The Licensing Section
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Braintree District Council

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
Application for a licence to sell animals as pets

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

Section 1   Standard applicant profile

1	Reference number	
1.1	System reference Number (if known)	
1.2	Your reference (if known)	

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

2a	Agent						
2.1	Are you an agent acting on behalf of the applicant	Yes		No		**If no, go to 3.1**	
2b	Further information about the Agent						
2.2	Name						
2.3	Address						
2.4	Email						
2.5	Main telephone number						
2.6	Other telephone number						

3	Applicant details					
3.1	Name					
3.2	Address					
3.3	Email					
3.4	Main telephone number					
3.5	Other telephone number					
3.6	Are you applying as a business or organisation, including a sole trader	Yes		No		
3.7	Are you applying as an individual	Yes		No		

4a	Applicant Business						
4.1	Is your company registered with companies house	Yes		No		**If no, go to 4.3**	
4.2	Registration Number						
4.3	Is your business registered outside the UK						
4.4	VAT Number						
4.5	Legal status of the business						

4a	**Applicant Business**	
4.6	Your position in the business	
4.7	The country where your head office is located.	
4b	**Business Address – This should be your official address – The address required of you by law to receive all communication**	
4.8	Building name or number	
4.9	Street	
4.10	District	
4.11	City or Town	
4.12	County or administrative area	
4.13	Post Code	
4.14	Country	

Section 2   Application for a licence to sell animals as pets

5	**Type of Business**	
5.1	Pet Shop	
5.2	Home Sales	
5.3	Internet Sales	
5.4	Wholesales	
5.5	Third Party Sales	
5.6	Hobby Sales	
5.7	Sale of animals to the public as pets by means of a fixed or minimum donation	
5.8	Other please state	

6	**Type of Application**					
6.1	Type of Application	New		Renewal		**If new, go to 6.3**
6.2	Existing licence number					
6b	**Further details about the applicant**					
6.3	Do you have any training certificates or qualifications?	**Yes / No**		**If no, go to 6.5**		
6.4	Please provide details of training certificates and qualifications					
6.5	Please provide details of relevant experience					
6.6	Date of birth					

7	**Premises to be licensed**	
7.1	Name of premises/trading name	
7.2	Address of premises	
7.3	Telephone number of premises	
7.4	Email address	
7.5	Do you have planning permission for this business use.	**Yes/No**

8	**Accommodation and facilities**	
8.1	Number and size of rooms to be used	
8.2	Heating arrangements	
8.3	Method of ventilation of premises	

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8.4	Lighting arrangements (natural & artificial)			
8.5	Water supply			
8.6	Facilities for food storage & preparation			
8.7	Arrangements for disposal of excreta, bedding and other waste material			
8.8	Isolation facilities for the control of infectious diseases			
8.9	Fire precautions/equipment and arrangements in the case of fire			
8.10	Do you keep and maintain a register of animals?	Yes / No		
8.11	When the premises is closed what arrangements are in place to ensure the welfare of animals.			

9	**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**
9.1	Dogs / puppies	**Yes/No**			
9.2	Cats /kittens	**Yes/No**			
9.3	Chipmunks	**Yes/No**			
9.4	Rabbits & cavies	**Yes/No**			
9.5	Hamsters	**Yes/No**			
9.6	Rats, mice & gerbils	**Yes/No**			
9.7	Larger domesticated mammals, e.g. goats, pot-bellied pigs	**Yes/No**			
9.8	Primates e.g. marmosets	**Yes/No**			
9.9	Parrots, parakeets and macaws	**Yes/No**			
9.10	Pigeons	**Yes/No**			
9.11	Other large birds (please specify)	**Yes/No**			
9.12	Budgerigars, finches and other small birds	**Yes/No**			
9.13	Tortoises	**Yes/No**			
9.14	Snakes and lizards	**Yes/No**			
9.15	Tropical fish	**Yes/No**			
9.16	Marine fish	**Yes/No**			
9.17	Cold water fish	**Yes/No**			
9.18	Any other species (please specify)	**Yes/No**			

10	**Veterinary surgeon**	
10.1	Name of usual veterinary surgeon	
10.2	Company name	
10.3	Address	
10.4	Telephone number	
10.5	Email address	

11a	**Emergency key holder**		
11.1	Do you have an emergency key holder?	**Yes/No**	**If no, go to 12.1**
11.2	Name		

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11.3	Position/job title		
11.4	Address		
11.5	Daytime telephone number		
11.6	Evening/other telephone number		
11.7	Email address		
11.8	Add another person?	**Yes/No**	**If no, go to 12.1**
11b	**Emergency key holder 2**		
11.9	Name		
11.10	Position/job title		
11.11	Address		
11.12	Daytime telephone number		
11.13	Evening/other telephone number		
11.14	Email address		

12	**Disqualifications and convictions**	
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:	
12.1	Keeping a pet shop?	**Yes/No**
12.2	Keeping a dog?	**Yes/No**
12.3	Keeping an animal boarding establishment?	**Yes/No**
12.4	Keeping a riding establishment?	**Yes/No**
12.5	Having custody of animals?	**Yes/No**
12.6	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**
12.7	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**
12.8	If yes to any of these questions, please provide details,	

13	**Additional details**	
	Please check local guidance notes and conditions for any additional information which may be required	
13.1	Additional information which is required or may be relevant to the application	

Section 3 Declarations

14	Model Licence Conditions & Guidance	
	All applicants to tick that they have read the applicable model licence conditions & guidance	
14.1	Pet Vending	

15	Additional Information	
	Please attach the following Information	
15.1	A plan of the premises	
15.2	Insurance policy	
15.3	Operating procedures	
15.4	Risk Assessments (including Fire)	
15.5	Infection control procedure	
15.6	Qualifications	
15.7	Training records	

16	Declaration	
16.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
16.2	I am aware of the provisions of the relevant Act and model licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.	
16.3	Signing this box indicates you have read and understood the above declaration	
16.4	Full Name	
16.5	Capacity	
16.6	Date	

DATA PROTECTION STATEMENT

The Council will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in a public register. The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. The Council may check information you have provided, or information about you that another person has provided, with other information we hold. The Council may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

-Verify the accuracy of information,
-Prevent or detect crime, or
-Protect public funds.

Braintree District Council is the data controller. Further information about your Data Protection rights in line with the provisions of the General Data Protection Regulations and Data Protection Act 2018, for example how the Council will use your information, how we maintain the security of your information, your rights to access the information we hold on you, including correcting or removing your information, how to contact the Data Protection Officer, how long your information is held or how we process your personal information can be found at: www.braintree.gov.uk/ Privacy. The Data Protection Officer can be contacted at dpo@braintree.gov.uk or on 01376 552525.