

**The Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018  
Application For A Licence To Sell Animals as Pets**

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

<b>1</b>	<b>APPLICANT PROFILE</b>					
<b>1A</b>	<b>AGENT DETAILS</b>					
1.1	Are you an agent acting on behalf of the applicant	Yes		No		<b>If No, go to 1B</b>
1.2	Name					
1.3	Address					
1.4	Email					
1.5	Main telephone number					
1.6	Other telephone number					
<b>1B</b>	<b>APPLICANT DETAILS</b>					
1.7	Name					
1.8	Address					
1.9	Date of birth					
1.10	Email					
1.11	Main telephone number					
1.12	Other telephone number					
1.13	Applying as a business or organisation, including a sole trader	Yes		No		
1.14	Applying as an individual	Yes		No		
<b>1C</b>	<b>APPLICANT BUSINESS</b>					
1.15	Is your company registered with companies house	Yes		No		<b>If No, go to 1.17</b>
1.16	Registration Number					
1.17	Is your business registered outside the UK					
1.18	VAT Number					
1.19	Legal status of the business					

<b>1C</b>	<b>APPLICANT BUSINESS CONTINUED</b>	
1.20	Your position in the business	
1.21	The country where your head office is located	
<b>1D</b>	<b>BUSINESS ADDRESS – THIS SHOULD BE YOUR OFFICIAL ADDRESS – THE ADDRESS REQUIRED OF YOU BY LAW TO RECEIVE ALL COMMUNICATIONS</b>	
1.22	Building name or number	
1.23	Street	
1.24	District	
1.25	City or Town	
1.26	County or administrative area	
1.27	Post Code	
1.28	Country	

<b>2</b>	<b>TYPE OF BUSINESS</b>	
2.1	Pet Shop	
2.2	Home Sales	
2.3	Internet Sales	
2.4	Wholesales	
2.5	Third Party Sales	
2.6	Hobby Sales (Pet Fairs)	
2.7	Sale of animals to the public as pets by means of a fixed or minimum donation	
2.8	Other please state	

<b>3</b>	<b>TYPE OF APPLICATION</b>					
3.1	Type of Application	New		Renewal		<b>If New, go to 3A</b>
3.2	Existing licence number					
<b>3A</b>	<b>FURTHER DETAILS ABOUT THE APPLICANT</b>					
3.3	Do you have any training certificates or qualifications?	Yes / No			<b>If No, go to 3.5</b>	
3.4	Please provide details of training certificates and qualifications					
3.5	Please provide details of relevant experience					

<b>4</b>	<b>PREMISES TO BE LICENSED</b>	
4.1	Name of premises/trading name	
4.2	Address of premises	
4.3	Telephone number of premises	
4.4	Email address	
4.5	Do you have planning permission for this business use?	Yes / No

<b>5 ACCOMMODATION AND FACILITIES</b>		
5.1	Number and size of rooms to be used	
5.2	Heating arrangements	
5.3	Method of ventilation of premises	
5.4	Lighting arrangements (natural & artificial)	
5.5	Water supply	
5.6	Facilities for food storage & preparation	
5.7	Arrangements for disposal of excreta, bedding and other waste material	
5.8	Isolation facilities for the control of infectious diseases	
5.9	Fire precautions/equipment and arrangements in the case of fire	
5.10	Do you keep and maintain a register of animals?	Yes / No
5.11	When the premises is closed what arrangements are in place to ensure the welfare of animal	

<b>6 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
6.1	Dogs / puppies	Yes / No			
6.2	Cats /kittens	Yes / No			
6.3	Chipmunks	Yes / No			
6.4	Rabbits & cavies	Yes / No			
6.5	Hamsters	Yes / No			
6.6	Rats, mice & gerbils	Yes / No			
6.7	Larger domesticated mammals, e.g. goats, pot-bellied pigs	Yes / No			
6.8	Primates e.g. marmosets	Yes / No			
6.9	Parrots, parakeets and macaws	Yes / No			
6.10	Pigeons	Yes / No			
6.11	Other large birds (please specify)	Yes / No			
6.12	Budgerigars, finches and other small birds	Yes / No			
6.13	Tortoises	Yes / No			
6.14	Snakes and lizards	Yes / No			
6.15	Tropical fish	Yes / No			
6.16	Marine fish	Yes / No			
6.17	Cold water fish	Yes / No			
6.18	Any other species (please specify)	Yes / No			

