



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"

Part 1 – Applicant Profile

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

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				
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				

4a	Applicant Business	
4.12	County or administrative area	
4.13	Post Code	
4.14	Country	

Part 2 – Application Details

1	Type of Business	
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	

2	Type of Application			
2.1	Type of Application	New	Renewal	If new, go to 2.3
2.2	Existing licence number			

2b	Further details about the applicant		
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		

3	Premises to be licensed	
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

4	Accommodation and facilities	
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.	

5 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
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			

6 Veterinary surgeon	
6.1	Name of usual veterinary surgeon
6.2	Company name
6.3	Address
6.4	Telephone number
6.5	Email address

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

9	Disqualifications and convictions		
	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?		Yes/No
9.2	Keeping a dog?		Yes/No
9.3	Keeping an animal boarding establishment?		Yes/No
9.4	Keeping a riding establishment?		Yes/No
9.5	Having custody of animals?		Yes/No
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?		Yes/No
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?		Yes/No
9.8	If yes to any of these questions, please provide details,		

10	Additional details		
	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		

Part 3 - Declaration

1	Model Licence Conditions & Guidance		
	All applicants to tick that they have read the applicable model licence conditions & guidance		
1.1	Selling animals as pets		

2	Additional Information		
	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	Additional Information	
2.7	Training records	

3	Declaration	
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 model 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	

Using your personal information

We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds. We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime. For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at www.scarborough.gov.uk/gdpr or by contacting Customer First. Our Data Protection Officer can be contacted at the Town Hall, St Nicholas Street, Scarborough, YO11 2HG (tel 01723 232323 or email dataprotection@scarborough.gov.uk).

Submission

Please submit your application to:

Licensing Services, Scarborough Borough Council, Town Hall, St Nicholas Street, Scarborough, YO11 2HG

e: licensing.services@scarborough.gov.uk | t: 01723 232323 (payment can be made by card or cheque for emailed or postal application, cash is accepted if paid in at the Council's Customer First Offices in person).