

Zoo Licensing Act 1981 (Amendment) (England and Wales) Regulations 2002

Pre-Inspection Audit

Date of completion: 15/01/2101



Please complete this form as thoroughly as possible. It is an important part of the licensing process and will save time at the inspection.

In addition to the documents you are requested to attach, you may be required to produce evidence to support any one of the answers on this form. (If you require more space to fully answer a question please use a new sheet and refer it back to the relevant question on the form.)

Reset form

PART A – DETAILS OF INSTITUTION

1. Name of Institution	Earnley Butterflies Birds and Beasts		
Name of Director	Mr W Priddle		
Address	133, Almodington Lane, Earnley, Chichester, West Sussex		
	Postcode PO20 8PF		
Telephone number (incl. national dialling code)	<div></div>		
Fax number (incl. national dialling code)	<div></div>		
E-mail address	earnleybutterflies@hotmail.co.uk		
Website	www.earnleybutterflies.co.uk		
2. Year of founding	1985		
Parent Institution (if any)	<div></div>		
Source(s) of funding (e.g. visitors, local authority etc)	Visitors		
Type of Business (e.g. Partnership, Registered Charity)	Sole Trader		
Ownership of organisation/grounds	W Priddle		
Governing Body	<div></div>		
Chairman of Governing Body	<div></div>		
Local authority	Chichester District Council		
<i>Please tick appropriate box(es)</i>			
3. Do you have a development plan?	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
4. Do you have a Mission Statement (if yes, please attach)	YES	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>
5. List of all staff members and their titles, qualifications and relevant experience (state if full or part-time)	Attached		<input checked="" type="checkbox"/>
Submit a copy of the organisation's organisational chart.....	Attached		<input checked="" type="checkbox"/>

6. Plan of park/zoo attached ☒

7. Hours of operation: summer 10am-6pm mid march-oct
 winter Closed

Entrance fees and categories

Adult £9.50, Oap £8, Child(3-13) £7, Family £29

Attendance figures for past three years

2018 17,800
2017 18,200
2016 18,500

8. Are animals owned by the zoo held on other premises
(other than normal breeding loan arrangements etc.)? YES ☐ NO ☒

If yes, please give details

PART B – ANIMAL RECORDS

1. Please supply your most recent Animal Inventory List Attached ☒

2. Is your institution a member of ISIS? YES ☐ NO ☒

If YES, do you use (Please tick all appropriate boxes):

ARKS? ☐ SPARKS? ☐ REGASP? ☐ MEDARKS? ☐

If NO, what arrangements are made for holding current animal records?

Files at premises

3. Does your institution keep duplicates of animal records? YES ☒ NO ☐

If YES, where are they stored?

Vets

How are old records archived?

Kept at manager's home

Are they readily accessible to bona fide enquiries? YES ☒ NO ☐

4. Please list which methods of animal markings your institution uses and taxa used for:
Transponder

Microchip logging

Tattoo

Ear tags

Rings

Raptors

Other

5. Are day books kept to record condition and health of all animals?.....YES ☒ NO ☐
Please summarise the reporting structure

Direct to

PART C – ANIMAL HUSBANDRY AND VETERINARY CARE

1. Do you have a resident vet?.....YES ☐ NO ☒
If YES, please give details

Name

Address

If NO, who has overall responsibility for your veterinary programme?

Name

Richard Evans BSc, MA, VETMB, MRCVS

Address

Apphapet, Birdham Rd, Chichester.

- Are others involved in giving animal health advice to the collection?.....YES ☒ NO ☐
If YES, please give details

B W Kynoch BVMS, MRCVS

2. Describe your veterinary programme, including frequency of visits and regular preventative routines.

Veterinary visits at least twice a year plus attendance on request.
Veterinary advice at Ethical Committee meetings.
Vets on hand for advice.

3. Briefly describe the veterinary facilities that you have on site

Quarentine area.
Some medecines administered on site under veterinary advice.

4. Give details of your veterinary surgeon's Continuing Professional Development relevant to your collection

Our vet attends personal development courses.

5. Give details of the pest and predator control programme

Eradipest pest controller under contract and visits frequently. Records of these visits are available.

6. Please give details of equipment for restraint and remote capture of animals

Nets and gauntlets.

7. Is it your policy to undertake post mortem examination of all animals dying in the collection?YES ☐ NO ☒
If NO, please explain why

All animals are post mortemed on unusual death in consultation with vet.
PM on butterflies and pupae considered unnneccary following consultation with pupae suppliers who health inspect pupae before despatch.

8. What arrangements are made for the post mortem examination of animals?

Via vet.

9. What system do you have for regular review for clinical and pathological records?

Records held by vet and reviewed regularly.

10. Do you regularly up-date animal diets and are these recorded?YES ☒ NO ☐

11. Is feeding of animals by visitors permitted?YES ☒ NO ☐
If YES, how is this controlled?

Only carrots andspring greens are fed to listed animals.
Controlled by signage and explanation to visitors.

