

## The Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018

### Application for a licence to carry on the activity of selling animals as pets

#### Standard applicant profile section 1

1.1	System reference Number	
1.2	Your reference	

Please complete all the questions in the form. If you have nothing to record, please state "Not applicable" or "None"

2.1	Are you an agent acting on behalf of the applicant	Yes		No		
2.2	Name					
2.3	Address					
2.4	Email					
2.5	Main telephone number					
2.6	Other telephone number					

#### 3. Applicant details

3.1	Name					
3.2	Address					
3.3	Email					
3.4	Main telephone number					
3.5	Other telephone number					
3.6	Applying as a business or organisation, including a sole trader	Yes		No		
3.7	Applying as an individual	Yes		No		

4.1	Is your company registered with companies house	yes		No		<b>If no go to 4.3</b>
4.2	Registration Number					
4.3	Is your business registered outside the UK					

<b>4. Applicant Business</b>			
4.4	VAT Number		
4.5	Legal status of the business		
4.6	Your position in the business		
4.7	The country where your head office is located.		
<b>4b. Business Address – This should be your official address – The address required of you by law to receive all communication</b>			
4.8	Building name or number		
4.9	Street		
4.10	District		
4.11	City or Town		
4.12	County or administrative area		
4.13	Post Code		
4.14	Country		

Please complete all the questions in the form. If you have nothing to record, please state "Not applicable" or "None"

5.1	Pet Shop		
5.2	Home Sales		
5.3	Internet Sales		
5.4	Wholesales		
5.5	Third Party Sales		
5.6	Hobby Sales (Pet Fairs)		
5.7	Sale of animals to the public as pets by means of a fixed or minimum donation		
5.8	Other please state		

<b>6</b>	<b>Type of Application</b>	New		Renewal		<b>If new, go to 6a</b>
6.2	Existing licence number					
6.3	Do you have any training certificates or qualifications?	Yes		No		<b>If no, go to 6.5</b>
6.4	Please provide details of training certificates and qualifications					
6.5	Please provide details of relevant experience					
6.6	Date of birth					

<b>7. Premises to be licensed</b>	
7.1	Name of premises/trading name
7.2	Address of premises

7.3	Telephone number of premises				
7.4	Email address				
7.5	Do you have planning permission for this business use.	Yes		No	

8. Accommodation and facilities					
8.1	Number and size of rooms to be used				
8.2	Heating arrangements				
8.3	Method of ventilation of premises				
8.4	Lighting arrangements (natural & artificial)				
8.5	Water supply				
8.6	Facilities for food storage & preparation				
8.7	Arrangements for disposal of excreta, bedding and other waste material				
8.8	Isolation facilities for the control of infectious diseases				
8.9	Fire precautions/equipment and arrangements in the case of fire				
8.10	Do you keep and maintain a register of animals?	Yes		No	
8.11	When the premises is closed what arrangements are in place to ensure the welfare of animals.				

9. Animals to be sold						
Please provide details of the animals to be sold						
	Type			Maximum Number	Details of accommodation including size	Age at which to be sold
9.1	Dogs/puppies	Yes	No			
9.2	Cats/kittens	Yes	No			
9.3	Chipmunks	Yes	No			
9.4	Rabbits & cavies	Yes	No			
9.5	Hamsters	Yes	No			
9.6	Rats, mice & gerbils	Yes	No			
9.7	Larger domesticated mammals, e.g. goats, pot-bellied pigs	Yes	No			
9.8	Primates e.g. marmosets	Yes	No			
9.9	Parrots, parakeets and macaws	Yes	No			
9.10	Pigeons	Yes	No			
9.11	Other large birds (please specify)	Yes	No			

9. Animals to be sold								
Please provide details of the animals to be sold								
9.12	Budgerigars, finches and other small birds	Yes		No				
9.13	Tortoises	Yes		No				
9.14	Snakes and lizards	Yes		No				
9.15	Tropical fish	Yes		No				
9.16	Marine fish	Yes		No				
9.17	Cold water fish	Yes		No				
9.18	Any other species (please specify)	Yes		No				

10. Veterinary surgeon			
10.1	Name of usual veterinary surgeon		
10.2	Company name		
10.3	Address		
10.4	Telephone number		
10.5	Email address		

