



**Renfrewshire
Council**

Animal Licence Terms and Conditions & Guidance

for:

Pet Shops

Animal Boarding Establishments

Breeding of Dogs

Riding Establishments

Dangerous Wild Animals

Zoos

Animal Licenses are administered by:

**Environmental Improvements Team
Environment, Housing and Infrastructure
Renfrewshire House
Cotton Street
Paisley
PA1 1BR**

Officers can be contacted on the following number or
e-mail address for further advice and assistance.

**0300 300 0380
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Contents

Licence Type	Page
Pet Shops	3
Animal Boarding Establishments	6
Breeding of Dogs	10
Riding Establishments	14
Zoos	17
Dangerous Wild Animals	20

PET SHOPS

THE PET ANIMALS ACT 1951

GENERAL INFORMATION FOR APPLICANTS

1. Licences are given for a period of 12 months.
2. All licences expire on 31st December each year by law. Renewal of the licence for a further 12 months will be offered by the Council unless there are good reasons not to do so. Such reasons could include previous failure to comply with licence conditions.
3. Renewal applications are sent out two months prior to the expiry date of the existing licence.
4. Council Officers will endeavour to provide assistance and advice to enquiries in relation to licensing issues.
5. It is normal practice for Officers to ask for improvements, should there be any required. Where there are several items in need of attention and they are considered to be of significant importance then a re-inspection may be carried out. Should there be repeated failures to carry out required improvements then licences may be refused or revoked.
6. Applicants are advised that the licence process can take up to 3 months due to the potential involvement of Veterinarians.

ACCOMMODATION

The accommodation in which the animals are kept must be of adequate size, construction and the amenities must be suitable. Specific requirements are listed as follows:

1. Animals should not be exposed to excessive light, heat or lack adequate warmth.
2. Animals should not be placed in cages which are exposed to draught from doors or opened windows.
3. Cages must be positioned in such a way so that the floor of the cage is visible.
4. Cages or boxes which are likely to be contaminated should be constructed of impervious materials.
5. Cages should be stacked appropriately in order to avoid water, food or other droppings falling onto or contaminating the animal's food or surroundings.
6. Cages and boxes must be cleaned on a regular basis.
7. Animal excreta and soiled bedding should be removed and stored in suitable impervious containers until suitably disposed of.

ANIMAL HUSBANDRY

Animals require to be supplied with suitable food and drink and should be visited at regular intervals. In particular the following guidelines should be followed:

1. Animals should be visited at intervals not exceeding 24 hours.
2. Feeding containers must be designed so as to reduce the risk of faecal contamination.
3. When animals are caged together adequate feeding space should be provided e.g. small caged birds should have a feeding space of around 1/2".

4. Where animals are not provided with a constant supply of food and drink they must be supplied with food and drink at least every twelve hours.
5. Licence holders should be aware of any special dietary requirements of particular species.
6. Food shall be stored in suitable covered, impervious containers so as to allow easy cleaning.

SALE OF YOUNG ANIMALS

In general no mammal should be sold un-weaned or, if weaned, at an age which it should not have been weaned.

The following requirements should be adhered to:

1. Kittens should not be sold until they are at least 6 weeks old.
2. Puppies should not be sold until they are at least 8 weeks old.

DISPLAY OF ANIMALS

1. Animals should not be displayed in cages or containers where there is a potential that they can be disrupted by other animals or unauthorised persons.
2. The licensee should at all times ensure animals are not positioned whereby they can be handled and touched by members of the public or children.
3. Carnivorous animals or omnivorous species should not be placed close to animals which may normally form part of their natural prey in the wild.
4. Animals must not be displayed outside the premises in conditions which are likely to affect the animal.
5. Animals should not be placed in such a position as to obstruct the entrance or exit to the premises.

