The inspector will then mark the enforcement as completed on the system.

5 An inspector may leave notes for you against an enforcement. These can be viewed by clicking the 'View notes' button




Reference	Note	Created date
		05/10/2024
		04/10/2024
		04/09/2024

Reference	Note	Created date
E-0029-0824-00000003-x141	test	29/08/2024
E-0029-0824-00000003-x141	test	29/08/2024
E-0029-0824-00000003-x141	note about enforcement	29/08/2024

Viewing Logbooks

Step	Action
1	<p>To view the logbook for one of your dogs, click the 'My dogs' button on the left-hand menu.</p> 
2	<p>The 'My dogs' area sorts your dogs into the following categories</p> <ul style="list-style-type: none"> • Breeding bitches • Breeding stud dogs • Other dogs (pets, working dogs, retired dogs) • Puppies (produced by matings recorded against your breeding bitches) • Sold dogs (this includes any dogs that you have rehomed) • Deceased dogs (any dogs that you have marked as deceased) <p>Click the white box to reveal the dogs currently listed for each category.</p> 

- 3 Each dog will have a 'Logbook' button next to it. Click the 'Logbook' button to view the digital version of the dog's logbook.

My dogs

Breeding bitches

Name of bitch	Microchip	Breed	DOB	Total litters	Last litter	
[REDACTED]	5000000000000000	Afghan Hound	01/08/2020	4	31/07/2024	Logbook
[REDACTED]	6000000000000000	Afghan Hound	01/08/2020	0	N/A	Logbook
[REDACTED]	1700000000000000	Akita	01/08/2020	0	N/A	Logbook

Add bitch

Stud dogs



Other dogs



- 4 A pdf copy of the logbook can be downloaded and saved by clicking the 'Download logbook' button.

DOG LOGBOOK

Please note - When ownership of a breeding dog is transferred the name, address and telephone number of the new owner must be recorded by the licence holder in the logbook. A copy of the record must be provided to the new owner and a copy retained by the licence holder.

To view the Animal Licensing Wales privacy policy visit <https://animallicensing.gov.wales/en/privacy-policy>

Name of Breeder: [REDACTED]
Trading Name: [REDACTED]
Address: [REDACTED]
Telephone: [REDACTED]

Name of Dog	[REDACTED]
Gender	Female
Date of Birth	01/08/2020
Breed	Akita
Microchip Number	1700000000000000
Is animal neutered	No
Physical description including colour and identifying features	[REDACTED]
Health Status Information	[REDACTED]
Number of Litters	0

** OWNERS DETAILS **

Name	[REDACTED]
Address	[REDACTED]
Telephone Number	[REDACTED]
Local Authority	[REDACTED]
Licence Number	[REDACTED]

A copy of this record must be provided to the new owner and a copy retained by the licence holder. The record must be retained by the licence holder indefinitely or until 3 years after the bitch and any of her puppies are dead.

Edit

Matings

Sale

Deceased

Download logbook

Back

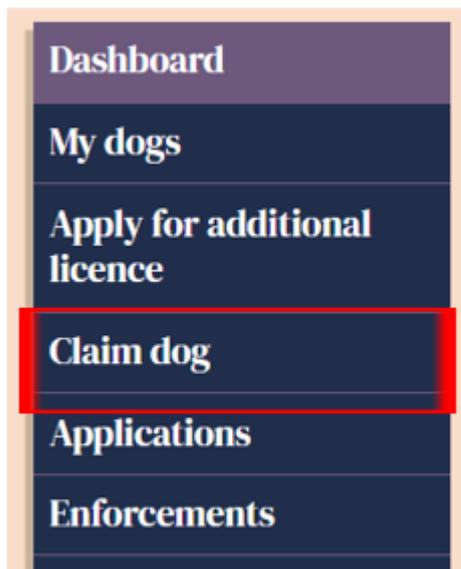
Managing Dogs – Adding New Dogs to Account

Step	Action
------	--------

Different types of dogs are added to your account in different ways.

- If you have bred a litter of puppies, then these are added to your account by the process of recording a mating, as described in the Recording matings guide on pages 45 to 55.
- If you buy any kind of dog from another licenced breeder in Wales who also has a dog breeder account on the online system, then you will need to use the 'Claim dog' function described in steps 1a-1c below to transfer the dog from their account to yours.
- If you buy any kind of dog from someone who does not have a dog breeder account on the online system, then you will need to add the dog to your account manually, as described in steps 2a-2d below.

1a To claim a dog that has been sold to you from another licenced breeder who has a dog breeder account, first click the 'Claim dog' button on the left-hand menu.



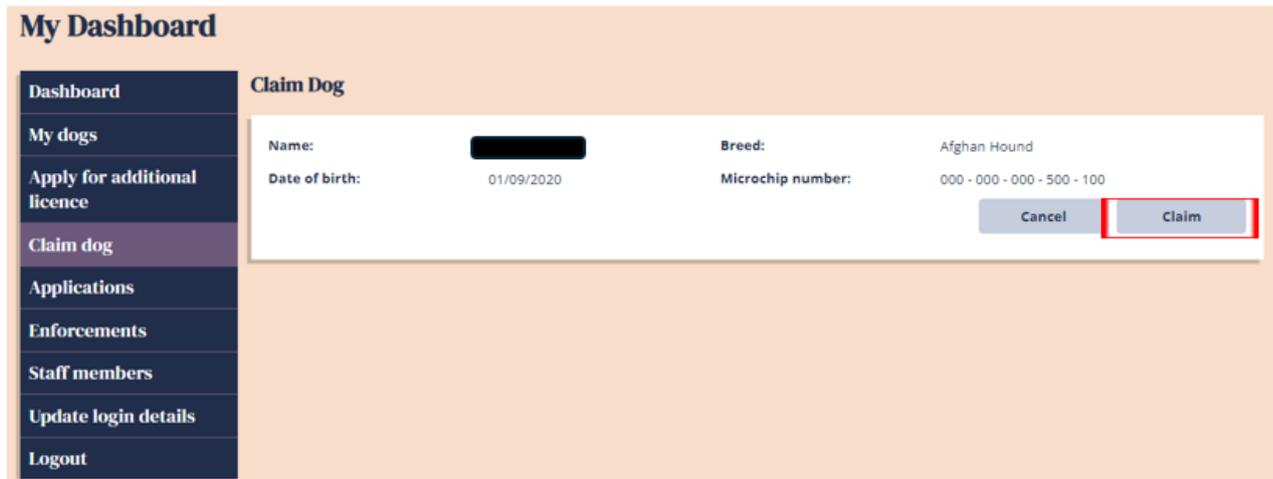
1b Then enter the microchip number of the dog in the box provided and click the 'Check Microchip Number' button.



