**1. Applicant profile**

Please complete all the questions in the form.

If you have nothing to record, please state "Not applicable" or "None"

**Please note - if you are breeding dogs for sale you must apply for a licence for breeding of dogs instead.**

| **1** | **Applicant details**  |  |
| --- | --- | --- |
| 1.1 | NameThe person who will be the licence holder |  |
| 1.2 | Address  |  |
| 1.3 | Date of birth |  |
| 1.4 | Email |  |
| 1.5 | Main telephone number  |  |
| 1.6 | Other telephone number |  |
| 1.7 | In what capacity are you making your application? | [ ]  Business or organisation, including a sole trader [ ]  Individual |

|  |  |  |
| --- | --- | --- |
| 1.8 | Please state the ‘licence holder’ you wish to appear on the licence – where necessary a generic job description may be used. |  |

| **2a** | **Applicant Business**  |  |
| --- | --- | --- |
| 2.1 | Is your company registered with companies house  | [ ]  Yes [ ]  No - **If no, go to 2.3** |
| 2.2 | Registration Number |  |
| 2.3 | Is your business registered outside the UK  |  |
| 2.4 | VAT Number  |  |
| 2.5 | Legal status of the business |  |
| 2.6 | Your position in the business |  |
| 2.7 | The country where your head office is located.  |  |
| **2b** | **Business Address** | **This should be your official address – The address required of you by law to receive all communication** |
| 2.8 | Building name or number |  |
| 2.9 | Street |  |
| 2.10 | District |  |
| 2.11 | City or Town |  |
| 2.12 | County or administrative area |  |
| 2.13 | Post Code |  |
| 2.14 | Country |  |

**2. Activity details**

Please complete all the questions in the form.

If you have nothing to record, please state "Not applicable" or "None"

| **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 **If new, go to 2.3** [ ]  Renewal |
| 2.2 | Existing licence number (if applicable) |  |
| 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 |  |

| **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**  | **please continue on a separate page if necessary** |
| --- | --- | --- |
| 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** |  |  |  |
| Comments/ additional information to Qs 5.1 to 5.18  |

| **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 |  |

| **7** | **Emergency key holder** |  |
| --- | --- | --- |
| 7.1 | Do you have an emergency key holder? | [ ] **Yes** [ ] **No - If no, go to 8.1** |
| 7.2 | Name |  |
|  | Position/job title |  |
|  | Address  |  |
|  | Daytime telephone number |  |
|  | Evening/other telephone number |  |
|  | Email address |  |
| **7.3** | **Emergency key holder 2** |  |
|  | Name |  |
|  | Position/job title |  |
|  | Address  |  |
|  | Daytime telephone number |  |
|  | Evening/other telephone number |  |
|  | Email address |  |

| **8** | **Disqualifications and convictions** |  |
| --- | --- | --- |
| Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from: |
| 8.1 | Keeping a pet shop? | [ ] **No** [ ] **Yes** |
| 8.2 | Keeping a dog? | [ ] **No** [ ] **Yes** |
| 8.3 | Keeping an animal boarding establishment? | [ ] **No** [ ] **Yes** |
| 8.4 | Keeping a riding establishment? | [ ] **No** [ ] **Yes** |
| 8.5 | Having custody of animals?  | [ ] **No** [ ] **Yes** |
| 8.6 | 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? | [ ] **No** [ ] **Yes** |
| 8.7 | Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled? | [ ] **No** [ ] **Yes** |
| 8.8 | If yes to any of these questions, please provide details, |  |

**Additional Details**

| **9** | **UKAS Accreditation** |  |
| --- | --- | --- |
| 9.1 | Is your business certified by a UKAS accredited Body? | [ ] **No** [ ] **Yes -** If Yes please go to Q 9.2 |
| 9.2 | Please give your membership number |  |
| 9.3 | Please provide details of the accreditation including:- * date when the accreditation commenced,
* standard achieved
* last inspection date.
 |  |

| **10** | **Business marketing** |  |
| --- | --- | --- |
| 10.1 | Do you advertise your business? | [ ] **No** [ ] **Yes-** If Yes please go to Q10.2 |
| 10.2 | Please provide details where you advertise your business activities. e.g. website, websites used, Apps used, newspapers, publication advertising |  |

**3. Declaration**

| **1** | **Licence Conditions & Guidance** | Please tick ✓to confirm that you have read the applicable licence conditions & guidance |
| --- | --- | --- |
| The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 |
| 1.1 | Schedule 2 General conditions and relevant specific conditions below |  |
| 1.2 | Schedule 3 Specific conditions: selling animals as pets |  |
| 1.3 | Guidance notes for conditions for selling animals as pets |  |

| **2** | **Additional Information** **Please attach the following Information**  | Please tick ✓to confirm that you attached the informationIf not please indicate why |
| --- | --- | --- |
| 2.1 | A plan of the premises |  |
| Written operating procedures |  |
| 2.2 | Training policy for all staff (Schedule 2 Condition 4) andTraining records and qualifications (copies) |  |
| 2.3 | Procedures for Protection of Pain and Suffering (Schedule 2 Condition 9) for* feeding regimes
* cleaning regimes,
* transportation,
* the prevention of and control of the spread of disease,
* monitoring and ensuring the health and welfare of all the animals
* death or escape of an animal
 |  |
| 2.4 | Emergency Plan (Schedule 2 Condition 10) |  |

| **3** | **Declaration by the licence holder** |  |
| --- | --- | --- |
| 3.1 | I am aware of the provisions of the Regulations and licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.  |
| 3.2 | Signing this box indicates you have read and understood the above declaration |  |
| 3.3 | Full Name |  |
| 3.4 | Capacity  |  |
| 3.5 | Date |  |

**Return to: Erewash Borough Council Environmental Health,**

**Merlin House, Merlin Way, Ilkeston, DE7 4RA**

Tel 0115 907 2244 ext 3820 Email environmentalhealth@erewash.gov.uk

**Your application fee must be paid before your application will be processed**

The fee for a licence is paid in 2 parts as follows:-

* **£225** must be paid with your application.

£300 must be paid if you have 2 licensable activities that need checking e.g. dog boarding and pet sales.

This can be paid via the contact centre on 0115 907 2244. Advise that you want to make an animal welfare licence application. They will let us know you have paid – we will check this when we receive your application form.

**OR** you can send a cheque payable to ‘Erewash Borough Council’ with your application.

**£88** is paid if your licence application is successful.

You will be contacted to advise so you can make payment as detailed above. Your licence will not be issued until payment has been received.

A full list of fees is available on our website at:- [www.erewash.gov.uk/petsales](http://www.erewash.gov.uk/petsales)

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Erewash Borough Council collects personal information when you contact us for any services we provide. We will use this information to provide these services. We may need to share your information with service providers and other departments within EBC to ensure that you receive the best possible service. If so, this will be made clear in our privacy notice. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law. For more information explaining how we protect and use your information please see our privacy policy at [www.erewash.gov.uk/privacy](http://www.erewash.gov.uk/privacy)