

**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"

**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)          |  |

"

|           |  |     |  |    |                  |
|-----------|--|-----|--|----|------------------|
| <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      | Date of birth:           |  |

|          |   |     |  |    |  |
|----------|---|-----|--|----|--|
| <b>3</b> | <b>Applicant details</b>  |     |  |    |  |
| 3.5      | Main telephone number   |     |  |    |  |
| 3.6      | Other telephone number  |     |  |    |  |
| 3.7      | Are you applying as a business or organisation, including a sole trader | Yes |  | No |  |
| 3.8      | 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 | <b>If no, go to 4.3</b> |
| 4.2       | Registration Number  |     |  |    |                         |
| 4.3       | Is your business registered outside the UK   |     |  |    |                         |
| 4.4       | VAT Number   |     |  |    |                         |
| 4.5       | Legal status of the business, explain?   |     |  |    |                         |
| 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      | Postcode   |     |  |    |                         |
| 4.14      | Country  |     |  |    |                         |

|          |   |  |
|----------|---|--|
| <b>1</b> | <b>Type of Business</b>   |  |
| 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  |  |

|           |  |            |  |           |  |                          |
|-----------|--|------------|--|-----------|--|--------------------------|
| <b>2</b>  | <b>Type of Application</b>   |            |  |           |  |                          |
| 2.1       | Type of Application  | New        |  | Renewal   |  | <b>If new, go to 2.3</b> |
| 2.2       | Existing licence number  |            |  |           |  |                          |
| <b>2b</b> | <b>Further details about the applicant</b>                         |            |  |           |  |                          |
| 2.3       | Do you have any training certificates or qualifications?           | <b>Yes</b> |  | <b>No</b> |  | <b>If no, go to 2.5</b>  |
| 2.4       | Please provide details of training certificates and qualifications |            |  |           |  |                          |
| 2.5       | Please provide details of relevant experience                      |            |  |           |  |                          |

|          |  |            |  |           |  |                |
|----------|--|------------|--|-----------|--|----------------|
| <b>3</b> | <b>Premises to be licensed</b>   |            |  |           |  |                |
| 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? When was this granted | <b>Yes</b> |  | <b>No</b> |  | <b>Granted</b> |

|          |  |  |                     |  |                          |
|----------|--|--|---------------------|--|--------------------------|
| <b>4</b> | <b>Accommodation and facilities</b>  |  |                     |  |                          |
| 4.1      | Number and size of rooms/type of accommodation 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 or other emergency           |  |                     |  |                          |
| 4.10     | How do you keep and maintain a register of animals?  |  | <b>Paper record</b> |  | <b>Electronic record</b> |
| 4.11     | When the premises is closed what arrangements are in place to ensure the welfare of animals. |  |                     |  |                          |

|          |  |            |           |                       |  |                                |
|----------|--|------------|-----------|-----------------------|--|--------------------------------|
| <b>5</b> | <b>Animals to be sold</b>                        |            |           |                       |  |                                |
|          | Please provide details of the animals to be sold |            |           |                       |  |                                |
|          | <b>Type</b>                                      |            |           | <b>Maximum Number</b> | <b>Details of accommodation including size</b> | <b>Age at which to be sold</b> |
| 5.1      | Dogs/puppies                                     | <b>Yes</b> | <b>No</b> |                       |  |                                |
| 5.2      | Cats/kittens                                     | <b>Yes</b> | <b>No</b> |                       |  |                                |
| 5.3      | Chipmunks  | <b>Yes</b> | <b>No</b> |                       |  |                                |
| 5.4      | Rabbits & cavies                                 | <b>Yes</b> | <b>No</b> |                       |  |                                |
| 5.5      | Hamsters   | <b>Yes</b> | <b>No</b> |                       |  |                                |
| 5.6      | Rats, mice, gerbils & degus                      | <b>Yes</b> | <b>No</b> |                       |  |                                |

| <b>5 Animals to be sold</b>                      |   |            |  |           |  |  |  |  |
|--|---|------------|--|-----------|--|--|--|--|
| Please provide details of the animals to be sold |   |            |  |           |  |  |  |  |
| 5.7  | Larger domesticated mammals, e.g. goats, pot-bellied pigs | <b>Yes</b> |  | <b>No</b> |  |  |  |  |
| 5.8  | Primates e.g. marmosets                                   | <b>Yes</b> |  | <b>No</b> |  |  |  |  |
| 5.9  | Parrots, parakeets and macaws                             | <b>Yes</b> |  | <b>No</b> |  |  |  |  |
| 5.10   | Pigeons   | <b>Yes</b> |  | <b>No</b> |  |  |  |  |
| 5.11   | Other large birds (please specify)                        | <b>Yes</b> |  | <b>No</b> |  |  |  |  |
| 5.12   | Budgerigars, finches and other small birds                | <b>Yes</b> |  | <b>No</b> |  |  |  |  |
| 5.13   | Tortoises   | <b>Yes</b> |  | <b>No</b> |  |  |  |  |
| 5.14   | Snakes and lizards  | <b>Yes</b> |  | <b>No</b> |  |  |  |  |
| 5.15   | Tropical fish   | <b>Yes</b> |  | <b>No</b> |  |  |  |  |
| 5.16   | Marine fish   | <b>Yes</b> |  | <b>No</b> |  |  |  |  |
| 5.17   | Cold water fish   | <b>Yes</b> |  | <b>No</b> |  |  |  |  |
| 5.18   | Any other species (please specify)                        | <b>Yes</b> |  | <b>No</b> |  |  |  |  |

