

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

Application for a licence to carry on the activity of selling animals as pets

For establishments within the Sevenoaks District or Dartford Borough areas. Please complete all the questions in the form. If you have nothing to record, please state "Not applicable" or "None".

1	Agent	
1.1	Are you an agent acting on behalf of the applicant	Yes/No If no go to 2
1b	Further information about the Agent	
1.2	Name	
1.3	Address	
1.4	Email	
1.5	Main telephone number	
1.6	Other telephone number	
2	Applicant details	
2.1	Name	
2.2	Address	
2.3	Email	
2.4	Main telephone number	
2.5	Other telephone number	
2.6	Applying as a business or organisation, including a sole trader	Yes/No
2.7	Applying as an individual	Yes/No
3	Applicant Business	
3.1	Is your company registered with companies house	Yes/No If no go to 3.3
3.2	Registration Number	
3.3	Is your business registered outside the UK	
3.4	VAT Number	
3.5	Legal status of the business	
3.6	Your position in the business	
3b	Business address – This should be your official address – The address required of you by law to receive all communication	
3.7	Building name or number	
3.8	Street	
3.9	District	

3.10	City or Town	
3.11	County	
3.12	Postcode	
3.13	Country	
4	Type of Business	
4.1	Pet Shop	Please tick here if applicable
4.2	Home Sales	Please tick here if applicable
4.3	Internet Sales	Please tick here if applicable
4.4	Wholesales	Please tick here if applicable
4.5	Third Party Sales	Please tick here if applicable
4.6	Hobby Sales (Pet Fairs)	Please tick here if applicable
4.7	Sale of animals to the public as pets by means of a fixed or minimum donation	Please tick here if applicable
4.8	Other please state	
5	Type of Application	New – please tick here: Renewal – please tick here: If new, go to 5a
5.1	Existing licence number	
5a	Further details about the applicant	
5.3	Do you have any training certificates or qualifications?	Yes/No
5.4	Please provide details of training certificates and qualifications	
5.5	Please provide details of relevant experience	
5.6	Date of birth	
6	Premises to be licensed	
6.1	Name of premises/trading name	
6.2	Address of premises	
6.3	Telephone number of premises	
6.4	Email address	
6.5	Do you have planning permission for this business use?	Yes/No
	Accommodation and facilities	
7.1	Number and size of rooms to be used	
7.2	Heating arrangements	
7.3	Method of ventilation of premises	
7.4	Lighting arrangements (natural & artificial)	

7.5	Water supply	
7.6	Facilities for food storage & preparation	
7.7	Arrangements for disposal of excreta, bedding and other waste material	
7.8	Isolation facilities for the control of infectious diseases	
7.9	Fire precautions/equipment and arrangements in the case of fire	
7.10	Do you keep and maintain a register of animals?	Yes/No
7.11	When the premises is closed what arrangements are in place to ensure the welfare of animals.	
8	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
8.1	Dogs / puppies	Yes/No
8.2	Cats /kittens	Yes/No
8.3	Chipmunks	Yes/No
8.4	Rabbits & cavies	Yes/No
8.5	Hamsters	Yes/No
8.6	Rats, mice & gerbils	Yes/No
8.7	Larger domesticated mammals, e.g. goats, pot-bellied pigs	Yes/No
8.8	Primates e.g. marmosets	Yes/No
8.9	Parrots, parakeets and macaws	Yes/No
8.10	Pigeons	Yes/No
8.11	Other large birds (please specify)	Yes/No
8.12	Budgerigars, finches and other small birds	Yes/No
8.13	Tortoises	Yes/No
8.14	Snakes and lizards	Yes/No
8.15	Tropical fish	Yes/No
8.16	Marine fish	Yes/No

8.17	Cold water fish	Yes/No			
8.18	Any other species (please specify)	Yes/No			
9	Veterinary surgeon				
9.1	Name of usual veterinary surgeon				
9.2	Company name				
9.3	Address				
9.4	Telephone number				
9.5	Email address				