PEST CONTROL

All reasonable precautions should be implemented in order to prevent the introduction and harbourage of rodents, insects and other pests

EMERGENCY ARRANGEMENTS

1. The licensee must ensure a responsible person is in or close to the premises at all times in the event of a fire or emergency situations.
2. The name, address and telephone number of the licensee requires to be displayed in the window or front door of the premises and should be notified to the local Police and the Fire Brigade.
3. Fire fighting equipment requires to be provided and should be accessible and maintained in good condition with fire extinguishers being serviced annually by a competent person and suitably marked to indicate the date of service.

CONTROL OF DISEASE

1. Any animal which is suspected of suffering from, or had contact with, animals suffering from any contagious disease, or is infested with parasites, shall not be brought into the premises, or kept on the premises unless effectively isolated.
2. In the case of imported animals each new batch of arrivals should be kept separate from all other animals.
3. Puppies and kittens should be kept as isolated litters.
4. Facilities for the examination and treatment of animals should be adequate. This can be either done on site or suitable alternative arrangements can be put in place.
5. Imported fish should be quarantined for at least five days during which time any diseases must be treated.

LICENCE

The licence requires to be displayed in a prominent location in the shop so that members of the public can be aware of it.

ANIMAL BOARDING

ANIMAL BOARDING ESTABLISHMENTS ACT 1963

GENERAL INFORMATION FOR APPLICANTS

1. Licences are given for a period of 12 months.
2. All licences expire on 31st December each year by law. Renewal of the licence for a further 12 months will be offered by the Council unless there are good reasons not to do so. Such reasons could include previous failure to comply with licence conditions.
3. Renewal applications are sent out two months prior to the expiry date of the existing licence.
4. Council Officers will endeavour to provide assistance and advice to enquiries in relation to licensing issues.
5. It is normal practice for Officers to ask for improvements, should there be any required. Where there are several items in need of attention and they are considered to be of significant importance then a re-inspection may be carried out. Should there be repeated failures to carry out required improvements then licences may be refused or revoked.
6. Applicants are advised that the licence process can take up to 3 months due to the involvement of Veterinarians.

ACCOMMODATION

Construction & Size

The following basic construction standards should be followed:

1. All accommodation should be built on a concrete base with a DPC to building standards regulations.
2. All exterior wood should be suitably treated. However, no substance which is toxic to animals should be used.
3. The interior of all accommodation should be insulated and lined with impervious, non-absorbent surfaces
4. All surfaces must allow for suitable cleaning and disinfection.

It is recommended that sizes should conform to the follow dimensions. While it is recognised that these dimensions are not statutory they should be used as a guide in assessing adequacy of size.

Dogs

Individual compartments, excluding any outside exercise area:

1. Single tiered compartments: Height = 1.85m, Floor = 1.1m²
2. Multiple tiered compartments: Height = 0.95m, No specific guide but there should be adequate room for the dog to turn round comfortably.

Cats

Cats should have a sleeping compartment leading to an outside run. The recommended minimum sizes of the accommodation are as follows:

1. Walk-in chalet:

- 1 Cat – Height = 1.8m, Floor = 0.84m²
- 2 Cats – Height = 1.8m, Floor = 1.5m²
- 3 Cats – Height = 1.8m, Floor = 1.9m²

2. Other:

- 1 Cat – Height = 0.90m, Floor = 0.84m²
- 2 Cats – Height = 1.22m, Floor = 1.5m²
- 3 Cats – Height = 1.22m, Floor = 1.9m²

EXERCISE FACILITIES

Dogs

Dogs should have direct access to an exercise area of at least 2.2m² or should be allowed exercise in a suitable run of at least 37m². Alternatively suitable walking throughout the day would be a suitable option.

All runs must be of suitable construction so as to allow for adequate cleaning and disinfection. Grass runs are only allowed if there is sufficient space to ensure the ground does not become unduly fouled.

Cats

If compartments do not have sufficient space for exercise then an exercise area should be of adequate size and be secure.

Communal exercise areas for cats should not be permitted as the risk of cross infection is too great. Cats from different homes should never mix.

AMENITIES

Temperature

The accommodation should be insulated against both heat and cold. Suitable measures should be in place to prevent against dampness and draughts.

