

The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021



APPLICATION FOR LICENCE TO SELL ANIMALS AS PETS

Section 1: Licence Details To be completed by all applicants

Is this a new or renewal application?	<input type="checkbox"/> New <input type="checkbox"/> Renewal	Licence Ref:
Will the Licence be held by an Individual or a Company/ Partnership?	<input type="checkbox"/> Individual <input type="checkbox"/> Company/Partnership	

Section 2: Your Details to be completed by all applicants

First name(s):	Surname:
Home address (<i>inc. postcode</i>):	Phone number:
	Date of birth:
Email:	
What is your relationship to the business?	
Will you be responsible for the day-to-day management of the business?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please also complete section 3)
Will you be at or within a reasonable distance of the premises at all times?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please also complete section 4)

Section 3: Person responsible for day-to-day management of the business (if different from section 2)

First name(s):	Surname:
Home address (<i>inc. postcode</i>):	Phone number:
	Date of birth:
Email:	

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Section 4: Person who will be at or within a reasonable distance of the premises at all times (if different from section 2).

First name(s):	Surname:
Home address (<i>inc. postcode</i>):	Phone number:
	Date of birth:
Email:	

Section 5: Premises details to be completed by all applicants

Is the premises address, phone number and email address the same as section 2?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Premises Address (<i>inc. postcode</i>):	Premises phone number:
Premises email:	

Section 6: Directors/Partners of the business to be completed if a Company/Partnership is applying for the licence

Name of the Company/Partnership:	
How many Directors/Partners does the business have?	
Please provide details for first Director/Partner – if there is more than one, please attached a separate sheet giving each Director/Partner's personal details	
First name(s):	Surname:
Home address (<i>inc. postcode</i>):	Phone number:
	Date of birth:
Email:	

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Section 7: Emergency contact (A second individual who can provide access to the premises) To be completed by all applicants

First Name(s):	Surname:
Home Address (<i>inc. postcode</i>):	
Phone number:	Email:

Section 8: Pet Sale details to be completed by all applicants

Which animals are you intending to keep?	Animal Species (State exact species)	Maximum number of animals intending to be kept
	<input type="checkbox"/> Invertebrates <i>E.g., Insects, worms etc.</i>	
	<input type="checkbox"/> Arachnids <i>E.g., Tarantulas, etc.</i>	
	<input type="checkbox"/> Fish <i>E.g., Tropical or Cold Water</i>	
	<input type="checkbox"/> Amphibians <i>E.g., Toads, Frogs etc.</i>	
	<input type="checkbox"/> Reptiles <i>E.g., Snakes, Lizards, Tortoises, etc.</i>	
	<input type="checkbox"/> Birds <i>E.g., Parrots, Pigeons, Budgerigars, Finches etc.</i>	

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	<input type="checkbox"/> Mammals <i>E.g., Puppies, Kittens, Rabbits, Hamsters, Cavies, Rats, Mice etc.</i>	
	<input type="checkbox"/> Any other Species <i>E.g., Please specify</i>	

Section 9: Animal Accommodation To be completed by all applicants. **Note: For each species of animal provide the type of accommodation. If you have more than one type of accommodation, provide information on each. If required attach a separate sheet of paper answering all the questions.

What type of accommodation is used to house the different species of animal?	
State the material each type of accommodation is made from.	
What are the dimensions of the accommodation?	Height: Depth: Width:
How will the accommodation be heated?	
How will the accommodation be ventilated?	
How will the humidity/temperature be monitored within the accommodation?	
What material is provided within the accommodation to represent a natural habitat?	
What process is in place to clean the accommodation?	
What lighting is available within the accommodation?	
State which water source is used for the premises	<i>E.g., mains supply, private supply etc.</i>
What arrangements are in place for the disposal of excreta?	

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What arrangements are in place for the disposal of other waste material?	
Describe the process for the control of infectious diseases including the location of the isolation facility.	

Section 10: Animal Specific Complete the section(s) specific to the species you are intending to keep. ****Note:** For each species of animal provide the type of accommodation. If you have more than one type of accommodation, provide information on each. If required attach a separate sheet of paper answering all the questions.

Invertebrates

Is the accommodation on a tiered system?	<input type="checkbox"/> Yes (answer question below) <input type="checkbox"/> No
If yes to previous question, explain what process is in place to prevent contamination between accommodations.	
Describe what feed is available for the species including the location of where it is prepared and stored.	

