

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

Application for a licence to sell animals

Please complete all the questions in the form.
If you have nothing to record, please put "n/a" or "none"

Applicant Profile Section

1	Reference number	
1.1	System reference number	
1.2	Your reference	

1.2a	Agent				
1.2.1	Are you an agent acting on behalf of the applicant?	Yes		No	If no go to 1.3
1.2b	Further information about the agent				
1.2.2	Name				
1.2.3	Address				
1.2.4	Email				
1.2.5	Main telephone number				
1.2.6	Other telephone number				

1.3	Applicant details				
1.3.1	Name				
1.3.2	Address				
1.3.3	Email				
1.3.4	Main telephone number				
1.3.5	Other telephone number				
1.3.6	Applying as a business or organisation, including a sole trader	Yes		No	
1.3.7	Applying as an individual	Yes		No	

1.4a	Applicant business				
1.4.1	Is your company registered with companies house?	Yes		No	If no go to 1.4.3
1.4.2	Registration number				
1.4.3	Is your business registered outside the UK?				
1.4.4	VAT number				
1.4.5	Legal status of the business				

1.4a	Applicant business	
1.4.6	Your position in the business	
1.4.7	The country where your head office is located	
1.4.7b	Business address – this should be your official address – the address required of you by law to receive all communication	
1.4.8	Building name or number	
1.4.9	Street	
1.4.10	District	
1.4.11	City or town	
1.4.12	County or administrative area	
1.4.13	Post code	
1.4.14	Country	

Type of Business Section

2	Type of business	
2.1	Pet shop	
2.2	Home sales	
2.3	Internet sales	
2.4	Wholesales	
2.5	Third party sales	
2.6	Hobby sales (pet fairs)	
2.7	Sale of animals to the public as pets by means of a fixed or minimum donation	
2.8	Other (please state)	

3	Type of application				
3.1	Type of application	New		Renewal	If new, go to 3.3
3.2	Existing licence number				
3b	Further details about the applicant				
3.3	Do you have any training certificates or qualifications?	Yes		No	If no, go to 3.5
3.4	Please provide details of training certificates and qualifications				
3.5	Please provide details of relevant experience				
3.6	Date of birth				

4	Premises to be licensed				
4.1	Name of premises/trading name				
4.2	Address of premises				
4.3	Telephone number of premises				
4.4	Email address				
4.5	Do you have planning permission for this business use?	Yes		No	

5 Accommodation and facilities					
5.1	Number and size of rooms to be used				
5.2	Heating arrangements				
5.3	Method of ventilation of premises				
5.4	Lighting arrangements (natural and artificial)				
5.5	Water supply				
5.6	Facilities for food storage and preparation				
5.7	Arrangements for disposal of excreta, bedding and other waste material				
5.8	Isolation facilities for the control of infectious diseases				
5.9	Fire precautions/equipment and arrangements in the case of fire				
5.10	Do you keep and maintain a register of animals?	Yes		No	
5.11	When the premises are closed what arrangements are in place to ensure the welfare of animals?				

6 Animals to be sold					
Please provide details of the animals to be sold					
	Type	Yes	Maximum number	Details of accommodation including size	Age at which to be sold
6.1	Dogs / puppies				
6.2	Cats /kittens				
6.3	Chipmunks				
6.4	Rabbits and cavies				
6.5	Hamsters				
6.6	Rats, mice and gerbils				
6.7	Larger domesticated mammals, e.g. goats, pot-bellied pigs				
6.8	Primates e.g. marmosets				
6.9	Parrots, parakeets and macaws				
6.10	Pigeons				
6.11	Other large birds (please specify)				
6.12	Budgerigars, finches and other small birds				
6.13	Tortoises				
6.14	Snakes and lizards				
6.15	Tropical fish				
6.16	Marine fish				
6.17	Cold water fish				
6.18	Any other species (please specify)				

7	Veterinary surgeon	
7.1	Name of usual veterinary surgeon	
7.2	Company name	
7.3	Address	
7.4	Telephone number	
7.5	Email address	

8a	Emergency key holder 1					
8.1	Do you have an emergency key holder?	Yes		No		If no, go to 9.1
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?	Yes		No		If no, go to 9.1
8b	Emergency key holder 2					
8.9	Name					
8.10	Position/job title					
8.11	Address					
8.12	Daytime telephone number					
8.13	Evening/other telephone number					
8.14	Email address					

9	Public liability insurance					
9.1	Do you have public liability insurance?	Yes		No		If no, go to question 7.6
	If yes, please provide details of the policy					
9.2	Insurance company					
9.3	Policy number					
9.4	Period of cover					
9.5	Amount of cover (£m)					
9.6	Please state what steps you are taking to obtain such insurance					

10	Disqualifications and convictions					
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:					
10.1	Keeping a pet shop?	Yes		No		
10.2	Keeping a dog?	Yes		No		
10.3	Keeping an animal boarding establishment?	Yes		No		
10.4	Keeping a riding establishment?	Yes		No		
10.5	Having custody of animals?	Yes		No		
10.6	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		

10	Disqualifications and convictions				
10.7	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	
10.8	If yes to any of these questions, please provide details				

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

Payment and Declaration Section

12	Payment
12.1	Payment must be made at the time of making the application
12.2	Please see website page for the relevant fees

13	Model licence conditions and guidance	
	All applicants to tick that they have read the applicable model licence conditions and guidance	
13.1	Selling pets	
13.2	Animal boarding	
13.3	Performing animals	
13.4	Riding establishments	
13.5	Dog breeding	

14	Additional information	
	Please attach the following information	
14.1	A plan of the premises	
14.2	Insurance policy	
14.3	Operating procedures	
14.4	Risk assessments (including fire)	
14.5	Infection control procedure	
14.6	Qualifications	
14.7	Training records	

15	Declaration	
15.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
15.2	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.	
15.3	Ticking this box indicates you have read and understood the above declaration	
15.4	Full name	
15.5	Capacity	
15.6	Date	

Please return this application form to:

Environmental Health Services
Harlow Council
Civic Centre
The Water Gardens
Harlow
Essex CM20 1WG