Lighting & Ventilation

The accommodation should be well lit with a natural source of daylight and, in addition, there should be sources of artificial light to allow cleaning of the areas.

The ventilation should be adequate to maintain the atmosphere of the sleeping quarters of the animals clean and draught free.

Cleanliness

The accommodation and all facilities connected with it require to be maintained in a clean condition. All excreta and soiled material should be removed at least once daily and more often if necessary from all living compartments and exercise areas. The floors must all be kept clean and dry.

Facilities should be in place throughout the premises to ensure flies are controlled.

Food

The animals should be fed to a standard compatible with the maintenance of health including awareness of nutritional requirements of particular animals. In particular most cats require two meals a day and some can require up to four.

All supplies of food should be kept in rodent proof containers and appropriate facilities should be provided for storage and preparation of food.

Waste

Cats must be provided at all times with a sanitary tray with appropriate litter and suitable arrangements must be in place for collection and disposal of soiled bedding and other waste material.

Bedding

The bedding must be of suitable size to allow the animal to lie comfortably. The bedding requires to be maintained in a clean and dry state. The surface of the bedding must also provide adequate comfort for the animal

Staff Facilities

Washing and lavatory facilities should be provided for staff on site.

RESIDENT PERSONNEL

While animals are boarded at a specific location there should always be someone resident at the premises and the animals must be visited at suitable intervals.

Resident should mean as being in, on or adjacent to the premises.

If the resident is not available an appointed responsible person should be in close proximity to the premises and must have full access to the premises. The name, address and telephone number of the person must be displayed on the premises and should also be notified to the local Police and Fire Brigade.

INFECTION CONTROL

Reasonable precautions should be put in place in order to control and prevent the spread of disease among animals including the provision of isolation facilities.

The following are considered reasonable steps which should be taken:

1. Boarded dogs should be inoculated against distemper, hepatitis, leptospirosis and parovirus and a record of the inoculation should accompany the dog. Similarly cats should be accompanied with a record of inoculations of feline enteritis and feline respiratory virus. If a licensee does not insist on boarded animals being vaccinated then the other steps should be maintained to the highest degree.
2. Thorough cleaning and disinfection of accommodation must be carried out on a regular basis.

3. Isolation facilities must be established and able to operate effectively. The inspecting officer should not only base their judgement on the size of the isolation facilities but should also take into account how the facilities are managed.

In addition to these measures suitable precautions must be in place to prevent access or escape by animals from the premises. Good practice is to have at least two doors or gates before contact with the animals is possible.

REGISTER

A register requires to be kept containing a description of any animals in the establishment, date of arrival and departure, and the name and address of the owners. This register should be available for inspection at all times.

VETERINARY ARRANGEMENTS

Arrangements must be in place with a local vet in order to deal with emergency situations.

LICENCE

A copy of the licence requires to be displayed to the public in a prominent position in the premises.

HOME DOG BOARDING & COMMERCIAL DAY CARE OF DOGS

Please refer to separate licence conditions and guidance documents, which can be found on www.renfrewshire.gov.uk

BREEDING OF DOGS

BREEDING OF DOGS ACTS 1973 AND 1991 AS AMENDED BY THE BREEDING AND SALE OF DOGS (WELFARE) ACT 1999

GENERAL INFORMATION FOR APPLICANTS

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2. All licences expire on 31st December each year by law. Renewal of the licence for a further 12 months will be offered by the Council unless there are good reasons not to do so. Such reasons could include previous failure to comply with licence conditions.
3. Renewal applications are sent out two months prior to the expiry date of the existing licence.
4. Council Officers will endeavour to provide assistance and advice to enquiries in relation to licensing issues.
5. It is normal practice for Officers to ask for improvements, should there be any required. Where there are several items in need of attention and they are considered to be of significant importance then a re-inspection may be carried out. Should there be repeated failures to carry out required improvements then licences may be refused or revoked.