12. Is expert advice sought and taken regarding nutrition?YES ☒ NO ☐
If so from whom?

From our vet.

13. How do you collaborate with other zoos and other organisations in the exchange of husbandry information for the species that you keep?

N/A

14. Is your collection approved under Council Directive 92/65/EEC* (The Balai Directive)? YES ☐ NO ☒

*The Balai Directive 92/65/EEC (as amended) provides a framework of rules for trade between EU Member States in live animals and germplasm, concerning those species that are not covered elsewhere by EU legislation for specific domestic species. Within that framework of rules, bodies such as zoos may have all or part of their premises approved and such premises should find it more simple to transfer animals to other approved premises in other Member States. Further information can be obtained from the Defra website at <http://www.defra.gov.uk/animalh/int-trde/prod-im/legpi-eu.htm#balai>

PART D – HEALTH AND SAFETY

1. Are risk assessments routinely carried out and recorded for the following practices relating to animal welfare and public safety?

(Documentary evidence must be available on the day of inspection)

Feeding practices.....	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Staff-animal interactions.....	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Venomous species	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
Animal-contact situations	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Escapes/release of animals.....	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Visitor areas (slopes, steps etc).....	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Staff use of equipment.....	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Vehicle movement/pedestrian interaction	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Others	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

2. Please provide a copy of your written emergency procedures..... Attached ☒

3. How are staff members made aware of all emergency and escape procedures?

Staff training.

4. Have there been any escapes since last inspection:
- | | | | | |
|--------------------------------|-----|-------------------------------------|----|--------------------------|
| within the zoo confines? | YES | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |
| externally?..... | YES | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |

5. Please provide written reports of emergency drills for the past 12 months attached ☒

6. Have there been any reportable accidents under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) in the past 3 years?..... YES ☒ NO ☐
- Does the zoo have an accident book?
- | | | | |
|-----|-------------------------------------|----|--------------------------|
| YES | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|
- Have there been any significant accidents?
- | | | | |
|-----|--------------------------|----|-------------------------------------|
| YES | <input type="checkbox"/> | NO | <input checked="" type="checkbox"/> |
|-----|--------------------------|----|-------------------------------------|

7. Are staff trained in first aid?
- | | | | |
|-----|-------------------------------------|----|--------------------------|
| YES | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|
- If 'YES' how many?.....
- | |
|---|
| 2 |
|---|

8. Has a zoo health and safety policy been produced, and is it understood by all staff and volunteers?
- | | | | |
|-----|-------------------------------------|----|--------------------------|
| YES | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

9. How are all staff made aware of potentially zoonotic disease risks to themselves and to the public?

Staff training.

10. Is there a procedure for reporting staff illness?YES ☒

NO ☐

11. What is the smoking policy for zoo staff?

No smoking except in designated areas.

12. Is a qualified tree surgeon retained to inspect and attend trees which may cause injury or aid escape?YES ☐

NO ☒

13. How often are electrical systems and equipment checked and maintained?

2 yearly

14. How often are fences and enclosure barriers checked?

Daily

15. Are there procedures in place to ensure that any defects identified by checks are remedied immediately?YES ☒

NO ☐

PART E – SECURITY

1. How is the animal collection protected on a 24-hour basis?

Locks and alarms.

2. Please give details of firearms (including capture equipment and captive bolt guns) including where they are held and access to them. Please also provide the names of those certified to use firearms

None.

3. Is the use of firearms practised and recorded?YES ☐

NO ☒

PART F – CONSERVATION

1. Are you a member of any zoo or conservation related organisations? (e.g. IUCN, BIAZA, EAZA).....YES ☒ NO ☐

If YES, please list organisations

Butterfly Conservation Society.

2. Do you have a copy of the World Zoo and Aquarium Conservation Strategy?YES ☐ NO ☒
If YES, how does it influence your planning?

■ Ex-situ Conservation

3. Do you have an Animal Collection Plan?YES ☐ NO ☒
If YES, on what is it based?

If NO, how do you decide what species to keep?

RSPCA rescue, Ethical Committee reviews and management decisions.

Please provide a copy of your Animal Collection Plan (if applicable)Attached ☐

4. Species Management Groups

Are you represented on, or do you have links with, any of the following:

European Endangered Species Programmes (EEPs)?YES ☐ NO ☒

List EEPs your organisation takes part in

List EEPs or Taxon Advisory Groups your organisation chairs

Joint Management of Species Programmes.....YES ☐ NO ☒

List JMSPs your organisation takes part in

List JMSPs your organisation chairs

Do you contribute to any other species management programmes?YES ☐ NO ☒

■ Studbooks

5. Is your collection responsible for maintaining the studbooks of any species?YES ☐ NO ☒

If YES, please give details of species:

International

Regional

■ In-situ Conservation

6. Are you or have you been directly involved in any local or overseas in-situ projects, either by funding or by more direct participation over the past three years?YES ☒ NO ☐
If YES, please give details

Wild British butterfly reserve established. Numbers and variety counted weekly and forwarded to the Butterfly Conservation Society annually.