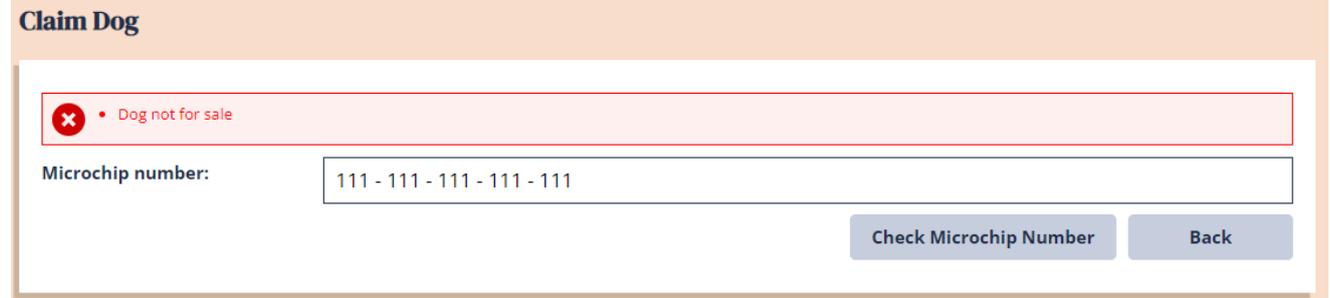
1c If the dog has been marked as sold by the breeder who sold you the dog, then the following details will appear on the screen

- Dog's name
- Dog's breed
- Dog's date of birth
- Dog's microchip number

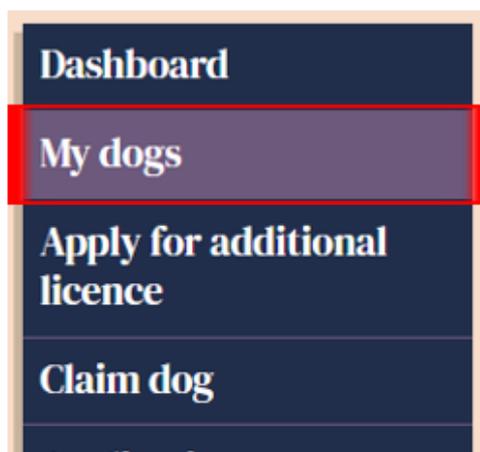
You can then transfer the dog to your account by clicking the 'Claim' button.



If the dog has not been marked as sold, then the below message will appear



2a To add a new dog to your account that has not been bought from a licenced breeder who has a dog breeder account, first click the 'My dogs' button on the left-hand menu.



2b Then click one of the following lists

- Breeding bitches (if the dog is a bitch that you intend to breed from)
- Stud dogs (if the dog is a stud that you intend to breed from)
- Other dogs (if the dog is a pet, working dog or retired)

My dogs

Breeding bitches >

Stud dogs >

Other dogs >

2c Then click the relevant 'Add' button depending on the type of dog that you are adding.

My dogs

Breeding bitches ▼

Name of bitch	Microchip	Breed	DOB	Total litters	Last litter	
						Logbook
						Logbook

Add bitch

Stud dogs ▼

Name	Microchip	Breed	DOB
No results			

Add stud

Other dogs ▼

Name	Microchip	Breed	DOB
No results			

Add dog

2d You will then need to enter the following information for the dog

- Name
- Breed (selected from the drop-down list)
- Date of birth (the calendar icon can be used to input this)
- Kennel Club registered (if 'Yes' is ticked, then the pet name and Kennel Club name can be entered and the Kennel Club certificate can be attached)
- Microchip number (this is limited to 15 characters in groups of 3 characters)
- Total litters to date (breeding bitches only)
- Date of last litter (this can be left blank if 0 is selected for total litters to date (breeding bitches only)).
- Physical description including colour and identifying features
- Health screening information

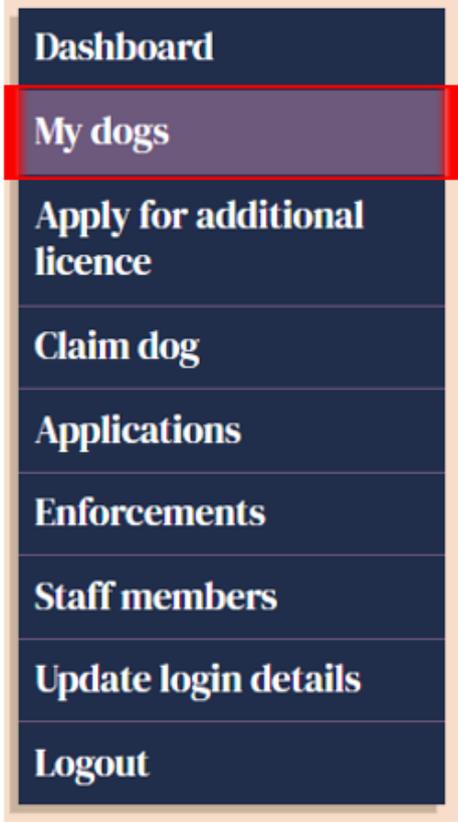
For dogs added to the 'Other dogs' list, you will need to provide the gender and neutering status for the dog.

Once all details are entered, the 'Add bitch', 'Add stud' or 'Add dog' button must be clicked to add the dog to the list.

My bitches

Name of bitch:	<input type="text"/>
Breed:	Please Select <input type="button" value="v"/>
Date of birth:	<input type="text"/> <input type="button" value="calendar"/>
KC registered:	<input type="radio"/> Yes <input type="radio"/> No
Microchip number:	<input type="text"/>
Total litters to date:	Please Select <input type="button" value="v"/>
Date of last litter:	<input type="text"/> <input type="button" value="calendar"/>
Physical description including colour and identifying features:	<input type="text"/>
Health screening information:	<input type="text"/>

Managing Dogs – Editing Dog’s Logbooks

Step	Action
1	<p>To edit the logbook for one of your dogs, click the ‘My dogs’ button on the left-hand menu.</p> 
2	<p>Then click the correct list of dogs depending on the type of dog.</p> 

3 Then click the 'Logbook' button for the specific dog.

My dogs

Breeding bitches

Name of bitch	Microchip	Breed	DOB	Total litters	Last litter	
[REDACTED]	5000000000000000	Afghan Hound	01/08/2020	4	31/07/2024	Logbook
[REDACTED]	6000000000000000	Afghan Hound	01/08/2020	0	N/A	Logbook
[REDACTED]	1700000000000000	Akita	01/08/2020	0	N/A	Logbook

Add bitch

Stud dogs >

Other dogs >

4 Then click the 'Edit' button.

DOG LOGBOOK

Please note – When ownership of a breeding dog is transferred the name, address and telephone number of the new owner must be recorded by the licence holder in the logbook. A copy of the record must be provided to the new owner and a copy retained by the licence holder

To view the Animal Licensing Wales privacy policy visit <https://animallicensing.gov.wales/en/privacy-policy>

Name of Breeder: [REDACTED]
 Trading Name: [REDACTED]
 Address: [REDACTED]
 Telephone: [REDACTED]

Name of Dog	[REDACTED]
Gender	Female
Date of Birth	01/08/2020
Breed	Akita
Microchip Number	1700000000000000
Is animal neutered	No
Physical description including colour and identifying features	[REDACTED]
Health Status Information	[REDACTED]
Number of Litters	0

**** OWNERS DETAILS ****

Name	[REDACTED]
Address	[REDACTED]
Telephone Number	[REDACTED]
Local Authority	[REDACTED]
Licence Number	[REDACTED]

A copy of this record must be provided to the new owner and a copy retained by the licence holder. The record must be retained by the licence holder indefinitely or until 3 years after the bitch and any of her puppies are dead.

