



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

Application for a Licence for Selling Animals as Pets

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

1.1	Reference number	
1.1.1	System reference Number	
1.1.2	Your reference	

1.2	Agent					
1.2.1	Are you an agent acting on behalf of the applicant?	Yes		No		If no go to 1.3
1.2b	Further information about the Agent					
1.2.2	Name					
1.2.3	Address					
1.2.4	Email					
1.2.5	Main telephone number					
1.2.6	Other telephone number					

1.3	Applicant details				
1.3.1	Name				
1.3.2	Address				
1.3.3	Email				
1.3.4	Main telephone number				
1.3.5	Other telephone number				
1.3.6	Are you applying as a business or organisation, including a sole trader	Yes		No	
1.3.7	Are you applying as an individual	Yes		No	

1.4	Applicant Business						
1.4.1	Is your company registered with companies house	Yes		No		If no go to 1.4.3	M
1.4.2	Registration Number						

1.4	Applicant Business			
1.4.3	Is your business registered outside the UK			
1.4.4	VAT Number			
1.4.5	Legal status of the business			
1.4.6	Your position in the business			
1.4.7	The country where your head office is located.			
1.4b	Business Address – This should be your official address – The address required of you by law to receive all communication			
1.4.8	Building name or number			
1.4.9	Street			
1.4.10	District			
1.4.11	City or Town			
1.4.12	County or administrative area			
1.4.13	Post Code			
1.4.14	Country			

2	Type of Business – indicate all that apply			
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			
3.1	Type of Application	New	Renewal	If new, go to 3.3
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	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?	Yes/No	

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			
6.11	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	Veterinary surgeon		
7.5	Email address		

8	Emergency key holder			
8.1	Do you have an emergency key holder?	Yes/No	If no, go to 9.0	
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			
8b	Emergency key holder 2			
8.8	Name			
8.9	Position/job title			
8.10	Address			
8.11	Daytime telephone number			
8.12	Evening/other telephone number			
8.13	Email address			

9	Public liability insurance			
9.1	Do you have public liability insurance?	Yes/No	If no, go to question 9.6	
	If yes, please provide details of the policy			
9.2	Insurance company			
9.3	Policy number			
9.4	Period of cover			
9.5	Amount of cover (£)			
9.6	Please state what steps you are taking to obtain such insurance			

10	Disqualifications and convictions			
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:			
10.1	Keeping a pet shop?	Yes/No		
10.2	Keeping a dog?	Yes/No		
10.3	Keeping an animal boarding establishment?	Yes/No		
10.4	Keeping a riding establishment?	Yes/No		
10.5	Having custody of animals?	Yes/No		
10.6	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		

10	Disqualifications and convictions		
10.7	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	
10.8	If yes to any of these questions, please provide details,		

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

12.0	Mandatory Licence Conditions & Guidance		
12.1	All applicants to tick that they have read the applicable mandatory licence conditions & guidance		
12.1.1	Selling Animals as Pets		
12.1.2	Boarding for Cats and Dogs		
12.1.3	Exhibition of Animals		
12.1.4	Hiring Out Horses		
12.1.5	Breeding of Dogs		

12.2	Additional Information		
	Please attach the following information		
12.2.1	A plan of the premises		
12.2.2	Insurance policy		
12.2.3	Operating procedures		
12.2.4	Risk Assessments (including Fire)		
12.2.5	Infection control procedure		
12.2.6	Qualifications		
12.2.7	Training records		

12.3	Declaration		
12.3.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.		
12.3.2	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. I declare that the details contained in the application form and the attached documentation is correct to the best of my knowledge. 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.		
12.3.3	Signing the box below indicates you have read and understood the above declaration		
12.3.4	Signature		
12.3.5	Full Name		
12.3.6	Capacity		
12.3.7	Date		

12.4	Payment
12.4.1	Current licence fees are available at www.rushmoor.gov.uk/animallicensing Payment must be made at the time of making the application using a debit or credit card by calling 01252 398855.

12.5	Public List of Animal Activity Licences
	<p>DEFRA guidance for animal activity licences encourages local authorities to maintain on their website a list of licenced businesses, to enable the public to check that they are using a licensed business and the star rating they have been awarded</p> <p>This will be available to the public, including on our website at www.rushmoor.gov.uk/animallicensing. To publish information about your animal activity licence and business contact details, we need your permission.</p> <p>For each licence, the following information will be included on the public list:</p> <ul style="list-style-type: none"> • Animal activity type • Licence number • Trading name (where applicable) • Location e.g. Farnborough or Aldershot • Star rating <p>To assist the public in contacting a licenced animal activity business on our list, we would also like to include your business contact details:</p> <ul style="list-style-type: none"> • business telephone • business email • business web address (where applicable). <p>If you would like your business to be included on our public list, please tick the appropriate box Yes <input type="checkbox"/> No <input type="checkbox"/></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 every three months.</p>

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

Please return the completed form to:

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

Privacy Notice

Application for a Licence for Selling Animals as Pets

1. Identity of the Data Controller and contact details

Rushmoor Borough Council is the data controller for the personal information you provide on this form. You can contact the Council by phone on 01252 398855, via email to licensing@rushmoor.gov.uk or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at data.protection@rushmoor.gov.uk

2. What we need your information for and the legal basis for it

We need your personal information to process your application for a licence for selling animals as pets. The law allows us to use your personal information in this way to carry out our responsibilities under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 as one of the Council's public tasks.

3. Use for any other purposes

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

4. Will you pass my information to anyone else?

We may share your information with other teams within the Council such as Planning and Business Rates in order to carry out our public tasks and to keep our records up to date. If you ask a Councillor for help we may pass information to them and other services to enable them to help you. We may also pass information about you to third parties where permitted or required by law to do so. This may include other local authorities and government departments or agencies carrying out their public tasks, such as the HMRC and the Police in carrying out criminal investigations. We may also share your data with a Veterinary Surgeon or another local authority contracted to the Council to determine your application.

5. How we will store and look after your information

Your data will be held electronically and will not be stored in a country outside the UK. All paper records containing your personal information will be held securely in our filing systems and archives.

6. How long we will retain your information

We will keep your information on our records for a period determined within our retention guidelines, or as long as we are required to do so by law, or in accordance with our operational requirements. For information on our policy for retaining personal information please see our retention guidelines as published on Rushmoor Borough Council's website. We need your personal information, some of which may be sensitive, to support the processing of your application. It is necessary for us to process this information to determine your application appropriately as this is in the public interest. We have responsibilities in law to do this as one of the Council's public tasks.

7. Your rights concerning your information

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right of access
- The right to rectification
- Rights related to automated decision making, including profiling
- The right to restrict processing
- The right to data portability
- The right to object
- The right to erasure

Further details on these rights can be found on our website <http://www.rushmoor.gov.uk/dataprotection>

8. Right to complain to the Information Commissioner's Office

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. (ICO). You will find details of how to do so on the ICO website at <https://ico.org.uk/> or by phoning their helpline on 0303 123 1113.

9. Why we need your information and the consequences of not providing it

We need your information to carry out our responsibilities in law. If you sell animals as pets in the Borough without a licence, you may be committing an offence under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.