CONDITIONS

Indoor Breeders

- Premises, including a private house, in which dogs are kept for breeding, shall be kept in a clean and hygienic condition.
- The whelping area shall, at all times, be kept in a clean and hygienic condition.
- Where dogs are maintained for long periods of time in 'hutch type' cages within the house, these must be of sufficient size for the dog to stand up and turn around comfortably. The construction of the cages must be of suitable materials.
- The animals used for breeding must be kept in good condition in respect of cleanliness of skin and body weight in relation to breed, and generally maintained in good health.
- All animals must be adequately exercised.
- The temperature in the building must be adequate to the breed of dog.
- Suitable and adequate ventilation and lighting must be provided.
- The dog must have wholesome drinking water available at all times.
- Animals shall be provided with adequate and suitable food.
- Adequate food storage must be provided and food should be in vermin proofed containers. Refrigeration facilities should be provided where fresh meat is used.
- Utensils used for food should be thoroughly cleansed after each meal or alternatively be of a throw-away type.

- Suitable bedding materials shall be provided.
- All reasonable precautions shall be taken to prevent and control the spread amongst animals of infectious or contagious disease.
- The licensee shall ensure that, at all times, a responsible person is in or within reasonable distance from the premises for the purpose of giving warning and taking other necessary steps in the event of fire or other emergency.
- At no time shall the number of breeding bitches in the boarding kennels exceed the number for which the establishment is licensed.
- A register must be kept of all bitches in the establishment, their ages, dates of heat periods, mating and whelping.
- Arrangements shall be made by the licensee at his/her own expense to have a veterinary surgeon's services available in case of emergency of suspected infection within the kennels.
- The licensee shall, at all reasonable times, give access to any person duly authorised by the Local Authority to enter and inspect the premises and any animal thereon and to examine the register which is kept as a condition of this licence.
- Where dogs are being transported to or from breeding establishments and in particular where bitches are travelling to studs unaccompanied and puppies are similarly consigned, the following conditions shall apply, namely the receptacle in which a bitch and/or puppies is to be carried, should be soundly constructed in a manner which is not likely to cause injury to animals therein and be maintained in a good state of repair; it should be suitable in material and dimensions for the animal(s) carried therein; it should not be overcrowded, and in the case of puppies, not more than two should be carried in any one receptacle, and those puppies should be of similar sizes; the receptacle should have securely attached thereto, a label or similar form of notice clearly indicating that the receptacle contains live animals, and another label clearly indicating the person to whom the animals are consigned, together with that person's address; the receptacle should bear a sign indicating the upright position thereof.
- It is the duty of the person consigning the animal(s) to inform the recipient previously of the intended time of dispatch and also of the expected time of arrival at destination.

Outdoor Breeders

- Accommodation provided for bitches and puppies should be, in all respects, suitable as regards construction, size of quarters, exercising and whelping facilities, temperature, ventilation and cleanliness, with special regard to the breeds maintained.
- Natural or artificial lighting of individual kennels should be sufficient to allow the property working and cleaning of kennels with no dark areas.
- The kennels should be of sufficient size for the dog to stand up and turn around comfortably. If a bench is provided in the sleeping area, there should be, in addition, an area of similar size unbenched.

