

# The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021

## ANGUS COUNCIL

### APPLICATION FOR LICENCE TO SELL ANIMALS AS PETS

#### Section 1: Licence Details 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/or other Organisation?	Individual Company/Partnership/Organisation	

#### Section 2: Your Details to be completed by all individual applicants or the person applying on behalf of a company or partnership

First name(s):	Surname:
All former names:	Phone number:
Home address ( <i>inc. postcode</i> ):	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)

#### Section 3: Person responsible for day-to-day management of the business (if different from section 2)

First name(s):	Surname:
All former names:	Phone number:
Home address ( <i>inc. postcode</i> ):	Date of birth:
	Place of birth:
Email:	

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#### Section 4: Person who, or whose substitute stated below, will be at or within a reasonable distance of the premises at all times (if different from Section 2 ).

First name(s):	Surname:
All former names:	Phone number:
Home address ( <i>inc. postcode</i> ):	Date of birth:
	Place of birth:

Email:

#### Substitute person who will be at or within a reasonable distance of the premises so that cover is provided at all times.

First name(s):	Surname:
All former names:	Phone number:
Home address ( <i>inc. postcode</i> ):	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Premises Address ( <i>inc. postcode</i> ):	Premises phone number:

Premises email:

#### Section 6: Directors/Partners of the business 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

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How many Directors/Partners/other persons having control of the organisation does the organisation have?

**Please provide details for first Director/Partner/person having control of the organisation– if there is more than one, please attached a separate sheet giving the personal details of each Director/Partner/other persons having control**

First name(s):	Surname:
All former names:	Phone number:
Home address ( <i>inc. postcode</i> ):	Date of birth:
	Place of birth:

Email:

**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 Sale details** to be completed by all applicants

Which animals are you intending to keep?	Animal Species (State exact species)	Maximum number of animal intended to be kept.
	<input type="checkbox"/> Invertebrates <i>E.g., Insects, worms etc.</i>	
	<input type="checkbox"/> Arachnids <i>E.g., Tarantulas, etc.</i>	
	<input type="checkbox"/> Fish <i>E.g., Tropical or Cold Water</i>	

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	<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, Pigeons, Budgerigars, Finches etc.</i>	
	<input type="checkbox"/> Mammals <i>E.g., Puppies, Kittens, Rabbits, Hamsters, Cavies, Rats, Mice etc.</i>	
	<input type="checkbox"/> Any other Species <i>E.g., Please specify</i>	

**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?	Height: Depth: Width:
How will the accommodation be heated?	
How will the accommodation be ventilated?	

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How will the humidity/temperature be monitored within the accommodation?	
What material is provided within the accommodation to represent a natural habitat?	
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

**Section 10: Animal Specific** Complete the section(s) specific to the species you are intending to keep. **\*\*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.

#### Invertebrates

Is the accommodation on a tiered system?	<input type="checkbox"/> Yes (answer question below) <input type="checkbox"/> No
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If yes to previous question, explain what process is in place to prevent contamination between accommodations.	
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Describe what feed is available for the species including the location of where it is prepared and stored.	
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#### Arachnids

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Is the accommodation on a tiered system?	<input type="checkbox"/> Yes (answer question below) <input type="checkbox"/> No
If yes to previous question, explain what process is in place to prevent contamination between accommodations.	
<b>Fish</b>	
Describe how the water quality is checked including the frequency of checks.	
How often is the tank water changed?	
Describe where the fish are housed whilst the tank water is being changed.	
Describe what feed is available for the species including the location of where it is prepared and stored.	
<b>Amphibians</b>	
Is the accommodation on a tiered system?	<input type="checkbox"/> Yes (answer question below) <input type="checkbox"/> No
If yes to previous question, explain what process is in place to prevent contamination between accommodations.	
Describe what feed is available for the species including the location of where it is prepared and stored.	
<b>Reptiles</b>	
Is the accommodation on a tiered system?	<input type="checkbox"/> Yes (answer question below) <input type="checkbox"/> No
If yes to previous question, explain what process is in place to prevent contamination between accommodations	
Describe what feed is available for the species including the location of where it is prepared and stored.	
<b>Birds</b>	

