

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

### Application form for Licence or Licence Renewal to Sell Animals

Please complete in **BLOCK CAPITALS** and **BLACK INK**. Please complete all of the questions on this form. If you have no information to provide please state 'Not applicable'.

<b>Agent</b>			
Are you an agent acting on behalf of the applicant	yes	No	If no go to next section
<b>Further information about the Agent</b>			
Name			
Address			
Email			
Main telephone number			
Mobile or other telephone number			

<b>Type of Business</b>	(*please tick as appropriate)
Pet Shop	
Home Sales	
Internet Sales	
Wholesales	
Third Party Sales	
Hobby Sales (Pet Fairs)	
Sale of animals to the public as pets by means of a fixed or minimum donation	
Other please state	

<b>Application Details</b>				
<b>In accordance with The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018</b>				
I would like to apply for (*please tick as appropriate)	Renewal of an existing licence	<input type="checkbox"/>	A new licence	<input type="checkbox"/>
Full name				
Title (Mr/Mrs/Miss/Ms/other etc)				
Date of Birth				
Position in the Business				
<b>Private Address</b>				
Postcode				
Telephone number				
Email				
<b>Business Address</b> including trading name				
Post code				
<i>Email address</i>				
Telephone number including mobile number				
Normal opening hours/days				
<b>Correspondence Address</b> We will make all communications to the above business details - unless you provide others here				
<b>Applicant Business</b>				
Is the company registered with companies house	yes	<input type="checkbox"/>	No	<input type="checkbox"/> If no go to next page
Registration Number				
Business registered outside UK?				
VAT Number				
Legal status of business (Sole Trader, Limited Company, Partnership)				
Full Head Office Address				
Do you have planning permission for this use?				
	(Please provide reference number / rough date that this was granted)			

Who will have direct control or management of the business?	
Does the person in control of the premises hold any certificates/qualifications or experience in animal husbandry?	(Please provide copies and details continuing on a separate sheet if necessary).
What arrangements are there in case of emergency including fire?	

Will the carrying on of the business be at all times in the charge of a person of the age of 16 years or over?	Yes / No
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Will supervision by a responsible person of the age of 16 years or over be provided at all times while the establishment is in operation?	Yes / No
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**The applicant is required to answer "Yes" or "No" to the following questions:-**

**Are you or any person who will have control or management of the establishment been disqualified, cancelled from or had a licence refused for:**

(a) Keeping a riding establishment?	Yes / No	(b) Keeping a dog?	Yes / No
(c) Keeping a pet shop/selling animals?	Yes / No	(d) Having the custody of animals?	Yes / No
(e) Keeping a boarding establishment for animals?	Yes / No	(f) Convicted under the Animal Welfare Act 2006.	Yes / No

**Types of Animals**

**Please complete the following for all animals you intend on selling**

Type of Animal	Maximum Number	Details of accommodation including dimensions <small>Continue on separate sheet if necessary</small>	Age (proposed) at sale.
Pigeons			
Parrot			
Other large birds			
Budgerigars, finches and other small birds			
Dogs			
Cats			
Rabbits and cavies			
Chipmonk			

Hamsters			
Rats, mice and gerbils			
Tortoises			
Snakes and lizards			
Fish – Tropical			
Fish – Marine			
Fish – Cold Water			
Primates e.g. Marmosets			
Larger Domesticated Animals e.g. Goats, Pot Bellied Pigs.			
Any other vertebrate species			

### Arrangements

**Please provide the following information for all of the animals which you intend on selling.** Continue on a separate sheet of necessary

Storing and Preparing of Food, water supply and Bedding	
Temperature Control: monitoring, ventilation and heating arrangements	
When the premises is closed what arrangements are in place to ensure the welfare of animals?	
Collection and disposal of waste	
Record/Register kept and maintained of purchase and sales?	(This will be checked during licence visit)
Isolation Arrangements	

Vaccination and infection control	
Cleaning and disinfection	
Exercise	
Fire Safety: Precautions, equipment and arrangements in case of fire. Fire evacuation plan	
Pest control	
Lighting arrangements (artificial/natural)	
How do you propose to minimise disturbance from e.g. noise	
What is the name and address of your usual veterinary surgeon/practitioner?	
Vets Name	
Practice	
Address	
Postcode	
Contact Telephone	
email	
For any <b>new applications or variation, please include a scale plan of the establishment showing each of the accommodation and exercise areas.</b>	

Emergency Key Holder		
Name		
Position/job title		
Address		
Daytime telephone number		
Evening/other telephone number		
Email address		
Add another person?	Yes / No	

Public Liability Insurance		
Do you have public liability insurance?	Yes / No	Please state what steps you are taking to obtain such insurance
If yes, please provide details of the policy		
Insurance company		
Policy number		
Period of cover		
Amount of cover (£m)		

Please <b>tick</b> which method you have used to pay for your application processing fee:	
Telephone	<input type="checkbox"/>
Cheque	<input type="checkbox"/>
<b>Date of payment:</b>	
<b>Proposed start date for licence</b>	

Additional Information	
Please attach the following Information:	
A plan of the premises	
Insurance policy documents	
Operating procedures	
Risk Assessments (Inc.fire)	
Infection control procedure	
Qualifications of staff	
Training records	

<b>Declaration</b>	
<b>This section must be completed by the applicant.</b> If you are an agent please ensure this section is completed by the applicant.	
The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief. <b>I am aware of my obligations as a licence holder under the provisions of The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.</b>	
<b>New licence</b> applicants and in some instances those requiring a variation to the previous licence will be invoiced for the cost of their veterinary inspection before their licence is issued.	
I understand that I am liable for any fees relating to the inspection of my proposed premises by Veterinary Surgeons, Local Authority Officers, Fire Brigade personnel or any other relevant authority. The current licence fee is reviewed annually and is additional to the above.	
<b>Signature</b> Signing this box indicates you have read and understood the above declaration	<b>Signature</b> .....  Until payment is received your application cannot be processed.
Full Name	
Capacity	
Date	

**Please return your completed application form by post to: Copeland Borough Council, Environmental Health Team, Whitehaven Commercial Park, Moresby Parks, Whitehaven, Cumbria, CA28 8YD**

**Email: Env.HealthEmailGroup@copeland.gov.uk**