- All excreta and soiled material should be removed at least twice daily from living areas and at least once daily from exercise area. The floor of the living areas must be kept clean and dry.
- All exercise runs should have an area by the entrance, which is paved or surfaced with other suitable materials in order to prevent undue fouling of the ground.
- All animals accommodated at the premises must be provided with bedding material suitable to the breeds kept and must be given adequate exercise. Where sleeping benches are provided, these should be of such dimensions to allow an adult dog of the breed maintained, to lie out flat on its side.
- Facilities should be provided for the disposal of all used bedding and other waste material in a manner approved by the Local Authority, and in a way not likely to cause harm or nuisance.
- All animals must have a supply of wholesome drinking water at all time except in the case of very young puppies.
- Animals should be adequately supplied with suitable food, and visited at suitable intervals.
- Adequate precautions must be taken to ensure that all equipment and food utensils are first sterilised before use of throw-away utensils are used as an alternative.
- The food preparation area and equipment must be kept clean and vermin free at all times. Refrigeration facilities should be provided where fresh meat is used.
- All bulk supplies of food should be kept in vermin free containers.
- Every precaution should be taken to eliminate flies throughout the kennel.
- All heating appliances must be of such construction as to constitute no risk of fire and not to endanger the health and well-being of occupants. If free-standing oil appliances are used, they must be installed in an area inaccessible to dogs. All heating and lighting should be installed in accordance with normal good practice and advice on the subject should be obtained, where necessary, from a Fire Prevention Officer.
- Animals and equipment should not be placed in such a position as to render ingress or egress difficult in case of fire.
- The licensee should ensure that a responsible person is at all times in, or within reasonable distance, from the premises for the purpose of giving warning and taking other necessary steps in the event of fire or other emergency. In the case of premises which are locked up, outside normal working hours, the licensee should appoint a responsible person residing within a reasonable distance of the premises, to have custody of the key, the name and address of such persons to be displayed in legible characters at the premises and to be notified to the Local Fire Brigade. Where appropriate, adequate and efficient fire fighting apparatus (for example supply of water and sand and/or a fire extinguisher) should be provided at the premises.

- To ensure adequate precautions against the spread of fire, the area around the kennels must be kept clear of any inflammable material or other material not used directly in or about the kennels, and where such an area is grassed, it shall, at all times, be kept cut short.
- Washing and lavatory facilities should be available for the staff.
- All reasonable precautions shall be taken to prevent and control spread amongst animals of infectious or contagious diseases.
- At no time shall the number of breeding bitches in the boarding kennels exceed the number for which the establishment is licensed.
- A register must be kept of all bitches in the establishment, their ages, dates of heat periods, mating and whelping.
- Arrangements shall be made by the licensee at his own expense to have a veterinary surgeon's services available in case of emergency of suspected infection within the kennels.
- The licensee shall, at all reasonable times, give access to any person duly authorised by the Local Authority to enter and inspect the premises and any animal, and to examine the register which is kept as a condition of this licence.
- Where dogs are being transported to or from breeding establishments and in particular where bitches are travelling to studs unaccompanied and puppies are similarly consigned, the following conditions shall apply, namely the receptacle in which a bitch and/or puppies is to be carried, should be soundly constructed in a manner which is not likely to cause injury to animals therein and be maintained in a good state of repair; it should be suitable in material and dimensions for the animal(s) carried; it should not be overcrowded, and in the case of puppies, not more than two should be carried in any one receptacle, and those puppies should be of similar sizes; the receptacle should have a securely attached label or similar form of notice clearly indicating that it contains live animals, and another label clearly indicating the person to whom the animals are consigned, together with that person's address and contact details. The receptacle should bear a sign indicating the upright position.
- It is the duty of the person consigning the animal(s) to inform the recipient previously of the intended time of dispatch and also of the expected time of arrival at destination.

RIDING ESTABLISHMENTS

THE RIDING ESTABLISHMENTS ACT 1964 & 1970

GENERAL INFORMATION FOR APPLICANTS

1. Licences are given for a period of 12 months.
2. All licences expire on 31st December each year by law. Renewal of the licence for a further 12 months will be offered by the Council unless there are good reasons not to do so. Such reasons could include previous failure to comply with licence conditions.
3. Renewal applications are sent out two months prior to the expiry date of the existing licence.
4. Council Officers will endeavour to provide assistance and advice to enquiries in relation to licensing issues.
5. It is normal practice for Officers to ask for improvements, should there be any required. Where there are several items in need of attention and they are considered to be of significant importance then a re-inspection may be carried out. Should there be repeated failures to carry out required improvements then licences may be refused or revoked.
6. Applicants are advised that the licence process can take up to 3 months due to the involvement of Veterinarians.

