

# APPLICATION FOR A LICENCE TO SELL ANIMALS AS PETS



## THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) REGULATIONS 2018

Please complete all the questions in the form.

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

Please use additional sheets as necessary

I	Reference Information	
1.1	Premises Reference Number (if known)	
1.2	Your Reference (if known)	

2a	Agent					
2.1	Are you an agent acting on behalf of the applicant	Yes		No		If no, go to 3.1
2b	Further information about the Agent					
2.2	Name					
2.3	Address					
2.4	Email					
2.5	Main Telephone Number					
2.6	Other Telephone Number					

3	Applicant Details				
3.1	First Name				
	Family Name (Surname)				
3.2	Address				
3.3	Date of Birth of Applicant (s)				
3.4	Email				
3.5	Main Telephone Number				
3.6	Other telephone Number				
3.7	Are you applying as a business or organisation, including a sole trader	Yes		No	
3.8	Are you applying as an individual	Yes		No	

<b>4a</b>	<b>Applicant Business</b>					
4.1	Is your company registered with Companies House	Yes		No		If no, go to 4.3
4.2	Registration Number					
4.3	Is your business registered outside the UK					
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</b>	<b>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	County					

<b>5</b>	<b>Type of Business</b>		
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>6a</b>	<b>Type of Application</b>	New		Renewal		If new, go to 6.a
6.2	Existing licence number					
<b>6b</b>	<b>Further details about the applicant</b>					
6.3	Do you have any training certificates or qualifications?	Yes / No	If no, go to 6.5			
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</b>	<b>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	

<b>8</b>	<b>Accommodation and facilities</b>		
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		

<b>9</b>	<b>Animals to be sold</b>				
	Please provide details of the animals to be sold				
	<b>Type</b>		<b>Maximum Number</b>	<b>Details of accommodation including size</b>	<b>Age at which to be sold</b>
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				
9.12	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				
9.19	Do you sell food for reptiles e.g. chicks, gerbils, guinea pigs, hamsters, mice, quails, rabbits, rats  How do you sell these foods e.g. fresh, frozen, live	Yes/No				

<b>10</b>	<b>Veterinary surgeon</b>				
10.1	Name of usual veterinary surgeon				
10.2	Company name				
10.3	Address				
10.4	Telephone number				
10.5	Email address				

<b>11</b>	<b>Emergency key holder</b>				
11.1	Do you have an emergency key holder?	Yes / No	If no, go to 12		
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	Add another person?	Yes / No	If yes, 11.2 to 11.8 will be repeated please use an additional sheet		

<b>12</b>	<b>Disqualifications and convictions</b>				
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:				
12.1	Keeping a pet shop?	Yes/No			
12.2	Keeping a dog?	Yes/No			
12.3	Keeping an animal boarding establishment?	Yes/No			

12.4	Keeping a riding establishment?	Yes/No		
12.5	Having custody of animals?	Yes/No		
12.6	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		
12.7	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		
12.8	If yes to any of these questions, please provide details,			

<b>13</b>	<b>Accreditation</b>			
13.1	Is your business certified by a UKAS accredited Body?	Yes/No		
13.2	Please provide details of the accreditation including date when the accreditation commenced, standard achieved and last inspection date			

<b>14</b>	<b>Business marketing</b>			
14.1	Do you advertise your business?	Yes/No		
11.2	Please provide details where you advertise your business activities, e.g. website, websites used. Apps used, newspapers, publication advertising			

<b>15</b>	<b>Additional Information</b>			
	Please attach the following Information			
15.1	A plan of the premises			
15.2	Insurance policy			
15.3	Operating procedures			
15.4	Risk Assessments (including Fire)			
15.5	Infection control procedure			
15.6	Qualifications			
15.7	Training records			

<b>16</b>	<b>Additional details</b>			
	Please check local guidance notes and conditions for any additional information which may be required			
16.1	Additional information which is required or may be relevant to the application. Please use additional sheets as necessary.			

<b>17</b>	<b>Model Licence Conditions &amp; Guidance</b>			
	All applicants to tick that they have read the applicable model licence conditions & guidance			
17.1	Pet Vending			

<b>18</b>	<b>Standard declaration and signature section</b>	
18.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
18.2	I am aware of the provisions of the relevant Act and model licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.	
18.3	Signing this box indicates you have read and understood the above declaration	
18.4	Full Name	
18.5	Capacity	
18.6	Date	

The completed application form, associated documents and plans should be sent to:

Licensing Office

Plymouth City Council

Windsor House

Plymouth,

PL6 5UF

T: 01752 - 304141

E: [licensing@plymouth.gov.uk](mailto:licensing@plymouth.gov.uk)