

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

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

**Standard applicant profile section 1**

<b>1</b>	<b>Reference number</b>	
1.1	System reference Number	
1.2	Your reference	

Please complete all the questions in the form.  
If you have nothing to record, please state "Not applicable" or "None"

<b>2</b>	<b>Agent</b>					
2.1	Are you an agent acting on behalf of the applicant	Yes		No		If no go to 3
<b>2b</b>	<b>Further information about the Agent</b>					
2.2	Name					
2.3	Address					
2.4	Email					
2.5	Main telephone number					
2.6	Other telephone number					

<b>3</b>	<b>Applicant details</b>					
3.1	Name					
3.2	Address					
3.3	Email					
3.4	Main telephone number					
3.5	Other telephone number					
3.6	Applying as a business or organisation, including a sole trader	Yes		No		
3.7	Applying as an individual	Yes		No		

<b>4</b>	<b>Applicant Business</b>					
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					

<b>4</b>	<b>Applicant Business</b>		
4.7	The country where your head office is located.		
<b>4b</b>	<b>Business Address – This should be your official address – The address required of you by law to receive all communication</b>		
4.8	Building name or number		
4.9	Street		
4.10	District		
4.11	City or Town		
4.12	County or administrative area		
4.13	Post Code		
4.14	Country		

Please complete all the questions in the form.  
If you have nothing to record, please state "Not applicable" or "None"

<b>5</b>	<b>Type of Business</b>		
5.1	Pet Shop		
5.2	Home Sales		
5.3	Internet Sales		
5.4	Wholesales		
5.5	Third Party Sales		
5.6	Hobby Sales (Pet Fairs)		
5.7	Sale of animals to the public as pets by means of a fixed or minimum donation		
5.8	Other please state		

<b>6</b>	<b>Type of Application</b>	New		Renewal		If new, go to 6a	
6.2	Existing licence number						
<b>6a</b>	<b>Further details about the applicant</b>						
6.3	Do you have any training certificates or qualifications?	Yes / No	If no, go to 6.5				
6.4	Please provide details of training certificates and qualifications						
6.5	Please provide details of relevant experience						
6.6	Date of birth						

<b>5</b>	<b>Premises to be licensed</b>		
5.1	Name of premises/trading name		
5.2	Address of premises		
5.3	Telephone number of premises		
5.4	Email address		
5.5	Do you have planning permission for this business use.	Yes/No	

<b>6</b>	<b>Accommodation and facilities</b>	
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6.1	Number and size of rooms to be used		
6.2	Heating arrangements		
6.3	Method of ventilation of premises		
6.4	Lighting arrangements (natural & artificial)		
6.5	Water supply		
6.6	Facilities for food storage & preparation		
6.7	Arrangements for disposal of excreta, bedding and other waste material		
6.8	Isolation facilities for the control of infectious diseases		
6.9	Fire precautions/equipment and arrangements in the case of fire		
6.10	Do you keep and maintain a register of animals?	Yes / No	
6.11	When the premises is closed what arrangements are in place to ensure the welfare of animals.		

<b>7 Animals to be sold</b>					
Please provide details of the animals to be sold					
	Type		Maximum Number	Details of accommodation including size	Age at which to be sold
7.1	Dogs / puppies	Yes/No			
7.2	Cats /kittens	Yes/No			
7.3	Chipmunks	Yes/No			
7.4	Rabbits & cavies	Yes/No			
7.5	Hamsters	Yes/No			
7.6	Rats, mice & gerbils	Yes/No			
7.7	Larger domesticated mammals, e.g. goats, pot-bellied pigs	Yes/No			
7.8	Primates e.g. marmosets	Yes/No			
7.9	Parrots, parakeets and macaws	Yes/No			
7.10	Pigeons	Yes/No			
7.11	Other large birds (please specify)	Yes/No			
7.12	Budgerigars, finches and other small birds	Yes/No			
7.13	Tortoises	Yes/No			
7.14	Snakes and lizards	Yes/No			
7.15	Tropical fish	Yes/No			
7.16	Marine fish	Yes/No			
7.17	Cold water fish	Yes/No			

<b>7</b>	<b>Animals to be sold</b>				
	Please provide details of the animals to be sold				
7.18	Any other species (please specify)	Yes/No			