11. Emergency key holder						
11.1	Do you have an emergency key holder?	Yes		No		<b>If no, go to 12.1</b>
11.2	Name					
11.3	Position/job title					
11.4	Address					
11.5	Daytime telephone number					
11.6	Evening/other telephone number					
11.7	Email address					
11.8	Is there another key holder?	Yes		No		<b>If yes please include details in the Additional Information section at 14.1</b>

12.1	Do you have public liability insurance?	Yes		No		<b>If no, go to question 12.6</b>
If yes, please provide details of the policy						
12.2	Insurance company					
12.3	Policy number					
12.4	Period of cover					
12.5	Amount of cover (£5million minimum required)					
12.6	Please state what steps you are taking to obtain such insurance					

Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:						
13.1	Keeping a pet shop?	Yes		No		

<b>13. Disqualifications and convictions</b>					
13.2	Keeping a dog?	Yes		No	
13.3	Keeping an animal boarding establishment?	Yes		No	
13.4	Keeping a riding establishment?	Yes		No	
13.5	Having custody of animals?	Yes		No	
13.6	Has the applicant, or any person who will have control or management of the establishment, been disqualified or convicted of any offences under the: Animal Welfare Act 2006 Animal Welfare (Scotland) Act 2006 Dangerous Dogs Act 1991 Any other legislation listed in Schedule 8 of the LAIA Regulations 2018	Yes		No	
13.7	Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	Yes		No	
13.8	If yes to any of these questions, please provide details,				

<b>14. Additional details</b>	
Please check local guidance notes and conditions for any additional information which may be required	
14.1	Additional information which is required or may be relevant to the application

### Standard payment and declaration section

<b>15. Payment</b>	
15.1	Payment must be made in full at the time of making the application
15.2	Confirmation of when and how payment made, including payment reference number, if applicable

<b>16. Statutory Guidance</b>	
All applicants to tick that they have read the applicable statutory guidance and conditions	
16.1	Selling of Animals as Pets

<b>17. Standard Operating Procedures (SOP)</b>	
17.1	4.1 Health Care & Incident SOP
17.2	4.3 Staff Training Policy
17.3	5.1 SOP's to prevent injury/illness/escape
17.4	5.5 Cleaning & Hygiene SOP
17.5	6.1 Live Vertebrate Feed SOP
17.6	9.1 i) feeding regimes
	9.1 ii) cleaning regimes

17. Standard Operating Procedures (SOP)		
	9.1 iii) transportation	
	9.1 iv) prevention of & control of spread of disease	
	9.1 v) monitoring and ensuring health and welfare of animals	
	9.1 vi) death of escape of animal	
17.7	Isolation Plans/SOP	
17.8	10.1 & 10.2 Written Emergency Plan - see attached guidance	
N.B. Records that will be examined by the Inspecting Officer are also outlined in the attached guidance.		

18. Additional Information		
	Please attach the following Information	
18.1	A plan of the premises	
18.2	Insurance policy (minimum £5million)	
18.6	Qualifications	
18.7	Training records	

19.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
19.2	<p>I am aware of the provisions of the relevant Act, Regulations and Statutory Guidance. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.</p> <p>I understand that a person authorised by the Council will inspect the premises before a licence is issued.</p> <p>I understand that a person authorised by the council may inspect the premises either by appointment or unannounced at any reasonable time.</p> <p>I understand that a person authorised by the council may take photographs or video footage whilst carrying out inspections or visits to the premises.</p> <p>I am aware that a fee is payable for this licence application.</p> <p>I accept that all veterinary fees incurred by the authority in respect to the licence application will be recoverable at cost.</p> <p>I accept that in the event of my application being refused I withdrawn it, I will not be refunded the application fee or any part thereof under any circumstances.</p> <p>I apply under the above legislation for a licence to carry on the activity of <b>Selling Animals as Pets</b> from the above premises.</p> <p>I accept that on occasion the council has to provide information to third parties in response to requests made under the Environmental Information Regulations 2004, Data Protection Act 1998 and Freedom of Information Acts.</p>	
19.3	Ticking this box indicates you have read and understood the above declaration	
19.4	Signature	
19.5	Full Name	
19.6	Capacity/Position of Signatory	
19.7	Date	