

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

Application for a licence to sell animals as pets

1	Standard applicant profile section	
----------	---	--

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

*** All new licence applications must be accompanied by the documentation, required by the licence conditions, for the animal activity licence being applied for.**

2	Type of Business	
2.1	Pet Shop	
2.2	Home Sales	
2.3	Internet Sales	
2.4	Wholesales	
2.5	Third Party Sales	
2.6	Hobby Sales (Pet Fairs)	
2.7	Sale of animals to the public as pets by means of a fixed or minimum donation	
2.8	Other please state	

3	Type of Application	New		Renewal		New (Retrospective existing operation)	
3.2	Existing licence number						
3a	Further details about the applicant						
3.3	Do you have any training certificates or qualifications?	Yes / No	If no, go to 3.5				
3.4	Please provide details of training certificates and qualifications						
3.5	Please provide details of relevant experience						
3.6	Date of birth						

4	Responsible person to be licensed / Business to be licensed	
4.1	Name of person responsible	
	Name of premises/trading name	

4.2	Address of premises		
4.3	Telephone number of premises		
4.4	Email address		
4.5	Do you have planning permission for this business use.	Yes/No	
4.6	Details of Social Media Accounts used to advertise pets for sale		
4.7	Details of online sales platforms used to advertise pets for sale		
4.8	Details of other mediums used to advertise pets for sale		

5	Accommodation and facilities		
5.1	Number and size of rooms to be used		
5.2	Heating arrangements		
5.3	Method of ventilation of premises		
5.4	Lighting arrangements (natural & artificial)		
5.5	Water supply		
5.6	Facilities for food storage & preparation		
5.7	Arrangements for disposal of excreta, bedding and other waste material		
5.8	Isolation facilities for the control of infectious diseases		
5.9	Fire precautions/equipment and arrangements in the case of fire		
5.10	Do you keep and maintain a register of animals?	Yes / No	
5.11	When the premises is closed what arrangements are in place to ensure the welfare of animals.		

6	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
6.1	Dogs / puppies	Yes/No			
6.2	Cats /kittens	Yes/No			
6.3	Chipmunks	Yes/No			
6.4	Rabbits & cavies	Yes/No			
6.5	Hamsters	Yes/No			
6.6	Rats, mice & gerbils	Yes/No			
6.7	Larger domesticated mammals, e.g. goats, pot-bellied pigs	Yes/No			
6.8	Primates e.g. marmosets	Yes/No			
6.9	Parrots, parakeets and macaws	Yes/No			
6.10	Pigeons	Yes/No			

6	Animals to be sold				
	Please provide details of the animals to be sold				
6.11	Other large birds (please specify)	Yes/No			
6.12	Budgerigars, finches and other small birds	Yes/No			
6.13	Tortoises	Yes/No			
6.14	Snakes and lizards	Yes/No			
6.15	Tropical fish	Yes/No			
6.16	Marine fish	Yes/No			
6.17	Cold water fish	Yes/No			
6.18	Any other species (please specify)	Yes/No			

7	Veterinary surgeon				
7.1	Name of usual veterinary surgeon				
7.2	Company name				
7.3	Address				
7.4	Telephone number				
7.5	Email address				

8	Emergency key holder				
8.1	Do you have an emergency key holder?	Yes / No	If no, go to 9.1		
8.2	Name				
8.3	Position/job title				
8.4	Address				
8.5	Daytime telephone number				
8.6	Evening/other telephone number				
8.7	Email address				
8.8	Add another person?	Yes / No	If yes, 8.2 to 8.8 to be repeated		

9	Disqualifications and convictions				
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:				
9.1	Keeping a pet shop?	Yes/No			
9.2	Keeping a dog?	Yes / No			
9.3	Keeping an animal boarding establishment?	Yes/No			
9.4	Keeping a riding establishment?	Yes/No			
9.5	Having custody of animals?	Yes/No			
9.6	Has the applicant, or any person who will have control or management of the establishment, been convicted of any offences under the Animal Welfare Act 2006?	Yes/No			
9.7	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			
9.8	If yes to any of these questions, please provide details,				

10	Additional details		
	Please check local guidance notes and conditions for any additional information which may be required		
10.	Additional information which is required or may be relevant to the application		

11	Declaration and signature section		
-----------	--	--	--

I/we understand that my application will not be processed until I have paid the requisite fees.

I/we have read and understood the relevant guidance that has been issued by DEFRA.

I/WE CERTIFY that to the best of my/our knowledge and belief, the above particulars are true and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to immediate suspension or revocation.

I/We consent to a person authorised by the Council inspecting the premises, including taking photographs, at any reasonable time on reasonable notice, by either an on-site visit, or via remote access software, at any time before or after any licence is granted.

I/We consent to the Council undertaking such other investigations as in its absolute discretion is considered necessary for enforcement purposes, including but not limited to, covert intelligence gathering and/or surveillance of social media platforms used for business purposes.

I/ we apply for a licence to operate a business of selling animals as pets.

Written procedures enclosed with new licence application form (please tick)
Your licence application will be rejected if you do not enclose written procedures.

SIGNED.....DATE

PRINT FULL NAME POSITION.....

12	Privacy Notice		
-----------	-----------------------	--	--

I/we understand that the Council will store my/our personal data and share it with other agencies in accordance with Tendring District Council's privacy policy. The Council's full privacy notice, including how to exercise your Rights under Data Protection law, can be found on our website at www.tendringdc.gov.uk/privacy . Here you will also find full details of the lawful basis for processing, who we may share your data with and how long it will be retained. If a licence is granted your trading name and business address will be made available on a register on our website.

SIGNED.....DATE

PRINT FULL NAMEPOSITION.....

**Please return form to: Food, Health & Safety Team, Environmental Health, Tendring District Council, Town Hall, Station Road, Clacton-on-Sea, Essex CO15 1SE.
Alternatively, e-mail to fhsadmin@tendringdc.gov.uk.**