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

|           |                                      |            |  |           |  |                         |
|-----------|--------------------------------------|------------|--|-----------|--|-------------------------|
| <b>7a</b> | <b>Emergency key holder</b>          |            |  |           |  |                         |
| 7.1       | Do you have an emergency key holder? | <b>Yes</b> |  | <b>No</b> |  | <b>If no, go to 9.1</b> |
| 7.2       | Name                                 |            |  |           |  |                         |
| 7.3       | Position/job title                   |            |  |           |  |                         |
| 7.4       | Address                              |            |  |           |  |                         |
| 7.5       | Daytime telephone number             |            |  |           |  |                         |
| 7.6       | Evening/other telephone number       |            |  |           |  |                         |
| 7.7       | Email address                        |            |  |           |  |                         |
| 7.8       | Add another person?                  | <b>Yes</b> |  | <b>No</b> |  | <b>If no, go to 8.1</b> |
| <b>7b</b> | <b>Emergency key holder 2</b>        |            |  |           |  |                         |
| 7.9       | Name                                 |            |  |           |  |                         |
| 7.10      | Position/job title                   |            |  |           |  |                         |
| 7.11      | Address                              |            |  |           |  |                         |
| 7.12      | Daytime telephone number             |            |  |           |  |                         |
| 7.13      | Evening/other telephone number       |            |  |           |  |                         |
| 7.14      | Email address                        |            |  |           |  |                         |

|          |  |            |  |           |  |  |
|----------|--|------------|--|-----------|--|--|
| <b>8</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:                                      |            |  |           |  |  |
| 8.1      | Keeping a pet shop?  | <b>Yes</b> |  | <b>No</b> |  |  |
| 8.2      | Keeping a dog?   | <b>Yes</b> |  | <b>No</b> |  |  |
| 8.3      | Keeping an animal boarding establishment?  | <b>Yes</b> |  | <b>No</b> |  |  |
| 8.4      | Keeping a riding establishment?  | <b>Yes</b> |  | <b>No</b> |  |  |
| 8.5      | Having custody of animals?   | <b>Yes</b> |  | <b>No</b> |  |  |
| 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? | <b>Yes</b> |  | <b>No</b> |  |  |
| 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?                 | <b>Yes</b> |  | <b>No</b> |  |  |

|          |   |  |
|----------|---|--|
| <b>8</b> | <b>Disqualifications and convictions</b>                  |  |
| 8.8      | If yes to any of these questions, please provide details, |  |

|          |   |  |
|----------|---|--|
| <b>9</b> | <b>Additional details</b>   |  |
|          | Please check local guidance notes and conditions for any additional information which may be required |  |
| 9.1.     | Additional information which is required or may be relevant to the application                        |  |

## Standard declaration section

|          |   |  |
|----------|---|--|
| <b>1</b> | <b>Model Licence Conditions &amp; Guidance</b>  |  |
|          | All applicants to tick that they have read the applicable model licence conditions and guidance |  |
| 1.1      | Selling animals as pets   |  |
| 1.2      | Providing or arranging boarding for cats or dogs  |  |
| 1.3      | Exhibition of animals   |  |
| 1.4      | Hiring out horses   |  |
| 1.5      | Breeding dogs   |  |

|          |   |  |
|----------|---|--|
| <b>2</b> | <b>Additional Information</b>   |  |
|          | Please attach the following Information and tick once completed:  |  |
| 2.1      | A plan of the premises  |  |
| 2.2      | Insurance policy  |  |
| 2.3      | Written operating procedures to include emergency plan, staff training policy   |  |
| 2.4      | Risk Assessments (including Fire)   |  |
| 2.5      | Management of the following – feeding, cleaning, transportation, disease control, health and welfare, death or escape |  |
| 2.6      | Qualifications  |  |
| 2.7      | Training/experience 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. It is an offence to give false information. |  |



|     |   |                  |
|-----|---|------------------|
| 3.3 | Signing this box indicates you have read and understood the above declaration | Signature: _____ |
| 3.4 | Full Name   |                  |
| 3.5 | Capacity  |                  |
| 3.6 | Date  |                  |

**Notes – Persons who may not apply for a licence**

1. A person who has at any time held a licence which was revoked under regulation 15 of these Regulations.
2. A person who has at any time held a licence which was revoked under regulation 17 of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014(a).
3. A person who has at any time held a licence which was revoked under regulation 13 of the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012(b).
4. A person who is disqualified under section 33 of the Welfare of Animals Act (Northern Ireland) 2011(c).
5. A person who has at any time held a licence which was revoked under regulation 12 of the Welfare of Racing Greyhounds Regulations 2010(d).
6. A person who is disqualified under section 34 of the Act.
7. A person who is disqualified under section 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006(e).
8. A person who is disqualified under section 4(1) of the Dangerous Dogs Act 1991(a).
9. A person who is disqualified under Article 33A of the Dogs (Northern Ireland) Order 1983(b).
10. A person who is disqualified under section 6(2) of the Dangerous Wild Animals Act 1976(c) from keeping a dangerous wild animal.
11. A person who is disqualified under section 3(3) of the Breeding of Dogs Act 1973(d) from keeping a breeding establishment for dogs.
12. A person who is disqualified under section 4(3) of the Riding Establishments Act 1964(e) from keeping a riding establishment.
13. A person who is disqualified under section 3(3) of the Animal Boarding Establishments Act 1963(f) from keeping a boarding establishment for animals.
14. A person who is disqualified under section 5(3) of the Pet Animals Act 1951(g) from keeping a pet shop.
15. A person who is disqualified under section 1(1) of the Protection of Animals (Amendment) Act 1954(h) from having custody of an animal.
16. A person who is disqualified under section 4(2) of the Performing Animals (Regulation) Act 1925(i).
17. A person who is disqualified under section 3 of the Protection of Animals Act 1911(j) from the ownership of an animal.