Edit Matings Sale Deceased Download logbook Back

5 You will then be able edit the following items for the dog

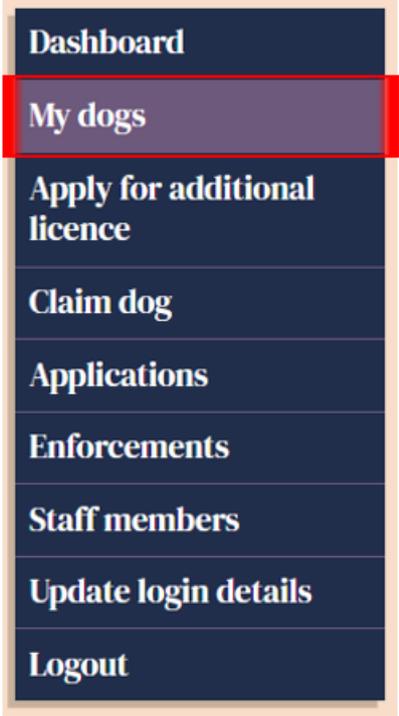
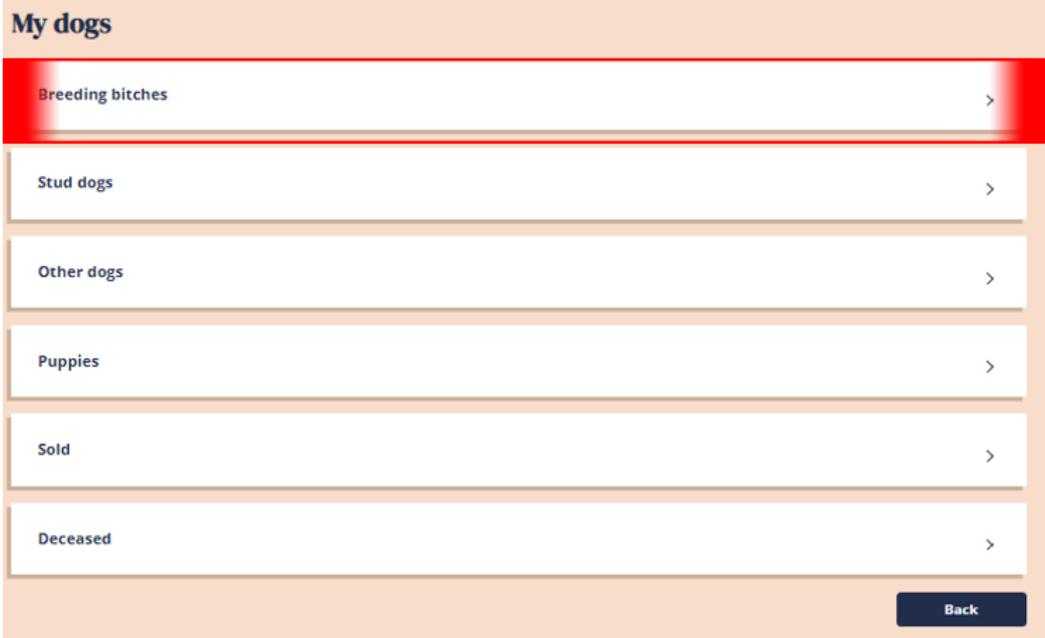
- Name/descriptor
- Neutered status
- Kennel Club registration status
- Pet name, Kennel Club name and Kennel Club registration document

Once you are happy with the changes, click the 'Save' button to save the changes.

Dog edit

Name/descriptor:	<input type="text" value=""/>
Breed:	Akita
Gender:	Female
Neutered:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Date of birth:	01/08/2020
KC registered:	<input type="radio"/> No <input checked="" type="radio"/> Yes
KC registration number:	<input type="text" value="1111"/>
Pet name:	<input type="text" value="B1"/>
KC name:	<input type="text" value="B1"/>
KC registration document:	<input type="text" value="No File Selected"/> Choose File
Microchip number:	170 - 000 - 000 - 000 - 000
Total litters to date:	0
Physical description including colour and identifying features:	<input type="text" value=""/>
Health screening information:	<input type="text" value=""/>

Managing Dogs – Recording Matings

Step	Action
1	Every time you breed one of your bitches, you will need to record the mating in the online system. This will allow you to add any puppies that have been whelped to your puppy list for future breeding and/or sale.
2	<p>To record a mating for a bitch, you will first need to click the 'My dogs' button on the left-hand menu.</p> 
3	<p>Then click the 'Breeding bitches' list.</p> 

4 Click the 'Logbook' button for the correct bitch.

My dogs

Breeding bitches

Name of bitch	Microchip	Breed	DOB	Total litters	Last litter	
Sally	000000000500004	Afghan Hound	01/10/2020	0	N/A	Logbook

Add bitch

Stud dogs >

Other dogs >

Puppies >

Sold >

Deceased >

Back

5 Click the 'Matings' button.

Edit Matings Sale Deceased Download logbook Back

6 The matings screen will display a list of all matings that have been recorded for the bitch.

To add a new mating, click the 'Add Mating' button.

Matings

Dam details

Name: Sally Breed: Afghan Hound
Date of birth: 01/10/2020 Microchip number: 000 - 000 - 000 - 500 - 004

Physical description including a colour and identifying features:
Health screening information: a

List of matings

Date of Mating	Name of Sire	Sire Breed	Microchip number	Puppies in Litter	Outcome
No results					

Back Add Mating

- 7** You will first need to add the stud dog's microchip number in the box provided and then click the 'Check Microchip Number' button.

Add mating details

Female Animal Details

Name: Sally **Breed:** Afghan Hound
Date of birth: 01/10/2020 **Microchip number:** 000 - 000 - 000 - 500 - 004

Microchip number: **Check Microchip Number**

- 8a** If the stud is already registered on the system, such as if they are your stud or another breeder's stud, then their name will appear for you to select.

If the stud is not already registered on the system, then you will need to select 'New Animal'.

Add mating details

Female Animal Details

Name: Sally **Breed:** Afghan Hound
Date of birth: 01/10/2020 **Microchip number:** 000 - 000 - 000 - 500 - 004

Microchip number: **Check Microchip Number**

Animal Name:
Please Select
Georgie
New Animal

8b If selecting 'New Animal', then you will need to provide the following details for the stud to be able to record a mating with it

- Name of stud
- Breed
- Date of birth (the calendar icon can be used to input this)
- Kennel Club registered, if 'Yes' is ticked, then the pet name and Kennel Club name can be entered and the Kennel Club certificate can be attached
- Physical description including colour and identifying features
- Health screening information

Once all details are entered, click the 'Add stud' button.