<b>8</b>	<b>Veterinary surgeon</b>				
8.1	Name of usual veterinary surgeon				
8.2	Company name				
8.3	Address				
8.4	Telephone number				
8.5	Email address				

<b>9</b>	<b>Emergency key holder</b>				
9.1	Do you have an emergency key holder?	Yes / No	If no, go to 10.1		
9.2	Name				
9.3	Position/job title				
9.4	Address				
9.5	Daytime telephone number				
9.6	Evening/other telephone number				
9.7	Email address				
9.8	Is there another key holder?	Yes/No	If yes please include details in the Additional Information section at 12.1		

<b>10</b>	<b>Public liability insurance</b>				
10.1	Do you have public liability insurance?	Yes / No	If no, go to question 10.6		
	If yes, please provide details of the policy				
10.2	Insurance company				
10.3	Policy number				
10.4	Period of cover				
10.5	Amount of cover (£5million minimum required)				
10.6	Please state what steps you are taking to obtain such insurance				

<b>11</b>	<b>Disqualifications and convictions</b>				
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:				
11.1	Keeping a pet shop?	Yes/No			
11.2	Keeping a dog?	Yes / No			
11.3	Keeping an animal boarding establishment?	Yes/No			
11.4	Keeping a riding establishment?	Yes/No			
11.5	Having custody of animals?	Yes/No			

<b>11</b>	<b>Disqualifications and convictions</b>		
11.6	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	
11.7	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	
11.8	If yes to any of these questions, please provide details,		

<b>12</b>	<b>Additional details</b>		
	Please check local guidance notes and conditions for any additional information which may be required		
12.1	Additional information which is required or may be relevant to the application		

#### Standard payment and declaration section

<b>13</b>	<b>Payment</b>		
13.1	Payment must be made in full at the time of making the application		
13.2	Confirmation of when and how payment made, including payment reference number, if applicable	Payment can be made by cheque or by phone 01322 343434 quoting Ref H1380 9451 VAT 8	

<b>14</b>	<b>Statutory Guidance</b>		
	All applicants to tick that they have read the applicable statutory guidance and conditions		
14.1	Selling of Animals as Pets		
14.2	Boarding of Cats		
14.3	Boarding of Dogs		
14.4	Dog Day Care		
14.5	Home Boarding of Dogs		
14.3	Exhibition of Animals		
14.4	Hiring Out Horses		
14.5	Breeding of Dogs		

<b>15</b>	<b>Additional Information</b>		
	Please attach the following Information		
15.1	A plan of the premises		
15.2	Insurance policy (minimum £5million)		
15.3	Standard Operating procedures		
15.4	Emergency Response Plan		
15.5	Infection Control Procedure		
15.6	Qualifications		
15.7	Training records		

<b>15</b>	<b>Additional Information</b>	
15.8	Other documents may be required specific to the type of activity	
<b>16</b>	<b>Declaration</b>	
16.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
16.2	<p>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. I understand that once a licence has been issued 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 understand that I am liable for the all veterinary fees incurred by the Council in respect of the licence application.</p> <p>I understand that in the event of my application being refused or withdrawn, I will not be refunded the application fee or any part thereof.</p>	
16.3	Ticking this box indicates you have read and understood the above declaration	
16.4	Signature	
16.5	Full Name	
16.6	Capacity/Position of Signatory	
16.7	Date	

**DATA PROTECTION** - We will collect and use your personal information to administer our animal welfare licensing process.

Our **lawful bases** for processing your personal information are:

- our legal obligation(s) under the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018
- necessary for the performance of a task in the public interest or in the exercise of official authority vested in us under the above legislation

**Reasons for processing** - some of the information that is collected and shared is classified as:

- special category personal data;
- criminal convictions and offences (including alleged offences).

This is processed for reasons of substantial public interest under the laws that apply to us (see above) where this helps to meet our broader social obligations such as where it is necessary for us to fulfil our legal obligations and regulatory requirements. We have a Data Protection Policy that sets out how this information will be handled.

Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR is the Data Controller [dataprotection@dartford.gov.uk](mailto:dataprotection@dartford.gov.uk)

Please refer to our Corporate Privacy Notice and the Privacy Notice for Environmental Health (joint service with Sevenoaks District Council) at [www.dartford.gov.uk](http://www.dartford.gov.uk) for further details of how we process your personal information and your rights.