



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

Application for a licence to operate a pet shop

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

1	Applicant details	
1.1	Name of applicant	
1.2	Address of applicant	
1.3	Contact telephone number	
1.4	Email address	
1.5	Date of Birth (If Applicable) / /	
2	Premise to be licenced	
2.1	Name of premise / business name	
2.2	Address of premise	
2.3	Telephone number of premises	
2.4	Email address	
2.5	Do you have planning permission for this business use? YES / NO	

3	Type of business				
3.1	Pet shop		Home sales		Internet sales
	Wholesales		Third party sales		Hobby sales
	Sale of animals to the public as pets by means of a fixed or minimum donation		Other please state		

4				
4.1	New		Transitional	
4.2	Licence number			

5	Animals to be accommodated			
5.1	Cats	Yes/No	Maximum number	
	Dogs	Yes/No	Maximum number	

6	Animals to be sold including, accommodation and facility details				
6.1	Type		Maximum number	Accommodation details including size	Age at which to be sold
	Dogs / puppies	Yes/No			

	Cats /kittens	Yes/No			
	Chipmunks	Yes/No			
	Rabbits & cavies	Yes/No			
	Hamsters	Yes/No			
	Rats, mice & gerbils	Yes/No			
	Larger domesticated mammals, e.g. goats, pot-bellied pigs	Yes/No			
	Primates e.g. marmosets	Yes/No			
	Parrots, parakeets and macaws	Yes/No			
	Pigeons	Yes/No			

	Other large birds (please specify)	Yes/No			
	Budgerigars, finches and other small birds	Yes/No			
	Tortoises	Yes/No			
	Snakes and lizards	Yes/No			
	Tropical fish	Yes/No			
	Marine fish	Yes/No			
	Cold water fish	Yes/No			
	Any other species (please specify)	Yes/No			
6.2	Exercise facilities and arrangements				

6.3	Water supply (private or public, hot and cold supply)	
6.4	Facilities for food storage & preparation	
6.5	Arrangements for disposal of excreta, bedding and other waste material (domestic or trade)	
6.6	Details of isolation facilities for the control of infectious diseases	
6.7	Fire precautions/equipment and arrangements in the case of fire	
6.8	Do you keep and maintain a register of animals?	
6.9	How do you propose to minimise disturbance from noise?	
6.10	Number of staff employed. Please provide written training policy for all staff.	

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 Emergency key holder	
8.1	Do you have an emergency key holder? Yes / No
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

9 Public liability insurance	
9.1	Do you have public liability insurance? Yes/No If yes, please provide details of the policy and send a copy in with your application form
9.2	Insurance company
9.3	Policy number
9.4	Period of cover
9.5	Amount of cover (£m)
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
10.7	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:
	Copy provided with application:
	Written staff training policy
	Yes/no
	Written procedures for:
	Feeding regimes
	Yes/no
	Cleaning regimes
	Yes/no
	Transportation
	Yes/no
	Prevention and control of spread of disease
	Yes/no
	Death or escape of an animal
	Yes/no
	Documented policy for dealing with emergencies, including extremes of temperature and weather condition both hot and cold.
	Yes/no

12 Standard declaration and signature section	
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Payment Details. I will make the payment of £ _____

Declaration

I am aware of the provisions of The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. I am not currently disqualified from keeping a pet shop or keeping animals. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.

Signature(s): _____ Date: _____

Please return this form to the Licensing Department Mansfield District Council, Civic Centre, Chesterfield Road South, Mansfield, Nottinghamshire. NG19 7BH.

Privacy Notice

We will use the information provided by you for assessing your application. The basis under which the Council uses personal data for this purpose is a Legal Obligation.

The information that you have provided will be kept in accordance with the Council's retention schedule which can be found at <https://www.mansfield.gov.uk/privacy>

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used by them, your rights and the Council's Data Protection Officer (DPO) can be found on the Council's detailed privacy notice which can be found at <https://www.mansfield.gov.uk/privacy> or requesting a copy by writing to:

The Data Protection Officer
Mansfield District Council
Chesterfield Road South
Mansfield
Nottinghamshire
NG19 7BH.