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What activities and toys are available for the social and mental wellbeing of each animal?	
Where are the birds housed whilst the usual accommodation is being cleaned?	
Describe what feed is available for the species including the location of where it is prepared and stored.	
<b>Mammals</b>	
What activities and toys are available for the social and mental wellbeing of each animal?	
What arrangements are in place for exercising the animals?	
Describe what feed is available for the species including the location of where it is prepared and stored.	
<b>Any other Species</b>	
Provide any other information you feel is relevant to keeping other species referred to in Section 8.	
Describe what feed is available for the other species including the location of where it is prepared and stored.	

#### Section 11: 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
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Have you provided a copy of the information to be supplied to the purchaser on the appropriate care of the animals to be sold as a pet?	<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 provided <input type="checkbox"/> No – State the reason a copy has not been provided
Name and address of your Vet (inc. postcode):	Vet phone number:

#### Section 12: Experience and Qualifications To be completed by all applicants

Detail any relevant qualifications and certificates held by any person named in this application or employed by the business.	<i>Provide copies with the application</i>
Describe any relevant experience held by anyone named in this application or employed by the business.	

#### Section 13: 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: <ul style="list-style-type: none"><li>owning or keeping animals (or both)</li><li>dealing in animals</li><li>transporting animals</li><li>working with or using animals</li><li>providing any service relating to animals (including, in particular, for their care) which involves taking possession of animals</li><li>taking possession of animals for the purpose of an activity in respect of which a disqualification</li></ul>	<input type="checkbox"/> No <input type="checkbox"/> Yes – Please provide details
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<p>mentioned above is imposed, riding or driving them</p> <ul style="list-style-type: none"><li>• taking charge of animals for any, or any other, purpose</li><li>• participating in keeping animals, being a party to an arrangement which entitles the control or influence of the way in which animals are kept</li><li>• having custody of any animal or any specified kind of animal</li></ul>	
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**Section 14: 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 above particulars are true.

Applicant Signature:

Date:

**HOW WE USE YOUR PERSONAL INFORMATION**

The information you have provided will be used to process your licensing application. It may therefore be shared between the Council's departments, elected members when considering the application, veterinary professionals consulted with respect to your application, the premises or licensed activity, and other agencies where necessary and/or in accordance with statute. If granted a licence, your name, the postcodes of premises identified on this form, types of animals licensed for sale and details of the licence will be held on an electronic register open to public inspection. Angus Council is the registered Data controller and has a duty to process your information fairly. The information held must be accurate, up to date and will be kept in line with the Scottish Council on Archives and Retention Schedule. You have a legal right to obtain details of it. Queries should be directed to Information Governance at Angus House, Orchardbank Business Park, Forfar DD8 1AN or by email to [InformationGovernance@angus.gov.uk](mailto:InformationGovernance@angus.gov.uk) or call 03452 777 778. A copy of Angus Council's Data Protection Policy can be obtained from the Council's website.

**Please submit the completed application form and application fee to:**

ANGUS COUNCIL

APPLICATION FOR LICENCE TO SELL ANIMALS AS PETS

Angus Council, Legal and Democratic Services, Angus House, Orchardbank Business Park,  
FORFAR, DD8 1AN or email to [LawLicensing@angus.gov.uk](mailto:LawLicensing@angus.gov.uk)

**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):

☐

**Credit/debit card** – by calling Angus Council on **01307 492299**. Please quote the type of licence you are applying for, and if renewing an existing licence, quote the licence number .

☐

**Cheque** - made payable to Angus Council. Please send cheque with application form to Angus Council, Legal and Democratic Services, Angus House, Orchardbank Business Park, FORFAR, DD8 1AN

☐

**By EBACS** – Please quote the licence type and if you are renewing your licence, the licence number, as reference:

Account Name – Angus Council

Sort code – 82-63-18

Account No - 60114506

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.