

Application for Licence to Sell Animals as Pets

- Application for Grant of Licence
- Application for Renewal of Licence
- Application for Variation of a Licence (No fee currently payable)*

To run a business selling pet animals you need a licence from the Local Authority.

Licences are valid for a period of one, two or three years from the date of issue.

This application form must be completed in black ink in block letters and returned with the fee of £350.00 to the Licensing Team, East Lindsey District Council, The Hub, Mareham Road, Horncastle, Lincolnshire, LN9 6PH. Cheques and postal orders should be made payable to 'East Lindsey District Council'. Please note that we no longer accept cash for the payment of licence application fees.

Alternatively, payment can be made by BACS to the following account:

EAST LINDSEY DISTRICT COUNCIL - BARCLAYS BANK PLC
SORT CODE: 20-52-86
BANK ACCOUNT NUMBER: 50348481

You should include a reference of 'AWL_Licence' with the BACs payment.

The Licensing Team is able to provide facilities for licence payments by credit and debit cards. Further information on payment by credit or debit card is available by contacting the Licensing Team direct.

*There is currently no charge for 'Variation' applications.

Eligibility Criteria

Schedule 8 of The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 stipulates persons who may not apply for an Animal Welfare Licence.

In addition to the above, this Council has adopted an Animal Welfare Licensing Policy. In line with this policy, all applications for grant or renewal of an Animal Welfare Licence must be accompanied by a Basic Disclosure Certificate from the Disclosure and Barring Service (DBS).

The Basic Disclosure Certificate must have been issued in the full name of the licence applicant(s), and must

have been issued no earlier than 2 months before the date on which the licence application is made. The Basic Disclosure Certificate must be submitted with the licence application.

DBS checks must show that the licence applicant (or applicants) are not disqualified from holding a licence, and/or hold no current relevant convictions which may affect whether they are a 'fit and proper' person to hold a licence.

Guidance on how to request a Basic DBS Certificate can be found on the gov.uk website:

<https://www.gov.uk/request-copy-criminal-record>

The certificate provides details of unspent criminal convictions (if any). The cost of the certificate is £18.00. It usually takes up to 14 days for you to receive your certificate.

It will be the licence applicant's responsibility to obtain the DBS certificate in good time, and to pay any fees or charges associated with them.

The Council will not normally grant a licence to a person with one (or more) conviction(s) for any offence related to animal cruelty or suffering. The primary purpose of the Regulations enforced by this Council is to ensure the welfare of animals and, as such, these types of offences are highly relevant. In all cases, the Council will consider the conviction or behaviour in question and what weight should be attached to it. Each and every case will be determined on its own merits.

Application Evaluation Process

Once the application is received by the Council it will be forwarded to an appropriate officer to inspect the premises. The premises, facilities and management will be inspected to ensure they comply with the current pet vending licence conditions.

Where appropriate, licence applications may also be subject to a veterinary inspection.

Applications are then either approved with licence conditions or refused.

Local Authorities must have regard to the following (and other appropriate matters) when considering an application for a pet vending licence:

- that animals will be kept in suitable accommodation, for example in regards to temperature, size, lighting, ventilation and cleanliness.
- adequate food and drink will be provided to the animals and they will be visited at suitable intervals.
- that any mammalian animals will not be sold too young.
- that steps are taken to prevent disease spreading among the animals.
- that adequate fire and emergency provisions are in place.

The types and numbers of animals that may be accommodated at the premises will be specified on the licence.

Appeals

Any applicant refused a licence has a right of appeal to the First Tier Tribunal.

Planning Permission

Any premises from which a pet shop operates may require planning permission. Applicants are advised therefore to contact this Authority's Development Control Department, for further information regarding planning matters.

Building works may also require approval from the Council's Building Control Section.

Licence Renewal Reminders

Licence holders will be sent a renewal invitation letter approximately three months in advance of the expiry of a licence. Please note that the responsibility for renewal rests with the licence holder.

To: The Licensing Section, East Lindsey District Council, The Hub, Mareham Road, Horncastle, Lincolnshire, LN9 6PH.

I / We as (proposed) occupier(s) of the premises hereinafter mentioned HEREBY MAKE APPLICATION for a LICENCE TO SELL ANIMALS AS PETS at the premises, of which particulars are given below. I agree to permit an officer, veterinary surgeon or veterinary practitioner authorised by the Council to inspect the premises which are the subject of this application before any licence is granted.

I / We enclose herewith the sum of £350.00 being the amount of the fee payable on the Licence for which the application is made.