CONDITIONS OF LICENCE

1. Horses must be maintained in good health and in all respects physically fit and, in the case of a horse kept for the purposes of the Act, it must be suitable for the purpose for which it is kept.
2. The feet of all horses must be properly trimmed and, if shod, their shoes must be properly fitted and in good condition.
3. There will be available at all times accommodation for horses suitable as respects construction, size of quarters, number of occupants, lighting, ventilation, drainage and cleanliness; these requirements will apply not only to new buildings but also to buildings converted for use as stabling. There must be convenient and safe access to stalls and boxes. Stalls must be large enough for animals to lie down and arise without risk of injury. Boxes must be large enough to allow the animal to run round.
4. Horses maintained at grass must have available for them at all times adequate pasture, shelter and water, and supplementary feeds must be provided as and when required.
5. Horses not maintained at grass must be adequately supplied with suitable food, drink and bedding material and must be adequately groomed, rested and visited at suitable intervals.
6. All reasonable precautions must be taken to prevent the spread among horses of infectious or contagious disease and veterinary first aid equipment and medicines must be provided and maintained in the premises.

7. Appropriate steps must be taken for the protection and extrication of horses in case of fire or other emergency, these steps must include the following:
 - There must be no smoking on the premises and 'NO SMOKING' signs must be displayed.
 - Notices must be prominently displayed giving details of the nearest RSPCA officer and veterinary surgeon.
 - Details of emergency instructions for calling the Fire Brigade.
 - Notices must also be displayed in a prominent position on the outside of the premises giving the name, address and telephone number of the licence holder or a nominated responsible person. The notice should also detail instructions for action to be taken in the event of a fire or emergency.
 - Names, addresses and telephone numbers of the licence holder/s and any nominated responsible person must be supplied to Renfrewshire Council, the Police and the Fire Brigade
8. Adequate accommodation must be provided for forage, bedding, stable equipment and saddlery.
9. A horse found on inspection of the premises by an authorised officer to be in need of veterinary attention must not be returned to work until the holder of the licence has obtained at his own expense and has lodged with the Local Authority a veterinary certificate that the horse is fit for work.
10. No horse will be used for the purposes of the Act without supervision by a responsible person of the age of 16 years or over unless (in the case of a horse let out for hire for riding) the holder of the licence is satisfied that the hirer of the horse is competent to ride without supervision.
11. The carrying on of the business of a riding establishment shall at no time be left in the charge of any unauthorised person or any person under sixteen years of age.
12. The licence holder shall hold a current public liability insurance policy which insures the holder against liability for any injury sustained by those who hire a horse from the holder for riding and those who use a horse, in the course of receiving in return for payment, instruction in riding and arising out of the hire or use of a horse as aforesaid and which also insures such persons in respect of any liability which may be incurred by them in respect of injury to any person caused by, or arising out of the hire or use of a horse as aforesaid. The insurance certificate should be prominently displayed to members of the public.
13. A register shall be kept by the licence holder of all horses in his/her possession and usually kept on the premises and shall be available for inspection by an authorised officer at all reasonable times.
14. Exercise yards must provide enough space for every animal kept there and should be suitably constructed and have adequate drainage.
15. Natural lighting to stalls must be sufficient to make the use of artificial light unnecessary in normal daylight hours.
16. Ventilation to stalls must be sufficient enough without causing draughts.
17. Drainage arrangements must be adequate to carry away waste and keep the standings dry.

18. There must be provision for suitable storage and disposal of manure and used straw so that it does not cause a nuisance.
19. Suitable and sufficient saddler and tack must be provided for use when horses are being let out on hire for riding or being used in providing instruction in riding. This equipment must include suitable saddles, bridles, walking leads and riders safety helmets of approved design. The equipment must be inspected regularly to ensure it is maintained in good condition and of such quality to be fit for purpose. Any equipment or tack suspected of being defective, worn or inappropriate in any way must be removed from the premises or stored away pending repair or replacement.
20. Suitable and sufficient washing and lavatory facilities must be made available for staff and all users of the establishment.

21. Any officer, authorised in writing by Renfrewshire Council, shall on production of such written authority be allowed access to the premises at all reasonable times for the purpose of ascertaining if the conditions of the licence are being complied with.
22. A qualified first aider must be present on the premises at all times lessons are in progress. A copy of the first aiders certificate shall be displayed on the premises and copies shall be made available to the inspecting officer if so requested.

