

Application for a licence to sell animals as pets

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

To:
 Licensing Team
 Rutland County Council
 Catmose
 Oakham
 Rutland
 LE15 6HP

Standard applicant profile section 1

1	Reference number	
1.1	System reference Number (if known):	
1.2	Your reference (if known):	

Please complete all the questions in the form.

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

2a	Agent		
2.1	Are you an agent acting on behalf of the applicant?	Yes / No (please delete accordingly)	If no, go to 3.1
2b	Further information about the Agent		
2.2	Name:		
2.3	Address:		
2.4	Email:		
2.5	Telephone number:		
2.6	Other telephone number:		

3	Applicant details		
3.1	Name:		
3.2	Address:		
3.3	Email:		
3.4	Telephone number:		
3.5	Other telephone number:		
3.6	Are you applying as a business or organisation, including a sole trader?:	Yes / No (Please delete accordingly)	
3.7	Are you applying as an individual?:	Yes / No (Please delete accordingly)	

4a	Applicant Business		
4.1	Is your company registered with companies house?:	Yes / No (please delete accordingly)	If no, go to 4.3
4.2	Registration number:		
4.3	Is your business registered outside the UK?:	Yes / No (please delete accordingly)	
4.4	VAT number:		
4.5	Legal status of the business:		
4.6	Your position in the business:		
4.7	Country where your head office is located:		
4b	Business Address – This should be your official address – The address required of you by law to receive all communication		
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:		

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1	Type of business/performance (please tick)	
1.1	Pet Shop:	
1.2	Home Sales:	
1.3	Internet Sales:	
1.4	Wholesales:	
1.5	Third Party Sales:	
1.6	Hobby Sales:	
1.7	Sale of animals to the public as pets by means of a fixed or minimum donation:	
1.8	Other please state:	

2a	Application Details		
2	Type of Application		
2.1	Type of Application:	New / Renewal (please delete accordingly)	If new, go to 2.3
2.2	Existing licence number:		
2b	Further details about the applicant		
2.3	Do you have any training certificates or qualifications?:	Yes / No (please delete accordingly)	If no, go to 2.5
2.4	Please provide details of training certificates and qualifications:		
2.5	Please provide details of relevant experience:		
2.6	Date of birth:		

3	Premises to be licensed	
3.1	Name of premises/trading name:	
3.2	Address of premises:	
3.3	Telephone number of premises:	
3.4	Email address:	
3.5	Do you have planning permission for this business use:	Yes / No (please delete accordingly)

4	Accommodation and facilities	
4.1	Number and size of rooms to be used	
4.2	Heating arrangements:	
4.3	Method of ventilation of premises:	
4.4	Lighting arrangements (natural & artificial):	
4.5	Water supply:	
4.6	Facilities for food storage & preparation:	
4.7	Arrangements for disposal of excreta, bedding and other waste material:	
4.8	Isolation facilities for the control of infectious diseases:	
4.9	Fire precautions/equipment and arrangements in the case of fire:	
4.10	Do you keep and maintain a register of animals?:	Yes / No (please delete accordingly)
4.11	When the premises is closed what arrangements are in place to ensure the welfare of animals:	

5 Animals to be sold					
Please provide details of the animals to be sold					
	Type	Please delete accordingly	Maximum Number	Details of accommodation including size	Age at which to be sold
5.1	Dogs / puppies	Yes / No			
5.2	Cats /kittens	Yes / No			
5.3	Chipmunks	Yes / No			
5.4	Rabbits & cavies	Yes / No			
5.5	Hamsters:	Yes / No			
5.6	Rats, mice & gerbils:	Yes / No			
5.7	Larger domesticated mammals, e.g. goats, pot-bellied pigs:	Yes / No			
5.8	Primates e.g. marmosets:	Yes / No			
5.9	Parrots, parakeets and macaws:	Yes / No			
5.10	Pigeons:	Yes / No			
5.11	Other large birds (please specify):	Yes / No			
5.12	Budgerigars, finches and other small birds:	Yes / No			
5.13	Tortoises:	Yes / No			
5.14	Snakes and lizards:	Yes / No			
5.15	Tropical fish:	Yes / No			
5.16	Marine fish:	Yes / No			
5.17	Cold water fish:	Yes / No			
5.18	Any other species (please specify):	Yes / No			

6	Veterinary surgeon	
6.1	Name of usual veterinary surgeon:	
6.2	Company name:	
6.3	Address:	
6.4	Telephone number:	
6.5	Email address:	

7a	Emergency key holder		
7.1	Do you have an emergency key holder?:	Yes / No (please delete accordingly)	If no, go to 8.1
7.2	Name:		
7.3	Position/job title:		
7.4	Address:		
7.5	Daytime telephone number:		
7.6	Evening/other telephone number:		
7.7	Email address:		
7.8	Add another person:	Yes / No (please delete accordingly)	If no, go to 8.1
7b	Emergency key holder 2		
7.9	Name:		
7.10	Position/job title:		
7.11	Address:		
7.12	Daytime telephone number:		
7.13	Evening/other telephone number:		
7.14	Email address:		

8 Public liability insurance			
8.1	Do you have public liability insurance?	Yes / No (please delete accordingly)	If no, go to 8.7
8.2	Please provide details of the policy:		
8.3	Insurance company:		
8.4	Policy number:		
8.5	Period of cover:		
8.6	Amount of cover (£):		
8.7	Please state what steps you are taking to obtain such insurance:		

9 Disqualifications and convictions		
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:	(Please delete accordingly)
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	
10.1	Additional information which is required or may be relevant to the application:	

Standard declaration section

1	Model Licence Conditions & Guidance	
	All applicants to tick that they have read the applicable model licence conditions & guidance	
1.1	Pet Vending:	
1.2	Animal Boarding:	
1.3	Performing Animals:	
1.4	Riding Establishments:	
1.5	The Breeding and Sale of Dogs:	

2	Additional Information	
	Please attach the following Information	
2.1	A plan of the premises:	
2.2	Insurance policy:	
2.3	Operating procedures:	
2.4	Risk Assessments (including Fire):	
2.5	Infection control procedure:	
2.6	Qualifications:	
2.7	Training records:	

3	Declaration	
3.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
3.2	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.	
3.3	Signing this box indicates you have read and understood the above declaration:	
3.4	Full Name:	
3.5	Capacity:	
3.6	Date:	