

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

## Standard applicant profile - Section 1



<b>1</b>	<b>Reference number</b>	
1.1	System reference Number (if known)	
1.2	Your reference (if known)	

Please complete all the questions in the form.

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

<b>2a</b>	<b>Agent</b>				
2.1	Are you an agent acting on behalf of the applicant	Yes		No	If no, go to 3.1
<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	Are you applying as a business or organisation, including a sole trader	Yes		No	
3.7	Are you applying as an individual	Yes		No	

<b>4a</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				
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				



## Activity - Section 2

### 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"

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		Renewal		If new, go to 2.3
2.2	Existing licence number					
2b		Further details about the applicant				
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					
2.6	Date of birth					

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
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	

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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.		

<b>5</b> 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			

<b>6</b> Veterinary surgeon	
6.1	Name of usual veterinary surgeon
6.2	Company name
6.3	Address
6.4	Telephone number
6.5	Email address

<b>8a</b> Emergency key holder			
8.1	Do you have an emergency key holder?	Yes/No	If no, go to 9.1
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	If no, go to 9.1
<b>8b</b> Emergency key holder 2			
8.3	Name		
8.4	Position/job title		

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8.5	Address	
8.6	Daytime telephone number	
8.7	Evening/other telephone number	
8.8	Email address	

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

<b>10</b>	<b>Additional details</b>	
	Please check local guidance notes and conditions for any additional information which may be required	
10.	Additional information which is required or may be relevant to the application	<p>Basic criminal record certificate that is no less than three months old at the time of application.</p> <p>A basic disclosure certificate only contains details of any unspent convictions as of the date the certificate is issued. It can be applied for online at <a href="https://www.gov.uk/request-copy-criminal-record">https://www.gov.uk/request-copy-criminal-record</a>.</p>

**Standard declaration - Section 3**

<b>1</b>	<b>Model Licence Conditions &amp; Guidance</b>	
	All applicants to tick that they have read the applicable model licence conditions & guidance	
1.1	Selling Animals as Pets	
1.2	Animal Boarding	
1.3	Animals for Exhibition	
1.4	Hiring out Horses	
1.5	Breeding Dogs	

<b>2</b>	<b>Additional Information</b>	
	Please attach the following Information	
2.1	A plan of the premises	
2.2	Insurance policy	
2.3	Operating procedures	
2.4	Risk Assessments (including Fire)	
2.5	Infection control procedure	
2.6	Qualifications	
2.7	Training records	

<b>3</b>	<b>Declaration</b>	
3.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
3.2	I am aware of the provisions of the relevant Act and model licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.	
3.3	Signing this box indicates you have read and understood the above declaration	
3.4	Full Name	
3.5	Capacity	
3.6	Date	

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Basingstoke and Deane Borough Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see the level 2 notice on Basingstoke and Deane Borough Council's website which can be found at:

<http://www.basingstoke.gov.uk/fraud> or contact the Internal Audit team on 01256 845761 (direct line) or email: [fraudinvestigators@basingstoke.gov.uk](mailto:fraudinvestigators@basingstoke.gov.uk)

Basingstoke and Deane Borough Council is the data controller for the personal information you provide on this form. You can contact the council by phone on 01256 844844, via email to [customer.service@basingstoke.gov.uk](mailto:customer.service@basingstoke.gov.uk) or by writing to us at Civic Offices, London Road, Basingstoke RG21 4AH. The council's Data Protection Officer can be contacted at [dpo@basingstoke.gov.uk](mailto:dpo@basingstoke.gov.uk)

The personal information you provide will be used for us to process your licence application. The information you provide and our processing is necessary under animal welfare legislation.

- We may share your information with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so
- Your information will be available as part of the public planning file and your name and address will be published on the on-line planning portal
- We will share details of your planning application with statutory consultees where we are obliged to
- we will not disclose your information to other organisations unless we are required by law to do so or to prevent fraud
- your personal details will only be held as long as is needed for this purpose and in accordance with our retention policy

For further details on how your information is used; how we maintain the security of your information and your rights, including how to access information we hold on you and how to complain if you have any concerns about how your personal details are processed, please visit [www.basingstoke.gov.uk](http://www.basingstoke.gov.uk) or email [dpo@basingstoke.gov.uk](mailto:dpo@basingstoke.gov.uk)