Add mating details

Female Animal Details

Name:	Sally	Breed:	Afghan Hound
Date of birth:	01/10/2020	Microchip number:	000 - 000 - 000 - 500 - 004

Name of stud:

Breed:

Date of birth:

KC registered: Yes No

Microchip number:

Physical description including colour and identifying features:

Health screening information:

Note

- Adding the stud details will not cause the stud to be added to your stud list.

9 Once the stud is selected, the mating date must be added. This can be selected using the calendar icon function.

Once added click the 'Add Mating' button.

If you have accidentally added the wrong stud, then this can be changed by clicking the 'Change Selected Animal' button.

Add mating details

Female Animal Details

Name: Sally Breed: Afghan Hound
Date of birth: 01/10/2020 Microchip number: 000 - 000 - 000 - 500 - 004

Male Animal Details

Name: Georgie Breed: Afghan Hound
Date of birth: 10/12/2021 Microchip number: 000 - 059 - 999 - 000 - 111

Mating Date:



Cancel

Change Selected Animal

Add Mating

10 The mating has now been added to the bitch's mating list.

Once you know the outcome of the mating, you will need to update the mating to confirm if it was successful and to add any puppies that were whelped. To do this, you will first need to click the 'Update' button.

Matings

Dam details

Name: Sally Breed: Afghan Hound
Date of birth: 01/10/2020 Microchip number: 000 - 000 - 000 - 500 - 004

Physical description including colour and identifying features: a

Health screening information: a

List of matings

Date of Mating	Name of Sire	Sire Breed	Microchip number	Puppies in Litter	Outcome	
01/07/2024	Georgie	Afghan Hound	000059999000111	0		Update

Back

Add Mating

11 You will then need to confirm if the mating was successful or not.

If the bitch was impregnated, tick the 'Confirmed Pregnancy' box. If the 'Confirmed Pregnancy' box is ticked, then you will need to update the mating to confirm the whelping status.

If the bitch was not impregnated, tick the 'Failed Mating' box. If the 'Failed Mating' box is ticked, then you will not need to provide any further information for the mating.

Litter details

Dam information

Name: Sally
Date of birth: 01/10/2020
Breed: Afghan Hound
Microchip number: 000 - 000 - 000 - 500 - 004

Sire information

Name: Georgie
Date of birth: 10/12/2021
Breed: Afghan Hound
Microchip number: 000 - 059 - 999 - 000 - 111

Mating Date: 01/07/2024

Outcome: Confirmed Pregnancy Failed Mating

Back

12 To confirm the whelping status, you will need to pick one of the below three options from the drop-down list

- Miscarriage (to be selected if the bitch miscarries during the pregnancy)
- Successful whelping (to be selected if at least one live puppy is whelped)
- Unsuccessful whelping (to be selected if no live puppies are whelped)

Litter details

Dam information

Name: Sally
Date of birth: 01/10/2020
Breed: Afghan Hound
Microchip number: 000 - 000 - 000 - 500 - 004

Sire information

Name: Georgie
Date of birth: 10/12/2021
Breed: Afghan Hound
Microchip number: 000 - 059 - 999 - 000 - 111

Mating Date: 01/07/2024

Outcome: Confirmed Pregnancy Failed Mating

Whelping status:

Please select	▼
Please select	
Miscarriage	
Successful whelping	
Unsuccessful whelping	

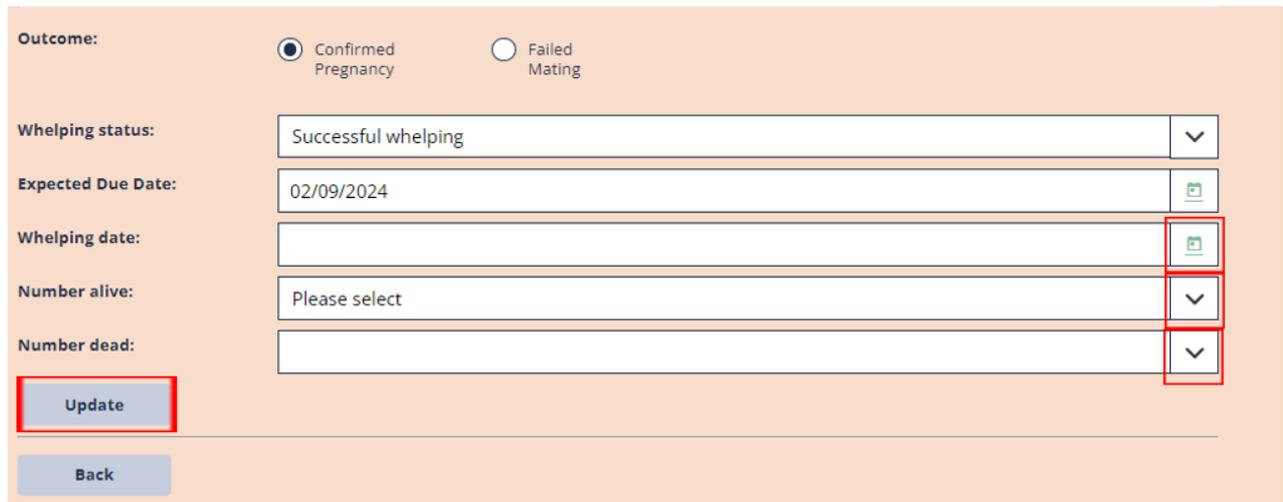
Back

13 If 'Successful whelping' is selected, then the expected whelping date will be displayed for you.

You will then need to enter the following pieces of information

- Whelping date (the calendar icon can be used to input this)
- Number alive (the number of living whelped puppies can be selected from the drop-down list)
- Number dead (the number of dead whelped puppies can be selected from the drop-down list)

Once entered, the 'Update' button must be clicked to save the details.