Arachnids

Is the accommodation on a tiered system?	<input type="checkbox"/> Yes (answer question below) <input type="checkbox"/> No
If yes to previous question, explain what process is in place to prevent contamination between accommodations.	

Fish

Describe how the water quality is checked including the frequency of checks.	
How often is the tank water changed?	
Describe where the fish are housed whilst the tank water is being changed.	
Describe what feed is available for the species including the location of where it is prepared and stored.	

Amphibians

Is the accommodation on a tiered system?	<input type="checkbox"/> Yes (answer question below) <input type="checkbox"/> No
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<p>If yes to previous question, explain what process is in place to prevent contamination between accommodations.</p>	
<p>Describe what feed is available for the species including the location of where it is prepared and stored.</p>	
Reptiles	
<p>Is the accommodation on a tiered system?</p>	<p><input type="checkbox"/> Yes (answer question below) <input type="checkbox"/> No</p>
<p>If yes to previous question, explain what process is in place to prevent contamination between accommodation's</p>	
<p>Describe what feed is available for the species including the location of where it is prepared and stored.</p>	
Birds	
<p>What activities and toys are available for the social and mental wellbeing of each animal?</p>	
<p>Where are the birds housed whilst the cage is being cleaned?</p>	
<p>Describe what feed is available for the species including the location of where it is prepared and stored.</p>	
Mammals	
<p>What activities and toys are available for the social and mental wellbeing of each animal?</p>	
<p>What arrangements are in place for exercising them?</p>	

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Describe what feed is available for the species including the location of where it is prepared and stored.	
Any other Species	
Provide any other information you feel is relevant to keeping the desired species	
Describe what feed is available for the species including the location of where it is prepared and stored.	

Section 11: Health and Safety To be completed by all applicants

Have you provided a copy of your written policy & procedure which details the protection of animals and persons in case of fire or other emergency (including emergency exits)?	<input type="checkbox"/> Yes – Copy provided <input type="checkbox"/> No – State the reason a copy has not been provided
Have you provided a copy of the information to be supplied to the purchaser on the appropriate care of the animals to be sold as a pet?	<input type="checkbox"/> Yes – Copy provided <input type="checkbox"/> No – State the reason a copy has not been provided
Do you have your insurance documents? If applicable.	<input type="checkbox"/> Yes – Copy to be provided with the application <input type="checkbox"/> No – A copy must be sent within a week of approval of the application
Name and address of your Vet (inc. postcode):	Vet phone number:

Section 12: Experience and Qualifications To be completed by all applicants

Detail any relevant qualifications and certificates held by any person named in this application or employed by the business.	<i>Provide copies with the application</i>
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Describe any relevant experience held by anyone named in this application or employed by the business.

Section 13: Previous licence refusals and offences must be completed by all applicants

Has anyone named in this application ever been disqualified under the Animal Health and Welfare (Scotland) Act 2006 from:

- owning or keeping animals (or both)
- dealing in animals
- transporting animals
- working with or using animals
- providing any service relating to animals (including, in particular, for their care) which involves taking possession of animals
- taking possession of animals for the purpose of an activity in respect of which a disqualification mentioned above is imposed
- taking charge of animals for any, or any other, purpose

- No
 Yes – Please provide details

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Section 14: Declarations To be completed by all applicants.

I/WE HEREBY CERTIFY that to the best of my/our knowledge and belief, the above particulars are true.

Applicant Signature:

Date:

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Renfrewshire Council to assess your application. The information may be shared with appropriate professionals or service providers to support your application.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website www.renfrewshire.gov.uk/informationgovernance, Email dataprotection@renfrewshire.gov.uk or phone 0141 618 5187.

Please return the completed application form to:

**Renfrewshire Council
Environment, Housing and Infrastructure
Renfrewshire House
Cotton Street
Paisley
PA1 1BR**

Contact Details:

Email: e-prot.es@renfrewshire.gov.uk

Tel: 0300 300 0380

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Payment

Applications will not be processed until the appropriate application fee is paid.

Payment can be made by cheque only at this time. Please make cheque payable to Renfrewshire Council and return cheque with application form to the address above.

Please note the fee charged is for the processing of the Licence. No refund will be given if an application is refused or is withdrawn.

Should it be necessary to request another agency or veterinary surgeon to conduct an inspection, all costs associated with this will be recharged to the applicant.