



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

Application for a Licence for Selling Animals as Pets

PRIVACY NOTICE

We will use your personal data to process any application you make for the grant or renewal of a licence under the Animal Welfare (Licensing of Activities involving Animals) (England) Regulations 2018 for the purpose of administering, processing and determining your application and securing compliance with and enforcement of relevant UK and international laws. Please note that the Council sub-contracts all inspection activities under the Animal Welfare (Licensing of Activities involving Animals) (England) Regulations 2018 to the City of London Corporation and your information will be shared with them for these purposes.

As one of the Council's public tasks, undertaken in the public interest, it is necessary to use your personal information in this way to provide our services and to keep our records up to date and to undertake the following:

Where appropriate we may share the information you provide to us with other parts of the Council in order to carry out the Council's statutory functions.

We may also, where required or permitted by law, pass information about you to third parties. This may include, but is not limited to, other local authorities, government departments, the National Fraud Initiative, HMRC, the UK Border Agency and the police carrying out their tasks in the public interest.

If a licence is issued, the applicant's name and address will be included in a public register on the Council's website containing details of the Licence granted.

Where appropriate some of the information you provide may also be made public as part of any hearing requirements to determine your application or to ensure compliance with any licence issued and related licensing laws.

For full details of how we will handle any personal data we collect, please see our privacy policy at www.rushmoor.gov.uk/privacypolicy. Further details on your rights can be found on our website <http://www.rushmoor.gov.uk/dataprotection>

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

1.	Type of Application – indicate all that apply				
	Type of Application:	New		Renewal	
	Existing licence number				
2.	Agent				
	Are you an agent acting on behalf of the applicant?	Yes		No	If no go to 4
3.	Further information about the Agent				
	Name				
	Address				
	Email				
	Main telephone number				
	Other telephone number				
4.	Applicant details				
	Name				
	Address				
	Email				
	Main telephone number				
	Other telephone number				
	Date of birth				
	Are you applying as an individual	Yes		No	If yes, go to 7.
	Are you applying as a business or organisation, including a sole trader	Yes		No	
5.	Applicant Business				
	Company Name:				
	Is your company registered with companies house	Yes / No			
	Registration Number				
6.	Business Address – This should be your official address – The address required of you by law to receive all communication				
	Business Address				

7.	UKAS Accreditation			
	Are you a member of a UKAS accredited organisation	Yes /No	Name of Organisation:	
8.	Premises to be licensed			
	Name of premises/trading name			
	Address of premises			
	Telephone number of premises			
	Email address			
9.	Training and Qualifications			
	Please enter details of the Training Certificates and/or Qualifications for the staff looking after the animals			
	Please enter details of any relevant experience for the staff looking after the animals			
10.	Animals to be sold			
	Type	Yes / No	Maximum Number	Age at which to be sold
	Dogs/Puppies			
	Cats/Kittens			
	Chipmunks			
	Rabbits/Cavies			
	Hamsters			
	Rats, Mice & Gerbils			
	Larger domestic Mammals, e.g. Goats, Pot-bellied Pigs			
	Primates			
	Parrots, parakeets and macaw			
	Pigeons			
	Other large birds			
	Budgerigars, finches and other small birds			

	Tortoises			
	Snakes and Lizards			
	Tropical Fish			
	Marine Fish			
	Cold Water Fish			
	Any other species (Please specify)			
11.	Accommodation and facilities			
	Details of the quarters used to accommodate animals, including number, size and type of construction			
	Exercise facilities and arrangements			
	Heating arrangements:			
	Method of ventilation of premises			
	Lighting arrangements (natural & artificial)			
	Water supply			
	Facilities for food storage & preparation			
	Arrangements for disposal of excreta, bedding and other waste material			
	Isolation facilities for the control of infectious diseases			
	Fire precautions/equipment and arrangements in the case of fire			
	Do you keep and maintain a register of animals?	Yes / No		
	When the premises is closed what arrangements are in place to ensure the welfare of animals?			

12.	Veterinary surgeon		
	Name of usual veterinary surgeon		
	Company name		
	Address		
	Telephone number		
	Email address		
13.	Emergency key holder(s)		
	Do you have an emergency key holder?	Yes / No	If no, go to 13
	Name		
	Position/job title		
	Address		
	Daytime telephone number		
	Evening/other telephone number		
	Email address		
	Emergency key holder 2		
	Name		
	Position/job title		
	Address		
	Daytime telephone number		
	Evening/other telephone number		
	Email address		
14.	Public liability insurance		
	Do you have public liability insurance?	Yes / No	
	If yes, please provide details of the policy		
	Insurance company		
	Policy number		
	Period of cover		
	Amount of cover (£)		

	If No, please state what steps you are taking to obtain such insurance	
15.	Disqualifications and convictions	
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:	
	Keeping a pet shop?	Yes / No
	Keeping a dog?	Yes / No
	Keeping an animal boarding establishment?	Yes / No
	Keeping a riding establishment?	Yes / No
	Having custody of animals?	Yes / No
	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
	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
	If yes to any of these questions, please provide details	
16.	Mandatory Licence Conditions & Guidance	
	All applicants to tick that they have read the applicable mandatory licence conditions & guidance	
	Selling Animals as Pets	
	Boarding for Cats and Dogs	
	Exhibition of Animals	
	Hiring Out Horses	
	Breeding of Dogs	
17.	Additional Information	
	Please attach the following information:	
	A plan of the premises	
	Insurance policy	
	Operating procedures	
	Risk Assessments (including Fire)	
	Infection control procedure	
	Qualifications	
	Training records	
	Confirmation of Vet services	

18.	Declaration
	This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant.
	<p>If required by the nature of this variation application, I agree to permit an officer and/or a veterinary surgeon or veterinary practitioner authorised by the Council to inspect the premises which are the subject of this application.</p> <p>If granted, I agree to my licence information being included on the public list available on the website.</p> <p>I declare that the details contained in the application form and the attached documentation is correct to the best of my knowledge.</p> <p>I also confirm that I read and understand the privacy notice and that I am aware of the provisions of the relevant legislation and the model licence conditions which I will comply with at all times and that I have read and understand the privacy notice.</p>
	Signing the box below indicates you have read and understood the above declaration
	Signature
	Full Name
	Capacity
	Date
19.	Payment
	<p>Current licence fees are available at www.rushmoor.gov.uk/animallicensing</p> <p>Payment must be made at the time of making the application using a debit or credit card by calling 01252 398855 or in person at the Council Offices.</p>
20.	Public List of Animal Activity Licences
	<p>The DEFRA Guidance (Defra - Procedural guidance note for local authorities) provides that local authorities should maintain a list of licensed businesses and their associated ratings on their websites. To comply with this guidance, as many other local authorities have already done, the Council will now publish a list of all Animal Welfare licence holders on its website. The list will contain the name of the licence holder (Company/Premise Holder), licensed activity, Licence number and star rating of the licence. The website will also include the risk-based approach used to arrive at the star rating to clarify that all licences meet the minimum welfare conditions.</p> <p>By signing this application form, you are agreeing</p> <p>This will be available to the public on our website at public-register-animal-licensing.pdf (rushmoor.gov.uk).</p> <p><u>Change of Details</u></p> <p>If your business contact details change, it is your responsibility to contact us to update this information. You can do this by emailing licensing@rushmoor.gov.uk or by phoning 01252 398855. Please note, we will update the list monthly.</p>

If you have any queries, contact licensing@rushmoor.gov.uk or 01252 398855

Please return the completed application to:

The Licensing Team
Rushmoor Borough Council
Council Offices
Farnborough Road
Farnborough
GU14 7JU