



**South
Derbyshire
District Council**

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

Application for a licence to sell animals as pets

1	Standard applicant profile	
1a	References	
1.1	Our references	
1.2	Your reference	

Please complete all the questions in the form.

If you have nothing to record, please state "Not applicable" or "None".

1b	Agent	
1.3	Are you an agent acting on behalf of the applicant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1c	Further information about the agent	
1.4	Name	
1.5	Address	
1.6	Email	
1.7	Telephone number	
1.8	Mobile number	

1d	Applicant details	
1.9	Name	
1.10	Address	
1.11	Email	
1.12	Telephone number	
1.13	Mobile number	

1e	Correspondence Address (if different from premises to be licensed)	
1.14	Building name or number	
1.15	Street	
1.16	Town	
1.17	County	
1.18	Postcode	

2	Type of business	
2.1	Pet shop	<input type="checkbox"/>
2.2	Home sales	<input type="checkbox"/>
2.3	Internet sales	<input type="checkbox"/>
2.4	Wholesales	<input type="checkbox"/>
2.5	Third party sales	<input type="checkbox"/>
2.6	Hobby Sales (pet fairs)	<input type="checkbox"/>
2.7	Sale of animals to the public as pets by means of a fixed or minimum donation	<input type="checkbox"/>
2.8	Other, please state	<input type="checkbox"/>

3	Type of application	
3.1	Type of application	New <input type="checkbox"/> Renewal <input type="checkbox"/>
3.2	Existing licence number	
3a	Further details about the applicant	
3.3	Do you have any training certificates or qualifications?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.4	Please provide details of training certificates and qualifications	
3.5	Please provide details of relevant experience	
3.6	Date of birth	

4	Premises to be licensed	
4.1	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 (if yes, please provide evidence)	Yes <input type="checkbox"/> No <input type="checkbox"/>

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 and artificial)	
5.5	Water supply	
5.6	Facilities for food storage and 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 <input type="checkbox"/> No <input type="checkbox"/>

5.11	When the premises is closed, what arrangements are in place to ensure the welfare of animals?	
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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 <input type="checkbox"/> No <input type="checkbox"/>			
6.2	Cats / kittens	Yes <input type="checkbox"/> No <input type="checkbox"/>			
6.3	Chipmunks	Yes <input type="checkbox"/> No <input type="checkbox"/>			
6.4	Rabbits and cavies	Yes <input type="checkbox"/> No <input type="checkbox"/>			
6.5	Hamsters	Yes <input type="checkbox"/> No <input type="checkbox"/>			
6.6	Rats, mice and gerbils	Yes <input type="checkbox"/> No <input type="checkbox"/>			
6.7	Larger domesticated mammals, e.g. goats, pot-bellied pigs	Yes <input type="checkbox"/> No <input type="checkbox"/>			
6.8	Primates e.g. marmosets	Yes <input type="checkbox"/> No <input type="checkbox"/>			
6.9	Parrots, parakeets and macaws	Yes <input type="checkbox"/> No <input type="checkbox"/>			
6.10	Pigeons	Yes <input type="checkbox"/> No <input type="checkbox"/>			
6.11	Other large birds, please specify	Yes <input type="checkbox"/> No <input type="checkbox"/>			
6.12	Budgerigars, finches and other small birds	Yes <input type="checkbox"/> No <input type="checkbox"/>			
6.13	Tortoises	Yes <input type="checkbox"/> No <input type="checkbox"/>			
6.14	Snakes and lizards	Yes <input type="checkbox"/> No <input type="checkbox"/>			
6.15	Tropical fish	Yes <input type="checkbox"/> No <input type="checkbox"/>			
6.16	Marine fish	Yes <input type="checkbox"/> No <input type="checkbox"/>			
6.17	Cold water fish	Yes <input type="checkbox"/> No <input type="checkbox"/>			
6.18	Any other species, please specify	Yes <input type="checkbox"/> No <input type="checkbox"/>			
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 <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details on a separate sheet

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 <input type="checkbox"/> No <input type="checkbox"/>
9.2	Keeping a dog?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.3	Keeping an animal boarding establishment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.4	Keeping a riding establishment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.5	Having custody of animals?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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	
10.1	Additional information which is required or may be relevant to the application	

Declaration

11	Payment
	Payment must be made at the time of making the application:

11.1	I enclose the application fee	<input type="checkbox"/>
11.2	I have paid the application fee over the telephone	<input type="checkbox"/>

12	Additional information	
	Please ensure the completed application is accompanied by the following:	
12.1	A plan of the premises	<input type="checkbox"/>
12.2	Insurance policy	<input type="checkbox"/>
12.3	Operating procedures	<input type="checkbox"/>
12.4	Risk assessments (including fire)	<input type="checkbox"/>
12.5	Infection control procedure	<input type="checkbox"/>
12.6	Qualifications	<input type="checkbox"/>
12.7	Training records	<input type="checkbox"/>

13	Declaration	
13.1	The applicant must complete this section. If you are an agent, please ensure the applicant completes this section.	
13.2	I am aware of the provisions of the relevant Act and model licence conditions. I confirm I have read the model conditions and guidance (which can be found at https://www.south-derbys.gov.uk/our-services/licensing/animal-licences/animal-welfare-regulations-2018) The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.	
13.3	Signed	
13.4	Full name	
13.5	Position	
13.6	Date	

14	Privacy notice
14.1	<p>How is your information used?</p> <p>We collect information to assess your suitability to be issued with a licence. We may also use your contact details in the event that we need to contact you in relation to your licence.</p> <p>Who has access to your information?</p> <p>Information is shared with other regulatory and enforcement authorities including, but not limited to, other Council services; Councillors; the Police; the Fire Authority; Trading Standards; HM Revenues and Custom; veterinary surgeons, and other local authorities when allowed to by law for the purposes of the administration and enforcement of authorisations, and for the purposes of the prevention and detection of crime, public safety, public health, protection of the environment and prevention of fraud.</p> <p>Certain information about licences (including in particular your name and the address of any premises to which a licence applies) may be published on a public register on our website when we are required to by law. Licences that have to be determined by our Councillors will be published in minutes on our website.</p> <p><i>For further information about your personal information will be used, please visit www.south-derbys.gov.uk where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from licensing@south-derbys.gov.uk</i></p>