

## Application for a licence to sell “Animals as Pets”

Please complete all the questions. If you have nothing to record, please state "N/A" or "None".

### Standard applicant profile section 1

<b>1</b>	<b>Reference number</b>	
1.1	System reference Number (if known)	
1.2	Your reference (if known)	

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

<b>3</b>	<b>Applicant details</b>				
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	

<b>4a</b>	<b>Applicant Business</b>				
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				
4.6	Your position in the business				
4.7	The country where your head office is located.				

<b>4a</b>	<b>Applicant Business</b>	
<b>4b</b>	<b>Business Address – This should be your official address – The address required of you by law to receive all communication</b>	
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	

## Licence type details section 2

<b>1</b>	<b>Type of Business</b>	
1.1	Pet Shop	
1.2	Home Sales	
1.3	Internet Sales	
1.4	Wholesales	
1.5	Third Party Sales	
1.6	Hobby Sales	
1.7	Sale of animals to the public as pets by means of a fixed or minimum donation	
1.8	Other please state	

<b>2</b>	<b>Type of Application</b>				
2.1	Type of Application	New		Renewal	If new, go to 2.3
2.2	Existing licence number				
<b>2b</b>	<b>Further details about the applicant</b>				
2.3	Do you have any training certificates or qualifications?	Yes / No		If no, go to 2.5	
2.4	Please provide details of training certificates and qualifications				
2.5	Please provide details of relevant experience				
2.6	Date of birth				

<b>3</b>	<b>Premises to be licensed</b>	
3.1	Name of premises/trading name	
3.2	Address of premises	
3.3	Telephone number of premises	
3.4	Email address	
3.5	Do you have planning permission for this business use.	Yes/No

<b>4</b>	<b>Accommodation and facilities</b>	
4.1	Number and size of rooms to be used	
4.2	Heating arrangements	

4.3	Method of ventilation of premises	
4.4	Lighting arrangements (natural & artificial)	
4.5	Water supply	
4.6	Facilities for food storage & preparation	
4.7	Arrangements for disposal of excreta, bedding and other waste material	
4.8	Isolation facilities for the control of infectious diseases	
4.9	Fire precautions/equipment and arrangements in the case of fire	
4.10	Do you keep and maintain a register of animals?	Yes / No
4.11	When the premises is closed what arrangements are in place to ensure the welfare of animals.	

<b>5 Animals to be sold</b>					
Please provide details of the animals to be sold					
	Type		Maximum Number	Details of accommodation including size	Age at which to be sold
5.1	Dogs / puppies	Yes/No			
5.2	Cats /kittens	Yes/No			
5.3	Chipmunks	Yes/No			
5.4	Rabbits & cavies	Yes/No			
5.5	Hamsters	Yes/No			
5.6	Rats, mice & gerbils	Yes/No			
5.7	Larger domesticated mammals, e.g. goats, pot-bellied pigs	Yes/No			
5.8	Primates e.g. marmosets	Yes/No			
5.9	Parrots, parakeets and macaws	Yes/No			
5.10	Pigeons	Yes/No			
5.11	Other large birds (please specify)	Yes/No			
5.12	Budgerigars, finches and other small birds	Yes/No			
5.13	Tortoises	Yes/No			
5.14	Snakes and lizards	Yes/No			
5.15	Tropical fish	Yes/No			
5.16	Marine fish	Yes/No			
5.17	Cold water fish	Yes/No			
5.18	Any other species (please specify)	Yes/No			

<b>6 Veterinary surgeon</b>	
6.1	Name of usual veterinary surgeon
6.2	Company name

<b>6</b>	<b>Veterinary surgeon</b>	
6.3	Address	
6.4	Telephone number	
6.5	Email address	

<b>8a</b>	<b>Emergency key holder</b>	
8.1	Do you have an emergency key holder?	<b>Yes/No</b> <b>If no, go to 9.1</b>
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	
8.8	Add another person?	<b>Yes/No</b> <b>If no, go to 9.1</b>
<b>8b</b>	<b>Emergency key holder 2</b>	
8.3	Name	
8.4	Position/job title	
8.5	Address	
8.6	Daytime telephone number	
8.7	Evening/other telephone number	
8.8	Email address	

<b>9</b>	<b>Disqualifications and convictions</b>	
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:	
9.1	Keeping a pet shop?	<b>Yes/No</b>
9.2	Keeping a dog?	<b>Yes/No</b>
9.3	Keeping an animal boarding establishment?	<b>Yes/No</b>
9.4	Keeping a riding establishment?	<b>Yes/No</b>
9.5	Having custody of animals?	<b>Yes/No</b>
9.6	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?	<b>Yes/No</b>
9.7	Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	<b>Yes/No</b>
9.8	If yes to any of these questions, please provide details,	

<b>10</b>	<b>Additional details</b>	
	Please check local guidance notes and conditions for any additional information which may be required	
10.	Additional information which is required or may be relevant to the application	

## Veterinary Inspection Costs

The applicant/licence holder is responsible for paying the full cost(s) of inspections carried by the Council's appointed veterinary inspector. This applies to inspections required during the application process and during the licence period.

### Standard declaration section

<b>1</b>	<b>General and Specific Licence Conditions &amp; Guidance</b>	
	All applicants to tick that they have read the applicable licence conditions & guidance	
1.1	Selling animals as pets	

<b>2</b>	<b>Additional Information</b>	
	Please attach the following Information	
2.1	A plan of the premises	
2.2	Insurance policy	
2.3	Operating procedures	
2.4	Risk Assessments (including Fire)	
2.5	Infection control procedure	
2.6	Qualifications	
2.7	Training records	

<b>3</b>	<b>Declaration</b>	
3.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
3.2	I am aware of the provisions of the relevant Act and licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.	
3.3	Signing this box indicates you have read and understood the above declaration	
3.4	Full Name	
3.5	Capacity	
3.6	Date	

## Payments

### Fees

Please refer to the animal licensing pages [www.wealden.gov.uk](http://www.wealden.gov.uk)  
From the home screen, select “business” tab then “licences & registers”.

### Please pay online:

[www.wealden.gov.uk/pay](http://www.wealden.gov.uk/pay) and select ‘Animal Licences’.

Wealden will not accept payment by cheque after March 2019.

If you have paid on-line please complete this box:

Date paid:	
Card type:	
Amount	
Payment reference:	
Copy of receipt enclosed	Yes No

### Please return this completed form and documentation to:

Rother and Wealden Councils shared Environmental Health Service  
Rother District Council, Town Hall  
Bexhill on Sea, East Sussex TN39 3JX  
01424 787550

[licensing@rother.gov.uk](mailto:licensing@rother.gov.uk)

## Public Register

We publish a register of our animal licences on our website. This information includes the type of licence and the licensed address.

## Data Protection

The Council will be Data Controller of the information you are providing and it will be responsible for looking after it as required by the Data Protection Act 2018. We will only use the information for the purpose of animal licensing. As required by the Data Protection Act 2018 the information will be kept safe, secure, processed and only shared for those purposes or where it is allowed by law. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website page

[www.wealden.gov.uk/Wealden/Council/Website\\_Tools/About\\_this\\_site/Privacy\\_Statement.aspx](http://www.wealden.gov.uk/Wealden/Council/Website_Tools/About_this_site/Privacy_Statement.aspx)  
or email Data Protection Officer [informationgovernance@wealden.gov.uk](mailto:informationgovernance@wealden.gov.uk)

If you are dissatisfied with how we have used your personal data you have a right to complain to the Information Commissioner’s Office - <https://ico.org.uk/>