NOTES

1. If any condition, subject to which the licence is granted, is contravened or not complied with, the person to whom the licence is granted shall be guilty of an offence.
2. Any person convicted of an offence under this Act is liable to a fine; furthermore the court which convicts any person of an offence under this Act or related legislation may also cancel the licence and impose a period of disqualification.
3. The expression "the keeping of a riding establishment" shall be construed as meaning the carrying on of a business of keeping horses to let out on hire for riding, or being used in providing instruction in riding for payment, or both.
4. Any of the Council's Officers or any veterinary surgeon or any veterinary practitioner may if authorised to do so by the Council in writing, enter and inspect at all reasonable times any premises as respects which a licence has been granted, any horses found thereon, or anything therein for the purpose of ascertaining whether an offence has been or is being committed under the Act.

ZOO LICENCE

ZOO LICENSING ACT 1981

Any premises where animals not normally domesticated in Great Britain are kept, which are open to the public for more than 7 days in a 12 month period, require a zoo licence.

The Zoo Licensing Act 1981 defines a zoo:

"[as] an establishment where wild animals are kept for exhibition to the public otherwise than for the purposes of a circus and otherwise than as a pet shop; and this Act applies to any zoo to which members of the public have access, with or without charge for admission, on more than seven days in any period of 12 consecutive months".

How to apply

- At least two months prior to placing an application with the authority the potential zoo operator must provide in writing its intention to make an application. A published notice must also be placed in a locally circulating newspaper as well as a national newspaper. A copy of this notice must also be placed at the site for easy viewing and with the local authority for public comment.
- Once this period of time has lapsed, an application form can be submitted along with the current fee.
- The application will be processed in 21 working days.
- An annual stock list must be provided along with any updated escape precaution procedures.

The licence lasts for one year. Before the renewal date, Renfrewshire Council will write to you informing you that the licence is due to be renewed asking you to complete a licence renewal form and submit payment. Following this, an inspection will be carried out by a Council Officer and a vet and when the Officer is satisfied that the zoo meets the conditions, a new licence will be issued.

The local authority may request representations from the police authority, fire service authority, public objections and/or a national institution concerned with the operation of zoos in the UK (i.e. if aquatic zoo, go to an aquatic zoo specialist). Other person(s) whose representations might be relevant can also be consulted.

An inspection is carried out by a Secretary of State appointed inspector who will produce a report of his findings. Based on the report and other considerations the local authority will grant or refuse to grant a licence. If refused, the operator will receive a written statement of the grounds for refusal.

You must submit any changes of circumstances to us immediately.

If you are refused a licence

Any person aggrieved by a refusal to be granted a licence or by any conditions to which a licence is subject may appeal to the Sheriff who may give such directions regarding the licence or its conditions as it thinks proper.

Inspections and assessments

Local authority officers, authorised in writing for this purpose and accompanied by the appointed veterinary surgeon may inspect zoo premises having given 28 days notice in writing. There is currently no power of entry to unlicensed premises.

Conditions of licence

The Zoo Licensing Act 1981 specifies conservation measures that must be undertaken by the zoo. The licence will contain appropriate conditions with regard to these measures. The Secretary of State issues model conditions for zoo licences. The local authority also has discretion to attach any condition(s) deemed necessary or desirable for the proper conduct of the zoo. The Secretary of State issues guidance of standards of practice that zoos should meet. Copies of the Secretary of State's Standards of Modern Zoo Practice are available from DEFRA or download at Standards of Modern Zoo Practice.

Disqualifications and cancellations

Before granting or refusing to grant a licence for a zoo, the authority shall:

- (a) consider inspectors' reports made in pursuance of inspections of the zoo under this Act, or
- (b) if no inspection of the zoo has been made under this Act, consult such persons on the list as the Secretary of State nominates for the purposes of this section.