Outcome: Confirmed Pregnancy Failed Mating

Whelping status: Successful whelping

Expected Due Date: 02/09/2024

Whelping date: [Calendar icon]

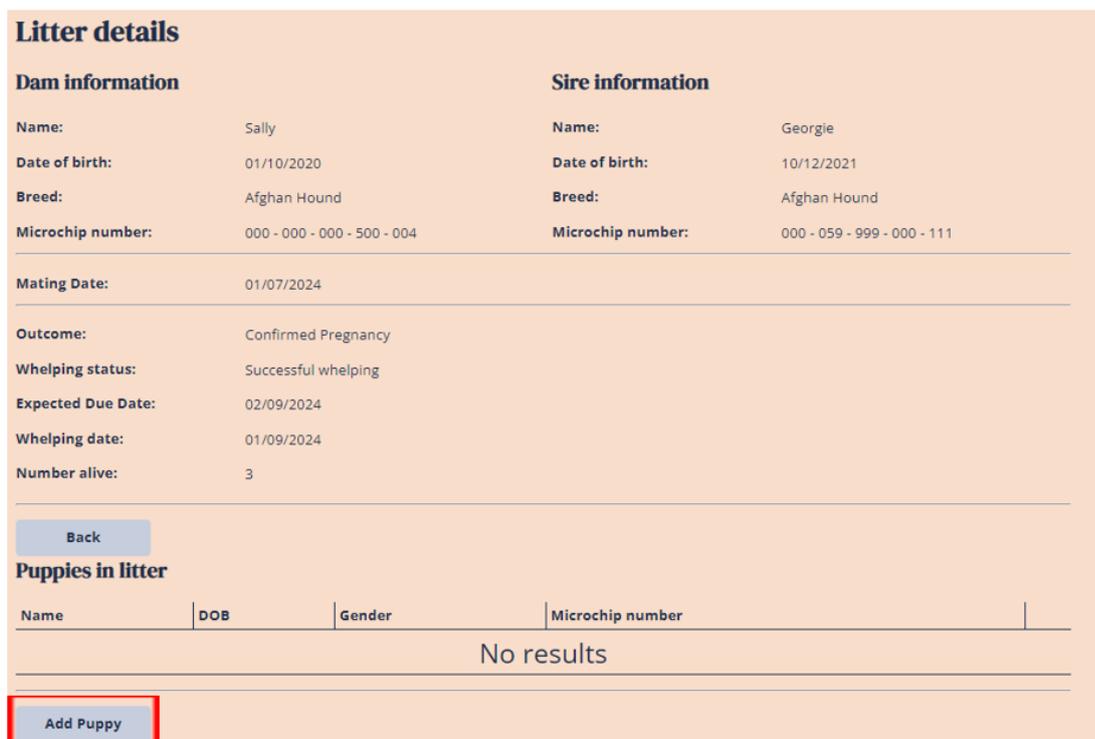
Number alive: Please select

Number dead: [Dropdown arrow]

Update **Back**

14 Once the whelping details have been added, you can add the puppies from the litter to your account. If you selected 3 as the number alive, then you will only be able to add 3 puppies to the litter and so on.

To add puppies to the litter, click the 'Add Puppy' button.



Litter details

Dam information		Sire information	
Name:	Sally	Name:	Georgie
Date of birth:	01/10/2020	Date of birth:	10/12/2021
Breed:	Afghan Hound	Breed:	Afghan Hound
Microchip number:	000 - 000 - 000 - 500 - 004	Microchip number:	000 - 059 - 999 - 000 - 111
Mating Date:	01/07/2024		
Outcome:	Confirmed Pregnancy		
Whelping status:	Successful whelping		
Expected Due Date:	02/09/2024		
Whelping date:	01/09/2024		
Number alive:	3		

Back

Puppies in litter

Name	DOB	Gender	Microchip number
No results			

Add Puppy

15 You will then need to add the following details for each puppy

- Name of dog
- Breed (selected from the drop-down list)
- Gender (selected from the drop-down list)
- Date of birth (the calendar icon can be used to input this)
- Kennel Club registered, if 'Yes' is ticked, then the pet name and Kennel Club name can be entered and the Kennel Club certificate can be attached
- Microchip number (this is limited to 15 characters in groups of 3 characters)
- Physical description including colour and identifying features
- Health screening information

Once all details are entered, the 'Add' button must be clicked to add the puppy to the puppy list.

If some of the details are not yet available, such as if the puppy has not yet been microchipped, then these can be added at a later date using the 'Edit' button on the puppy's logbook page.

My puppy

Name of dog:	<input type="text"/>
Breed:	<input type="text" value="Please Select"/> 
Gender:	<input type="text" value="Please select"/> 
Date of birth:	<input type="text"/> 
KC registered:	<input type="radio"/> Yes <input type="radio"/> No
Microchip number:	<input type="text" value="__-__-__-__-__"/>
Physical description including colour and identifying features:	<input type="text"/>
Health screening information:	<input type="text"/>
	<input type="button" value="Cancel"/> <input type="button" value="Add"/>

- 16** This process must then be repeated for each puppy by clicking the 'Add Puppy' button until all puppies have been added to the litter.

Outcome:	Confirmed Pregnancy
Whelping status:	Successful whelping
Expected Due Date:	02/09/2024
Whelping date:	01/09/2024
Number alive:	3

[Back](#)

Puppies in litter

Name	DOB	Gender	Microchip number	
Minnie	01/09/2024	Female	235566222143342	LogBook

[Add Puppy](#)

- 17** Once all puppies have been added to the litter, no additional information is required for the mating. The litter details will be automatically added to the bitch's logbook.

FIRST LITTER DETAILS		
Sires Name	Georgie	
Sires Breed	Afghan Hound	
Sires Unique Microchip Number	000059999000111	
Date of Mating	01/07/2024	
Whelping Date	01/09/2024	
Number of Puppies Whelped	3	
Litter Details		
Unique Microchip Number	Date of Birth	Name & Address of purchaser
235566222143342	01/09/2024	
087868789687897	01/09/2024	
293874562829287	01/09/2024	
Animal Health & Welfare Officer/Inspector COMMENTS:	(Print Name):	
Date of Inspection:	Signature:	

18 The puppies can be viewed in the puppy list.

My dogs

Breeding bitches >

Stud dogs >

Other dogs >

Puppies

Name	Microchip	Breed	DOB	
Minnie	235566222143342	Afghan Hound	01/09/2024	Logbook
Donald	087868789687897	Afghan Hound	01/09/2024	Logbook
Milo	293874562829287	Afghan Hound	01/09/2024	Logbook

19 If you are providing stud services to breeders and dog owners who are not on the system, you can record matings for your stud by following steps 5 – 9 of this guide.

You will need to click the 'Matings' button in the stud's logbook. You will then need to add in the bitch's details and the date of mating. No other information will be required for your stud record.

Edit

Matings

Sale

Deceased

Download logbook

Back

20 In the event of another breeder on the system recording a mating against your bitch or stud, you will be sent an email stating who has recorded the mating. The email will contain a link to the mating page for your dog and you will be asked if you want to accept or reject the mating.

If you click the 'Accepted' box followed by the 'Confirm' button, then the mating will be automatically added to your dog's logbook

- If it is for your bitch, then you will need to follow steps 11 – 16 of this guide to confirm the outcome of the pregnancy, whelping status and any puppies whelped.
- If it is for your stud, then you will not need to add any additional information.

If you click the 'Rejected' box followed by the 'Confirm' button, then the mating will not be added to your dog's logbook.