<b>7</b>	<b>VETERINARY SURGEON</b>	
7.1	Name of usual veterinary surgeon	
7.2	Company name	
7.3	Address	
7.4	Telephone number	
7.7	Email address	

<b>8</b>	<b>EMERGENCY KEY HOLDER</b>		
8.1	Do you have an emergency key holder?	Yes / No	<b>If No, go to 7.1</b>
8.2	Name		
8.3	Position/job title		
8.4	Address		
8.5	Daytime telephone number		
8.6	Evening/other telephone number		
8.7	Email address		
8.8	Add another person?	Yes / No	<b>If Yes, 8.2 to 8.8 will be repeated</b>

<b>9</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:	
9.1	Keeping a pet shop?	Yes / No
9.2	Keeping a dog?	Yes / No
9.3	Keeping an animal boarding establishment?	Yes / No
9.4	Keeping a riding establishment?	Yes / No
9.5	Having custody of animals?	Yes / No
9.6	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?	Yes / No
9.7	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
9.8	If yes to any of these questions, please provide details,	

<b>10</b>	<b>ADDITIONAL DETAILS</b> <b>Please check the local authorities website for any additional information which may be required</b>	
10.1	Additional information which is required or may be relevant to the application	

<b>11</b>	<b>PAYMENT AND DECLARATION</b>	
<b>11A</b>	<b>PAYMENT</b>	
11.1	Payment must be made at the time of application and can be made in the following way	
	<b>IN PERSON</b>	
	Make your payment at the Cashiers Department located within the Customer Services Centre, Stockton Central Library, Church Road, Stockton-On-Tees. Please ensure that you quote the name of your premise when making payment and then produce your receipt and application form to a member of the Customer Services Team.	
	<b>BY PHONE 01642 526558</b>	
	Make your payment using your debit or credit card. Please ensure that you quote the name of your premise and type of application when making your payment.	
	<b>BY BACS TRANSFER</b>	
	Please email either <a href="mailto:licensing.administration@stockton.gov.uk">licensing.administration@stockton.gov.uk</a> or <a href="mailto:banking.income@xentrall.org.uk">banking.income@xentrall.org.uk</a> to advise the date of payment and amount to be paid. Please ensure that you quote the name of your premise and type of application with your BACS payment/remittance advice to ensure that your record can be updated accordingly.	
	<b>Account Name: Stockton-On-Tees Borough Council – General Account</b>	
	<b>Account No: 07436998</b>	
	<b>Sort Code: 55-61-00</b>	
	<b>Bank Address: National Westminster Bank</b>	
	123 High Street	
	Stockton-On-Tees	
	TS18 1AY	
	<b>UK IBAN No: GB51NWBK55610007436998</b>	
<b>11B</b>	<b>DEFRA GUIDANCE</b>	
11.2	Please tick box to indicate that you have read the DEFRA guidance in respect of the animal activity you are applying for	<input type="checkbox"/>
<b>11C</b>	<b>ADDITIONAL INFORMATION</b>	
	<b>Please attach the following Information</b>	
11.3	A plan of the premises	<input type="checkbox"/>
11.4	Insurance policy	<input type="checkbox"/>
11.5	Operating procedures	<input type="checkbox"/>
11.6	Risk Assessments (including Fire)	<input type="checkbox"/>
11.7	Infection control procedure	<input type="checkbox"/>
11.8	Qualifications	<input type="checkbox"/>
11.9	Training records	<input type="checkbox"/>
<b>11D</b>	<b>DECLARATION</b>	
	<b>This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.</b>	
11.10	I am aware of the provisions of the relevant regulations and guidance documents. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.	
11.11	Ticking this box indicates you have read and understood the above declaration	<input type="checkbox"/>
11.12	Full Name	<input type="text"/>
11.13	Capacity	<input type="text"/>
11.14	Date	<input type="text"/>

## HOW WE COLLECT AND USE INFORMATION

The information collected, on this form and from supporting evidence, by Stockton-on-Tees Borough Council will be used to process your application. The information may be passed to the Department of Social Security, Employment Service and Inland Revenue and such other Departments of the Council and external organisations but only if the law permits us to do so.

We 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 give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include Government Departments and local authorities. Stockton-on-Tees Borough Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, please contact us at the address overleaf.