

**The Animal Welfare (Licensing of Activities Involving  
Animals) (Scotland) Regulations 2021**  
**Angus Council**  
**APPLICATION FOR LICENCE FOR ANIMAL WELFARE  
ESTABLISHMENTS**

<b>Section 1: Licence Details</b> To be completed by all applicants	
Is this a new or renewal application?	<input type="checkbox"/> New <input type="checkbox"/> Renewal      Licence Ref:
Will the Licence be held by an Individual or a Company/ Partnership/other Organisation?	<input type="checkbox"/> Individual <input type="checkbox"/> Company/Partnership/Organisation

<b>Section 2: Your Details</b> To be completed by all individual applicants or by the person applying on behalf of a company, partnership or organisation detailed at Section 6	
First name(s):	Surname:
Former name/s (if applicable):	Phone number:
Home address (inc. postcode):	Date of birth
	Place of birth:
Email:	
What is your relationship to the business:	
Will you be responsible for the day to day management of the business?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please also complete section 3)
Will you be at or within a reasonable distance of the premises at all times?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please also complete section 4)

<b>Section 3: Person responsible for day to day management of the business</b> (if different from section 2)	
First name(s):	Surname:
Former name/s (if applicable):	Phone number:
Home address (inc. postcode):	Date of birth:
	Place of birth:
Email:	

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**Section 4: Person who will be at or within a reasonable distance of the premises at all times** (if different from section 2).

First name(s):	Surname:
Former name/s (if applicable):	Phone number:
Home address (inc. postcode):	Date of birth:
	Place of birth:
Email:	

**Section 5: Premises details** To be completed by all applicants

Is the premises address, phone number and email address the same as section 2? If there are more than one premises please attach a separate sheet giving the requested details in respect of each location.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Premises Address (inc. postcode):	Premises phone number:
Premises email:	

**Section 6: Directors/Partners of the organisation** To be completed if a Company/Partnership/other Organisation is applying for the licence

Name of the Company/Partnership/other Organisation	
Address	
Email	
Company Registration Number:	
Registered Partnership Number.	
Registered Charity Number	
How many Directors/Partners/Trustees/other persons having control of the organisation, does the organisation have?	
<b>Please provide details for first Director/Partner/Trustee – if there is more than one please attach a separate sheet giving the personal details of each Director/Partner/Trustee</b>	
First name(s):	Surname:
Former name/s (if applicable):	Phone number:
Home address (inc. postcode):	Date of birth:
	Place of birth:

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Email:

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**Section 7: Emergency contact** (A second individual who can provide access to the premises) To be completed by all applicants

First Name(s):	Surname:
Home Address ( <i>inc. postcode</i> ):	
Phone number:	Email:

**Section 8: Pet rehoming details** To be completed by all applicants

Which animals are you intending to keep?	Animal Species (State exact species)	Maximum number of animal intending to be kept
	<input type="checkbox"/> Dogs	
	<input type="checkbox"/> Cats	
	<input type="checkbox"/> Rabbits	
	<input type="checkbox"/> Guinea Pigs	
	<input type="checkbox"/> Arachnids <i>E.g. Tarantulas, etc.</i>	
	<input type="checkbox"/> Fish <i>E.g. Tropical or Cold Water</i>	
	<input type="checkbox"/> Amphibians <i>E.g. Toads, Frogs etc.</i>	
	<input type="checkbox"/> Reptiles <i>E.g. Snakes, Lizards, Tortoises, etc.</i>	
	<input type="checkbox"/> Birds <i>E.g. Parrots, Budgerigars, Finches etc.</i>	
	<input type="checkbox"/> Wildlife <i>E.g. Hedgehogs, hares</i>	
	<input type="checkbox"/> Any other Species <i>E.g. Please specify</i>	

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**Section 9: Animal Accommodation** To be completed by all applicants. **\*\*Note:** For each species of animal provide the type of accommodation. If you have more than one type of accommodation, provide information on each. If required attach a separate sheet of paper answering all the questions.