PART A - Applicant Profile

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

YES

NO

If NO, go to 3.1

2.1 Are you an agent acting on behalf of the applicant?

2b Further information about the Agent

2.2 Name (including Mr / Mrs / Ms / Miss / Dr):

2.3 Address (include postcode):

2.4 Email:

2.5 Main telephone number:

2.6 Other telephone number:

3 Applicant details

3.1 Name (including Mr / Mrs / Ms / Miss / Dr):

3.2 Address (include postcode):

3.3 Email:

3.4 Main telephone number:

3.5 Other telephone number:

3.6 Are you applying as a business or organisation, including a sole trader? YES NO

3.7 Are you applying as an individual? YES NO

4a Applicant Business

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:

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:

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

Application for a licence to sell animals as pets

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

1 Type of Business

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:

2 Type of Application

- 2.1 Type of application: New Renewal 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 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 (include postcode):
- 3.3 Telephone number of premises:
- 3.4 Email address:
- 3.5 Do you have planning permission for this business use? YES NO

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 and artificial):
- 4.5 Water supply:

4.6 Facilities for food storage and 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

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 tick	Maximum Number	Details of accommodation including size	Age at which to be sold
5.1 Dogs / puppies				
5.2 Cats / kittens				
5.3 Chipmunks				
5.4 Rabbits and cavies				
5.5 Hamsters				
5.6 Rats, mice and gerbils				
5.7 Larger domesticated mammals, e.g. goats, pot-bellied pigs				
5.8 Primates e.g. marmosets				
5.9 Parrots, parakeets and macaws				
5.10 Pigeons				
5.11 Other large birds (please specify)				
5.12 Budgerigars, finches and other small birds				
5.13 Tortoises				
5.14 Snakes and lizards				
5.15 Tropical fish				
5.16 Marine fish				
5.17 Cold water fish				
5.18 Any other species (please specify)				

6 Veterinary Surgeon

6.1 Name of usual veterinary surgeon:

6.2 Company name:

6.3 Address (include postcode):

6.4 Telephone number:

6.5 Email address:

7a Emergency key holder

7.1 Do you have an emergency key holder?

YES

NO

If no, go to 9.1

7.2 Name:

7.3 Position/job title:

7.4 Address (include postcode):

7.5 Daytime telephone number:

7.6 Evening/other telephone number:

7.7 Email address:

7.8 Add another person?

YES

NO

If no, go to 9.1

7b Emergency key holder 2

7.1 Name:

7.2 Position/job title:

7.3 Address (include postcode):

7.4 Daytime telephone number:

7.5 Evening/other telephone number:

7.6 Email address:

8 Public liability insurance

8.1 Do you have public liability insurance?

YES

NO

If No, go to 6.7

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 (£):

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 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 an animal welfare licence (including a pet shop / pet vending licence) refused, revoked or cancelled? YES NO

9.8 If yes to any of these questions, please provide details:

10 Additional details

10.1. Is the premises connected to mains drainage? YES NO

If NO, is the premises connected to a localised sewage system?

YES NO

Please provide any further relevant information:

10.2. Do you hold (or have you held) a pet shop or pet vending licence with another Council? YES NO

If Yes, give full details:

10.3 Are you a member of The Ornamental Aquatics Trade Association (OATA) or Pet Industry Federation (PIF)? YES NO

If Yes, please provide us with your membership number below and a copy of your membership registration (if available).

10.4 Additional information which may be relevant to the application:

DECLARATION SECTION

11 Model licence conditions and guidance

All applicants to tick that they have read the applicable model licence conditions and guidance. A copy of the model licence conditions and guidance can be found at www.e-lindsey.gov.uk/article/9523/Animal-Welfare.

11.1 Pet Vending.....

12 Additional information

Please attach the following information.

12.1 DBS Basic Disclosure Certificate (for each applicant).....

Please enclose the original DBS certificate(s) with your application.

Once seen by the Licensing Team, the certificate(s) will be returned to you.

12.2 A scaled plan of the premises

12.3 Risk assessments (including fire)

12.4 Infection control procedure

12.5 Qualifications

12.6 Training records

13 Declaration

This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.

13.1 I am aware of the provision 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.

13.2 Signing this box indicates you have read and understood the above declaration:

13.3 Full name (including Mr / Miss / Mrs / Ms / Dr):

13.4 Capacity:

13.5 Date:

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998. The information you provide will only be used for Council purposes unless we are required by law to do otherwise.

FOR OFFICE USE ONLY

Recommendation:

Receipt No:

Date of Inspection:

No. of Licence issued:

Payment by: Cheque

Postal Order

Card

Data Protection Notice – Licensing (Animal Welfare)

East Lindsey District Council is a Data Controller and can be contacted at:

The Hub, Mareham Road, Horncastle, Lincolnshire, LN9 6PH.

Tel: 01507 601111

The Data Protection Officer for this Authority can be contacted at the same address.

We are collecting your personal data in order to process your licence application as we are the Licensing Authority.

Your data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Some limited licence information will be made available to the public in line with the DEFRA procedural guidance to Licensing Authorities which encourages us to maintain a Register of Licensed Premises. The Register will include the name of the licence holder, address of the business and the star rating for the business.

In line with our retention policy your data will be kept for the period of time that you hold a licence with this Authority and then for a further 6 years after your last licence expires. The data will then be deleted / destroyed.

We also keep data for six years from the resolution of an unsuccessful licence application or the resolution of legal proceedings.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

If you do not provide the information required on the form then we will not be able to process your licence application.

For further information on our Data Protection Policies please go to our website: www.e-lindsey.gov.uk