Litter details

Dam information

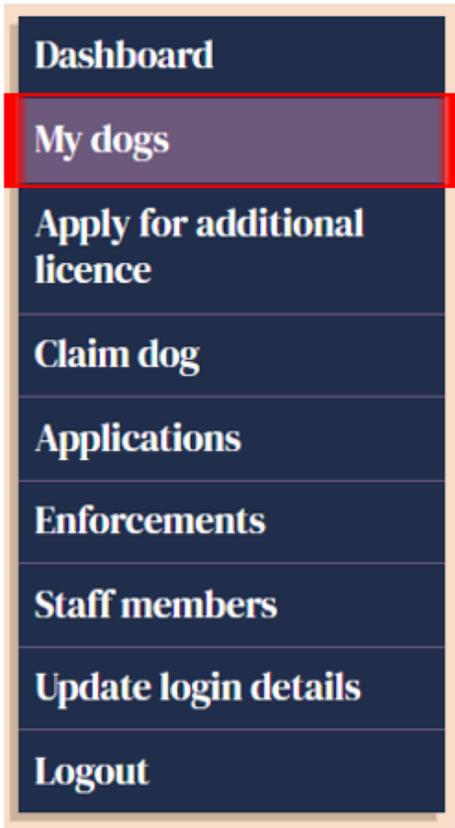
Name: BI2
Date of birth: 01/12/2020
Breed: Afghan Hound
Microchip number: 222 - 000 - 222 - 000 - 222

Sire information

Name: St2
Date of birth: 01/12/2020
Breed: Afghan Hound
Microchip number: 444 - 000 - 444 - 000 - 444

Mating Date: 05/01/2023

Mating Confirmation: Accepted Rejected

Managing Dogs – Recording Sales	
Step	Action
1	<p>To record the sale of a dog, you will first need to click the 'My dogs' button on the left-hand menu.</p> 
2	<p>Then click the correct list of dogs depending on the type of dog.</p> 

3 Then click the 'Logbook' button for the dog that is being sold.

My dogs

Breeding bitches >

Stud dogs >

Other dogs >

Puppies ✓

Name	Microchip	Breed	DOB	
	2200000000000000	Afghan Hound	06/10/2021	Logbook
	2300000000000000	Afghan Hound	03/01/2023	Logbook
	2700000000000000	Afghan Hound	07/10/2022	Logbook

Sold >

Deceased >

[Back](#)

4 Then click the 'Sale' button.

[Edit](#) [Matings](#) [Sale](#) [Deceased](#) [Download logbook](#) [Back](#)

5 You will then need to enter the following details for the new owner

- Title
- Forename
- Surname
- Email address
- Telephone number
- Mobile number
- Trading name (if applicable)
- Postcode
 - Enter the postcode of the new owner's address and click the 'Find address' button. A list of addresses registered to that postcode will be produced. Select the correct address and click the 'Use Address' button.
 - Alternatively, you can manually enter the new owner's address by clicking the 'Enter manually' button. This should only be used if the address is not listed in the 'Find address' list.

Once all the details have been added, click the 'Sell Dog' button to complete the sale.

Dog Sale

New owner's details:

Title:

Forename:

Surname:

Email address:

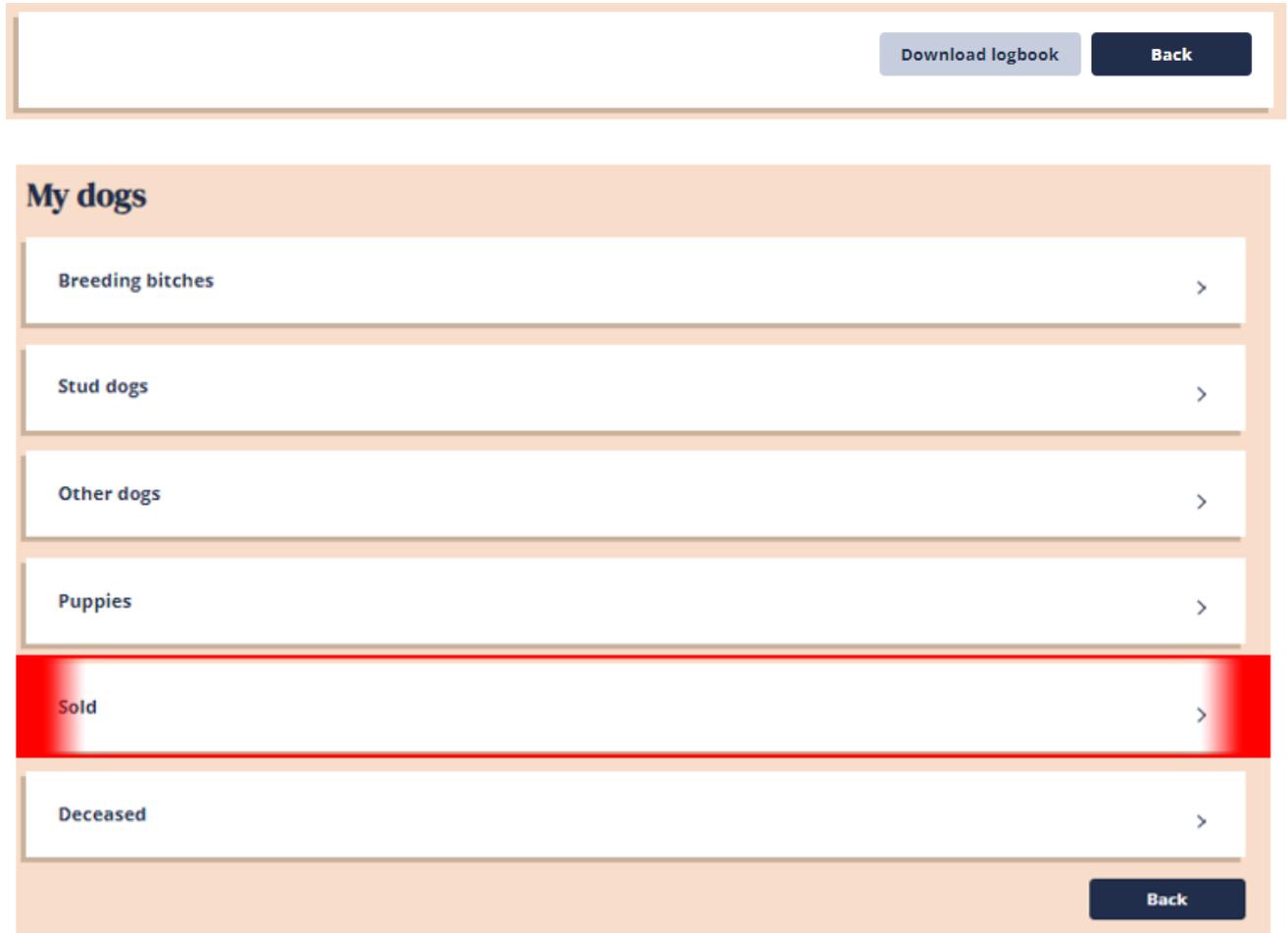
Telephone number:

Mobile number:

Trading name:

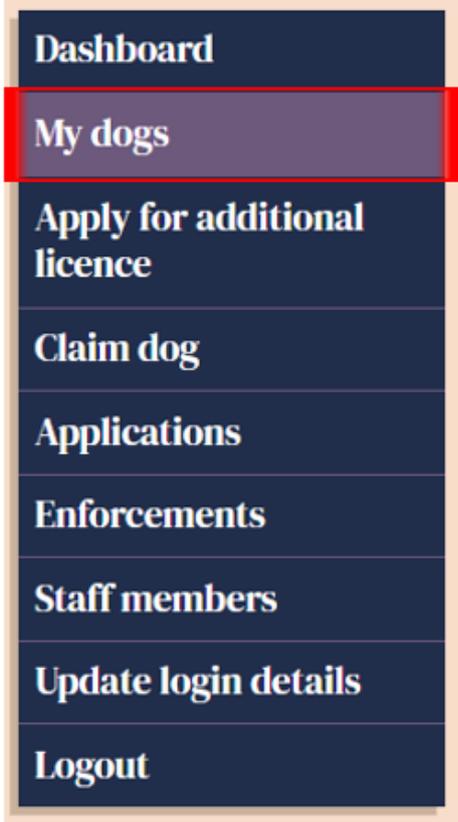
Postcode:

- 6 After the dog is sold, only the 'Download logbook' button will remain for the dog. The dog will be moved from its current list to the 'Sold' list.



The screenshot shows a user interface for a dog breeder account. At the top right, there are two buttons: 'Download logbook' and 'Back'. Below this is a section titled 'My dogs' which contains a list of categories: 'Breeding bitches', 'Stud dogs', 'Other dogs', 'Puppies', 'Sold', and 'Deceased'. Each category has a right-pointing chevron. The 'Sold' category is highlighted with a red background. At the bottom right of the 'My dogs' section, there is a 'Back' button.

Managing Dogs – Recording Deaths

Step	Action
1	<p>To record a dog as deceased, you will first need to click the 'My dogs' button on the left-hand menu.</p> 
2	<p>Then click the correct list of dogs depending on the type of dog.</p> 

3 Then click the 'Logbook' button for the dog that has died.

My dogs

Breeding bitches

Name of bitch	Microchip	Breed	DOB	Total litters	Last litter	
[REDACTED]	5000000000000000	Afghan Hound	01/08/2020	4	31/07/2024	Logbook
[REDACTED]	6000000000000000	Afghan Hound	01/08/2020	0	N/A	Logbook
[REDACTED]	1700000000000000	Akita	01/08/2020	0	N/A	Logbook

Add bitch

Stud dogs >

Other dogs >

Puppies >

4 Then click the 'Deceased' button

Edit Matings Sale **Deceased** Download logbook Back

5 You will then need to enter the date that the dog died. This can be done by clicking the calendar icon. Once the date is entered, the 'Mark as deceased' button must be clicked to confirm the change.

Dog deceased

Date of death: 

Mark as deceased Back

- 6 After the dog is marked as deceased, only the 'Download logbook' button will remain for the dog. The dog will be moved from its current list to the 'Deceased' list.

i • Record update.

DOG LOGBOOK

Please note – When ownership of a breeding dog is transferred the name, address and telephone number of the new owner must be recorded by the licence holder in the logbook. A copy of the record must be provided to the new owner and a copy retained by the licence holder

To view the Animal Licensing Wales privacy policy visit <https://animallicensing.gov.wales/en/privacy-policy>

Name of Breeder: Mr Jon Snow
Trading Name: Pow Kennels
Address: Pow Kennels, 41, ELDER GROVE, LLANGUNNOR, CARMARTHEN, SA31 2LH
Telephone: 07814066037

Name of Dog	NeutTestBitch
Gender	Female
Date of Birth	01/08/2020
Breed	Akita
Microchip Number	1700000000000000
Is animal neutered	No
Physical description including colour and identifying features	a
Health Status Information	a
Number of Litters	0

**** OWNERS DETAILS ****

Name	Mr Jon Snow
Address	Pow Kennels, 41, ELDER GROVE, LLANGUNNOR, CARMARTHEN, SA31 2LH
Telephone Number	07814066037
Local Authority	Carmarthenshire
Licence Number	

A copy of this record must be provided to the new owner and a copy retained by the licence holder. The record must be retained by the licence holder indefinitely or until 3 years after the bitch and any of her puppies are dead.

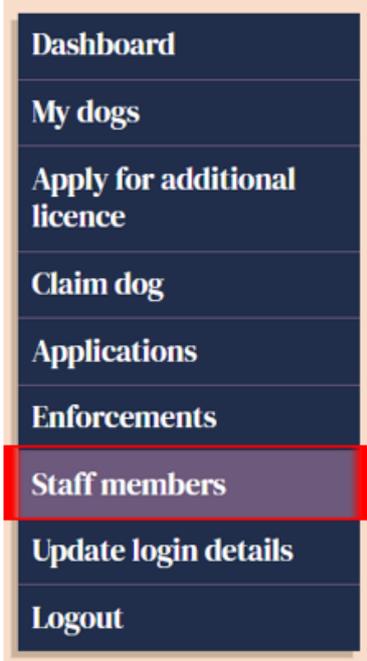
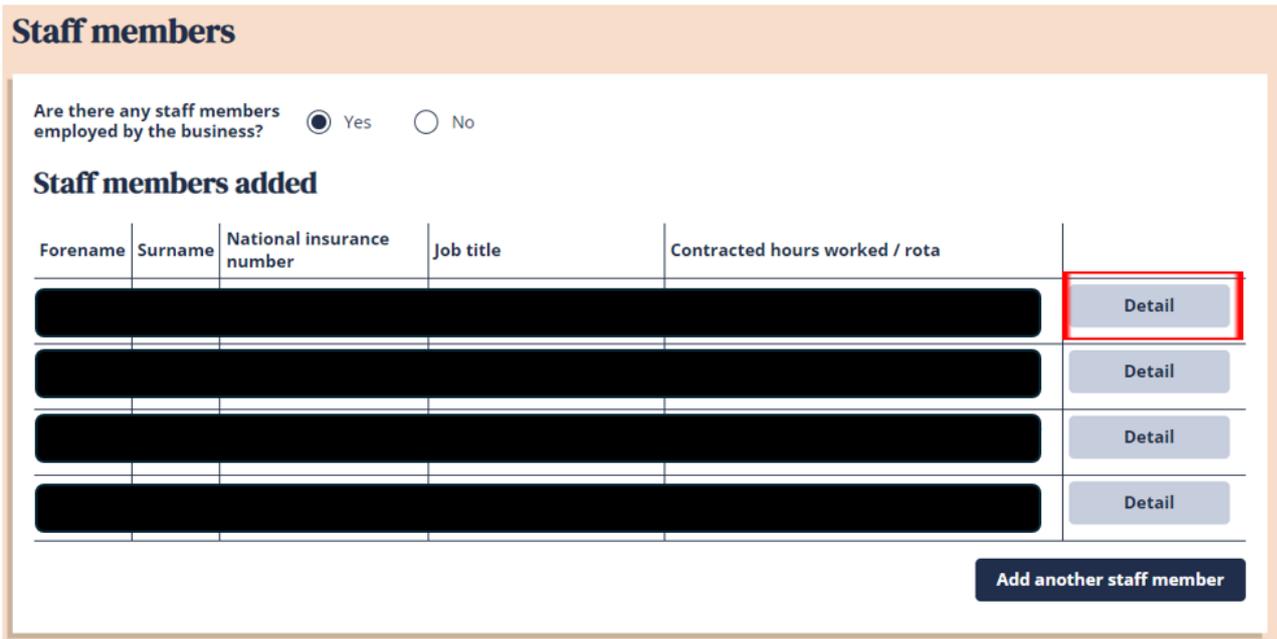
Download logbook
Back