10	Emergency key holder	
10.1	Do you have an emergency key holder?	Yes/No If no, go to 11
10.2	Name	
10.3	Position/job title	
10.4	Address	
10.5	Daytime telephone number	
10.6	Evening/other telephone number	
10.7	Email address	
10.8	Is there another key holder?	Yes/No If yes please include details in the Additional Information section at 13.1
11	Public liability insurance	
11.1	Do you have public liability insurance?	Yes/No If no, go to question 11.6
	If yes, please provide details of the policy	
11.2	Insurance company	
11.3	Policy number	
11.4	Period of cover	
11.5	Amount of cover (£5million minimum required)	
11.6	Please state what steps you are taking to obtain such insurance	
12	Disqualifications and convictions	
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:	
12.1	Keeping a pet shop?	Yes/No
12.2	Keeping a dog?	Yes/No
12.3	Keeping an animal boarding establishment?	Yes/No
12.4	Keeping a riding establishment?	Yes/No
12.5	Having custody of animals?	Yes/No
12.6	Has the applicant, or any person who will have control or management of the establishment, been disqualified or convicted of any offences under the: Animal Welfare Act 2006 Animal Welfare (Scotland) Act 2006 Dangerous Dogs Act 1991 Any other legislation listed in Schedule 8 of the LAIA Regulations 2018	Yes/No
12.7	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
12.8	If yes to any of these questions, please provide details:	

13	Additional details	
	Please check local guidance notes and conditions for any additional information which may be required	
13.1	Additional information which is required or may be relevant to the application	Please tick here if included:
14	Payment	
14.1	Payment must be made in full at the time of making the application	
14.2	Confirmation of when and how payment made, including payment reference number, if applicable	
Please send all correspondence and application form to: Att. Jackie Wright, Sevenoaks Environmental Health, Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG customers can pay by credit / debit card on 01732 227000		
15	Statutory Guidance	
	All applicants to tick that they have read the applicable statutory guidance and conditions	
15.1	Selling of Animals as Pets	Please tick here:
16	Please attach the following information:	
16.1	A plan of the premises	Please tick here to indicate documents attached:
16.2	Insurance policy (minimum £5million)	Please tick here to indicate documents attached:
16.3	Standard Operating procedures	Please tick here to indicate documents attached:
16.4	Emergency Response Plan	Please tick here to indicate documents attached:
16.5	Infection Control Procedure	Please tick here to indicate documents attached:
16.6	Qualifications	Please tick here to indicate documents attached:
16.7	Training records	Please tick here to indicate documents attached:
16.8	Other documents may be required specific to the type of activity	
17	Declaration	
17.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
17.2	<p>I am aware of the provisions of the relevant Act, Regulations and Statutory Guidance. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.</p> <p>I understand that a person authorised by the Council will inspect the premises before a licence is issued.</p> <p>I understand that a person authorised by the council may inspect the premises either by appointment or unannounced at any reasonable time.</p> <p>I understand that a person authorised by the council may take photographs or video footage whilst carrying out inspections or visits to the premises.</p> <p>I am aware that a fee is payable for this licence application.</p> <p>I accept that all veterinary fees incurred by the authority in respect to the licence application will be recoverable at cost.</p> <p>I accept that in the event of my application being refused I withdrawn it, I will not be refunded the application fee or any part thereof under any circumstances.</p> <p>I apply under the above legislation for a licence to carry on the activity of Selling Animals as Pets from the above premises.</p> <p>I accept that on occasion the council has to provide information to third parties in response to requests made under the Environmental Information Regulations 2004, Data Protection Act 2018 and Freedom of Information Acts.</p>	

17.3	Ticking this box indicates you have read and understood the above declaration	Please tick here:
17.4	Signature	
17.5	Full name	
17.6	Capacity/Position of Signatory	
17.7	Date	