The local authority will refuse to grant a licence for a zoo if they are satisfied that the establishment or continuance of the zoo would injuriously affect the health or safety of persons living in the neighbourhood of the zoo, or seriously affect the preservation of law and order.

The local authority may refuse to grant a licence for a zoo if they are not satisfied that the standards of accommodation, staffing or management are adequate for the proper care and well-being of the animals or any of them or otherwise for the proper conduct of the zoo.

They may also refuse to grant a licence if:

- (a) the applicant, or
- (b) (where the applicant is a body corporate) the body or any director, manager, secretary or other similar officer of the body, or
- (c) any person employed as a keeper in the zoo, has been convicted of an offence under this Act or under any of the enactments mentioned in subsection (5) or of any other offence involving the ill-treatment of animals.

The enactments are:

- The Protection of Animals Acts 1911 to 1964;
- The Protection of Animals (Scotland) Acts 1912 to 1964;

- The Pet Animals Act 1951;
- The Protection of Birds Acts 1954 to 1967;
- The Animal Boarding Establishments Act 1963;
- The Riding Establishments Act 1964 and 1970;
- The Breeding of Dogs Act 1973;
- The Conservation of Wild Creatures and Wild Plants Act 1975;
- The Dangerous Wild Animals Act 1976;
- The Endangered Species (Import and Export) Act 1976

DANGEROUS WILD ANIMALS LICENCE

DANGEROUS WILD ANIMALS ACT 1976

1. While any animal is being kept under the authority of the Licence:

- (i) the animal shall be kept by no person other than the person or persons specified on the Licence
- (ii) the animal shall normally be held at such premises as are specified on the Licence
- (iii) the animal shall not be moved from those premises
- (iv) the person to whom the Licence is granted shall hold a current insurance policy which insures him and any other person entitled to keep the animal under the authority of the Licence against liability for any damage which may be caused by the animal, the terms of such policy being satisfactory in the opinion of the authority.

2. The species and number of animals of each species that may be kept under the authority of the Licence shall be restricted to those specified in the Schedule relating to the Licence.

3. The person to whom the Licence is granted shall at all reasonable times make available a copy of the Licence to any person entitled to keep any animal under the authority of the Licence.

A. No alterations may be made in respect of the quarters in which the animal is accommodated.

B. Any animal kept under authority of the Licence shall be accommodated in quarters that are:

- (a) Sufficiently secure to prevent the animal's escape
- (b) Suitable as regards: construction, size, ventilation, lighting, temperature, drainage and cleanliness
- (c) Sufficient for the animal to take adequate exercise
- (d) So constructed as to prevent interference with the animal by unauthorised persons.

C. The animal(s) shall be provided with adequate and suitable food and drink and, where necessary, visited at suitable intervals.

D. The quarters shall be cleaned out as often as may be necessary.

E. The animal shall be kept so as not to give rise to a nuisance or to be prejudicial to health.

F. Reasonable precautions shall be taken at all times to prevent and control the spread of infectious diseases.

G. There shall be displayed in a conspicuous position (to the satisfaction of the

Licensing authority) the name, address and telephone number of a reasonable person who can be contacted in an emergency (in the event of the absence of the keeper). The person should hold a set of keys for the premises.

H. Suitable precautions shall be taken, to the satisfaction of the Licensing authority, to secure the animal's safety in the event of a fire.

I. Any excreta, soiled bedding or other waste shall be disposed of to the satisfaction of the Council.

J. Any authorised officer of the council may at any reasonable time enter the premises named on the Licence for the purpose of ascertaining whether or not a Licence should be granted or varied or whether an offence has been or is being committed against the Dangerous Wild Animals Act 1976.



**Renfrewshire
Council**

Animal Licences are administered by:

**Environmental Improvements Team
Environment, Housing and Infrastructure
Renfrewshire House
Cotton Street
Paisley
PA1 1BR**

Officers can be contacted on the following number or e-mail address for further advice and assistance.

0300 300 0380

e-prot.es@renfrewshire.gov.uk

www.renfrewshire.gov.uk