My dogs

- Breeding bitches >
- Stud dogs >
- Other dogs >
- Puppies >
- Sold >
- Deceased >

Back

Updating Staff Details

Step	Action
1	<p>To update the staff details for your dog breeding premises, you will need to click the 'Staff members' button on the left-hand menu.</p> 
2a	<p>You will then be able to see your current staff list.</p> <p>To change any of your current staff members' details, you can click the 'Detail' button that corresponds to the staff member.</p> 

2b You will then be able to edit that staff member's details by clicking the 'Edit' button.

You can delete that staff member by clicking the 'Remove' button.

Staff members

Forename:	<input type="text"/>
Surname:	<input type="text"/>
National insurance number:	<input type="text"/>
Job title:	<input type="text"/>
Employment type:	<input type="text"/>
Contracted hours worked / rota:	<input type="text"/>

Note

- You must maintain the staff-to-dog ratio as stipulated in your licence conditions.

3a You can add new staff members by clicking the 'Add another staff member' button.

Staff members

Are there any staff members employed by the business? Yes No

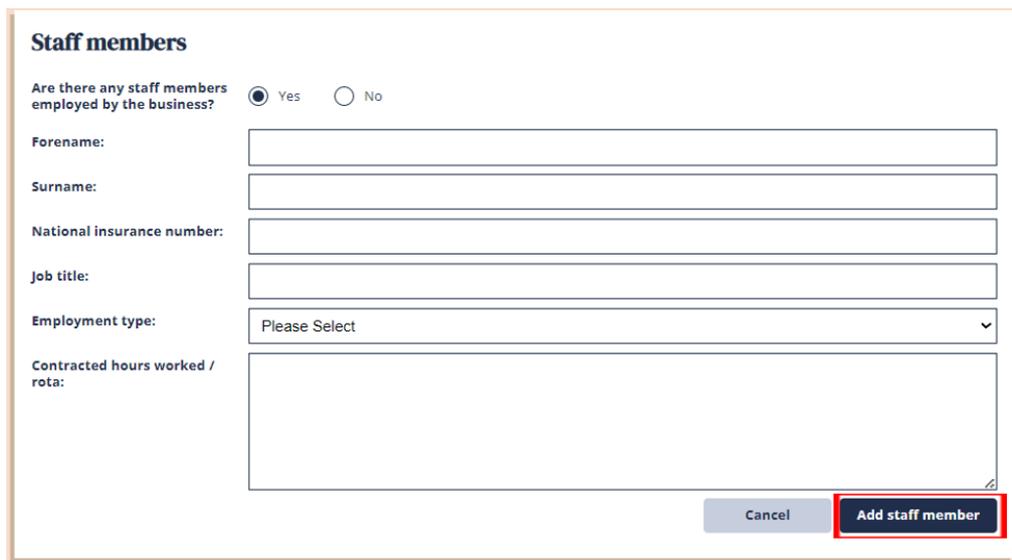
Staff members added

Forename	Surname	National insurance number	Job title	Contracted hours worked / rota	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Detail"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Detail"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Detail"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Detail"/>

3b You will then need to enter the following details for the new staff member in the boxes provided

- Forename
- Surname
- National insurance number (this is only used to verify that a staff member is real)
- Job title
- Employment type must be selected as either 'full time' or 'part time'
- Contracted hours worked

Once all the details are entered, the 'Add staff member' button must be clicked to add the staff member to the list.



Staff members

Are there any staff members employed by the business? Yes No

Forename:

Surname:

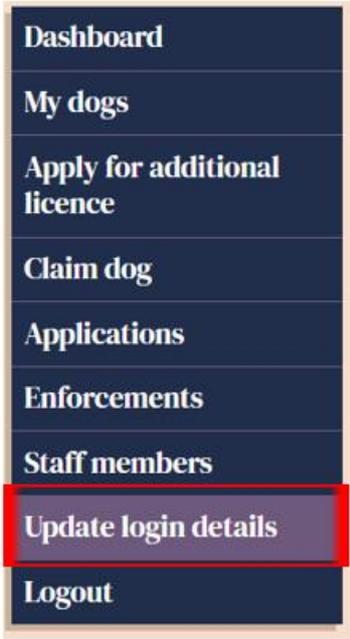
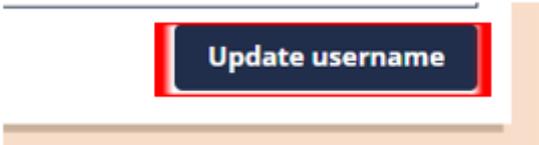
National insurance number:

Job title:

Employment type:

Contracted hours worked / rota:

Updating Log In Details

Step	Action
<p>1</p>	<p>To update your log in details you will need to click the 'Update login details' button on the left-hand menu.</p> 
<p>2a</p>	<p>Your username is the email address you provided when you registered for your dog breeder account. To change your username, you will need to provide a new email address.</p> <p>You will first need to enter your current email address in the box provided.</p> <p>Current email address: <input data-bbox="488 1301 1474 1346" type="text"/></p>
<p>2b</p>	<p>You will then need to enter your new email address in the boxes provided. This email address will then also become your new username.</p> <p>New email address: <input data-bbox="488 1507 1474 1552" type="text"/></p> <p>Confirm new email address: <input data-bbox="488 1570 1474 1615" type="text"/></p>
<p>2c</p>	<p>To confirm this change, click the 'Update username' button</p> 

3a	<p>Your password is the password that you provided when you registered for your dog breeder account.</p> <p>To change your password, you will first need to enter your current password in the box provided.</p> <p>Current password: <input data-bbox="481 412 1455 461" type="text"/></p>
3b	<p>You will then need to enter your new password in the boxes provided.</p> <p>New password: <input data-bbox="481 575 1455 624" type="text"/></p> <p>Confirm new password: <input data-bbox="481 636 1455 685" type="text"/></p>
3c	<p>To confirm this change, click the 'Update password' button.</p> 