

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

Application for a licence to SELL ANIMALS

Please complete all the questions in the form.

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

1	Applicant details	Reference No:
1.1	Name	
1.2	Date of birth	
1.3	Address	
1.4	Email	
1.5	Main telephone number	
1.6	Alternative contact number	
1.7	Legal status of your business e.g. limited company, partnership, sole trader or an individual	
1.8	Official business address if different to above	
1.9	If you are an agent acting on behalf of applicant, provide your name & contact details	

2	Type of Business	
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	New	Renewal	If new, go to 3a
3.1	Existing licence number			
3a	Further details about the applicant			
3.2	Do you have any training certificates or qualifications?	Yes / No	If no, go to 3.5	
3.3	Please provide details of training certificates and qualifications			
3.4	Please provide details of relevant experience			
3.5	Are staff suitably trained	Yes / No		

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	
4.6	Is your business certified by a UKAS-accredited body? (If yes, specify date attained)	Yes / No Date Attained:	

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	Yes / No			
6.2	Cats/kittens	Yes / No			
6.3	Rabbits & cavies	Yes / No			
6.4	Hamsters	Yes / No			
6.5	Rats, mice & gerbils	Yes / No			
6.6	Parrots, parakeets and macaws	Yes / No			
6.7	Pigeons	Yes / No			
6.8	Other large birds (please specify)	Yes / No			
6.9	Budgerigars, finches and other small birds	Yes / No			
6.10	Tortoises	Yes / No			
6.11	Snakes and lizards	Yes / No			
6.12	Amphibians	Yes / No			
6.13	Tropical fish	Yes / No			
6.14	Marine fish	Yes / No			
6.15	Cold water fish	Yes / No			

6	Animals to be sold			
	Please provide details of the animals to be sold			
6.16	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			
7.5	Email address			

8	Disqualifications and convictions			
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:			
8.1	Keeping a pet shop?	Yes / No		
8.2	Keeping a dog?	Yes / No		
8.3	Keeping an animal boarding establishment?	Yes / No		
8.4	Keeping a riding establishment?	Yes / No		
8.5	Having custody of animals?	Yes / No		
8.6	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		
8.7	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		
8.8	If yes to any of these questions, please provide details,			

9	Additional details			
9.1	Have you read the applicable licence conditions and guidance for selling animals as pets	Yes / No		
	Please attach your written procedures covering the following areas:			
9.2	Feeding regime;			
9.3	Cleaning regime;			
9.4	Transportation;			
9.5	Disease prevention and control;			
9.6	Monitoring and ensuring the health and welfare of the animals;			
9.7	Death or escape of an animal;			
9.8	Plan for care of animals in the event of an emergency or following suspension or revocation of licence.			
	Please attach the following information:			
9.9	A plan of the premises			
9.10	Insurance policy			
9.11	Operating procedures			
9.12	Risk Assessments			
9.13	Qualifications			
9.14	Training records			
9.15	Are staff competent to meet welfare needs of animals	Yes / No		
9.16	Additional information which is required or may be relevant to the application			

10	Standard declaration and signature section to be completed by the applicant only	
10.1	I am aware of the provisions of the relevant Regulations and associated guidance. The details contained in this application form and any attached documentation are correct to the best of my knowledge and belief	
10.2	Print Full name	
10.3	Signature	
10.4	Date	

In order for us to consider your application, you must pay the correct fee. You must pay the **consideration of application fee** when submitting your application. Following inspection, a risk rating is completed which determines the length of your licence and therefore the actual **licence cost**, which must be paid before your licence is issued. We accept payment by phone, please contact us on 01484 221000 ext 70671 to make your licence payment. Otherwise cheques should be made payable to Kirklees Council.

Applications can be returned by post to: FREE POST, Kirklees Council, Environmental Health or emailed to animal.health@kirklees.gov.uk

New applications will always be rated as high risk as there is no compliance history to take into consideration.