7. If you answered 'YES' to the question above, what resources does your zoo put into in-situ conservation Personnel

Staff time.

Financial

\$

Training

Other (please specify)

8. Have you collected funds from the public for any in-situ projects in the last three years?....YES ☐ NO ☒
If YES, please list projects and nature of support

■ OTHER CONSERVATION ACTIVITIES

9. Do you contribute to conservation in other ways?YES ☒ NO ☐
If YES, please give details

Information and education. Schools and visitors.

PART G – EDUCATION

1. List and briefly outline or attach a plan of the major elements of the zoo's education programme and policy

Multiple school visits and demonstrations. Records of these visits are available.
Signage and leaflets.
Telephone and email advice.

Attached ☐

2. Education staff numbers Paid 3
Training scheme
Volunteer

3. What qualifications do your Education staff have?

Staff member	Qualification
██████████	Lifetime experience
██████████	Lifetime experience.
██████████	15 years experience. Raptors and reptiles.

Please tick if you need to continue on a separate sheet ☐

4. Facilities

Classrooms (number)

1

Lecture theatre (number)

1

Library.....YES ☐

NO ☒

Other (please specify)

5. Levels of education provided

Please tick all appropriate boxes

Nursery



Primary



Secondary



University.....



Adult.....



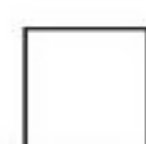
Other.....



6. Local Authority links

Please tick all appropriate boxes

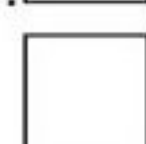
Staff



Finance



Curriculum development



Liaison



7. Is your zoo a member of any zoo education network (e.g. British and Irish Zoo Educators)?

YES ☒

NO ☐

If YES, please give details

Butterfly Conservation Society

8. How do you ensure the consistency and effectiveness of your education programme (e.g. inspections, feed-back sheets, visitor surveys)?

Feedback from teachers, schools and visitors.

9. Teaching aids (including publications) – please give details and provide examples

Keystage 2 information sent to schools on request.

Information leaflets on display and available to take home (attached).

10. Give details of membership and links with groups concerned with environmental education

Butterfly Conservation Society.

11. Informal educational aids – give details of what is used e.g. labels, listening posts, public demonstrations, internal and external lectures etc.

Signage and explanation of many different types explaining butterfly, bird and other animal facts and how to care for them properly. Display explaining butterfly reserve establishment and reporting. Internal talks (mainly to schools) and practical demonstration of butterfly life cycle in the butterfly garden and general presence of staff.

PART H – STAFF TRAINING

1. Do you encourage your staff to undertake training courses relevant to their role (e.g. ANCMZA course in Zoo Animal Management)?YES ☐ NO ☒
2. Are these courses a required qualification for staff appointment or advancement?YES ☐ NO ☒
3. Do you conduct your own in-house staff training?.....YES ☒ NO ☐
Please give details

H and S training training as neccessary minimum annually.

4. Do you provide on-site study and library facilities for staff?YES ☐ NO ☒
5. Do you provide training for other organisations?YES ☒ NO ☐
If YES, please provide details

Occasional work experience and volunteers.

PART I – RESEARCH

1. How is research in the zoo co-ordinated?

Ethical committee meetings.
Butterfly Conservation Society feedback.

2. What resources does the zoo put into research?

(a) Personnel

2 part time.

(b) Finance

[REDACTED]

(c) Access to outside organisations

Butterfly Conservation society liason and feedback.

(d) Provision of data or samples for approved outside research

Butterfly Conservation Society count submitted annually.

(e) Other

[REDACTED]

3. Are research projects involving animals subject to ethical scrutiny?YES ☒ NO ☐

4. Please append details of any research carried out, during the last three years, by or on behalf of the zoo by
(a) zoo staff

BCS counting submitted annually for the past 11 years.

- (b) other organisations

5. Has your zoo received any research grants?YES ☐

NO ☒

If YES, please give details

6. Please list any scientific publications over the last three years by:

- (a) staff

- (b) others using your collection

7. Do you have links with Higher Education institutions?YES ☐

NO ☒

If YES, what are these links?

PART J – ETHICAL CONSIDERATIONS

1. Briefly outline your ethical review process

Ethical committee meets regularly and makes ethical decisions to be carried out by zoo management. Follow up at subsequent ethical committee and management meetings.

2. What is your contingency plan for the animals in the event of closure or loss of income for a sustained period of time?

Continue to care for the animals at the owners cost until they can be re-homed.

3. Under what circumstances, if any, do you use live vertebrates as food for other animals?

None

4. What is the zoo's policy on disposing of surplus stock?

N/A