What type of accommodation is used to house the different species of animal?	
State the material each type of accommodation is made from.	
What are the dimensions of the accommodation? <i>Kennels, cattery, hutch, tank etc</i>	Height: Depth: Width:
How will the accommodation be heated?	
How will the accommodation be ventilated?	
How will the humidity/temperature be monitored within the accommodation?	
What material is provided within the accommodation to represent a natural habitat? <i>(Where required)</i>	
What process is in place to clean the accommodation?	
What lighting is available within the accommodation?	
State which water source is used for the premises	<i>E.g. mains supply, private supply etc.</i>
What arrangements are in place for the disposal of excreta?	
What arrangements are in place for the disposal of other waste material?	
Describe the process for the control of infectious diseases including the location of the isolation facility.	
Are you transporting any animal over 65km?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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**Section 10: Health and Safety** To be completed by all applicants

Have you provided a copy of your written policy & procedure which details the protection of animals and persons in case of fire or other emergency (including emergency exits)?	<input type="checkbox"/> Yes – Copy provided <input type="checkbox"/> No – State the reason a copy has not been provided
Have you provided a copy of the information to be supplied to the purchaser on the appropriate care of the animals to be rehomed as a pets?	<input type="checkbox"/> Yes – Copy provided <input type="checkbox"/> No – State the reason a copy has not been provided
Do you have your insurance documents? If applicable.	<input type="checkbox"/> Yes – Copy to be provided with the application <input type="checkbox"/> No – A copy must be sent within a week of approval of the application
Name and address of your Vet (inc. postcode):	Vet phone number:

**Section 11: Experience and Qualifications** To be completed by all applicants

Detail any relevant qualifications and certificates held by any one named in this application or employed by the organisation	<i>Provide copies with the application</i>
Describe any relevant experience held by anyone named in this application or employed by the organisation.	
Do you use foster homes to provide accommodation whilst awaiting suitable homes?  <i>Please indicate the number of foster homes</i>	

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### Section 12: Previous licence refusals and offences To be completed by all applicants

Has anyone named in this application ever been disqualified under the Animal Health and Welfare (Scotland) Act 2006 the Animal Welfare Act 2006, the Welfare of Animals Act (Northern Ireland) 2011 and the Protection of Animals (Amendment) Act 1954.

from:

- Owning or keeping animals (or both)
- dealing in animals
- transporting animals; arranging their transport
- working with or using animals
- providing any service relating to animals (including, in particular, for their care) which involves taking possession of animals
- taking possession of animals for the purpose of; an activity in respect of which a disqualification mentioned above is imposed; riding or driving them
- taking charge of animals for any, or any other, purpose
- participating in keeping animals, being a party to an arrangement which entitles the control or influence of the way in which animals are kept
- having custody of any animal or any specified kind of animal

- No  
 Yes – Please provide details

### Section 13: Declarations To be completed by all applicants.

**It is a CRIMINAL OFFENCE for the purpose of obtaining or holding a licence to make a statement required by or under the Regulations to a licensing authority (or someone acting on its behalf) which you know, or ought reasonably to have known, is to a material extent false or misleading, or to recklessly make a statement required by or under the Regulations to the licensing authority (or somebody acting on its behalf) which is to a material extent false or misleading. The penalty for such an offence is a fine not exceeding £40,000, or to imprisonment for a term not exceeding 12 months, or both.**

**I/WE HEREBY CERTIFY** that to the best of my/our knowledge and belief, the particulars provided by me/us are true.

Date:

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Applicant Signature:

<div data-bbox="86 329 1244 416" style="border: 1px solid black; height: 39px;"></div>	
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**HOW WE USE YOUR PERSONAL INFORMATION**

The information provided by you will be used by Angus Council to assess your Application. In particular the information will be used by the inspector who will report to Angus Council on the Application. The information may be shared with appropriate professionals or service providers to support your application.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

*For further information, please look at our website,  
Email or phone*



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**Please return the completed application form to:**

Angus Council

Angus House

Orchardbank Business Park

FORFAR

DD8 1AN

**Payment**

Applications will not be processed until the appropriate application fee is paid.

Payment can be made by one of the following options (please tick which option you are using):

**Cheque** - made payable to Angus Council. Please return cheque with application form to the address above.

**Credit/debit card** – by calling Angus Council. Please quote the type of licence you are applying for, and if renewing an existing licence, quote your licence no. detailed on covering letter.

**By EBACS** – Please quote the licence type and your licence no. as reference:  
Account Name -  
Sort code -  
Account No -

Please note the fee charged is for the processing of the Licence. No refund will be given if an application is refused or is withdrawn.