

**Animal Welfare Act 2006  
Animal Welfare (Licensing of Activities Involving Animals (England) Regulations 2018**

**APPLICATION FOR A LICENCE TO CARRY ON THE ACTIVITY OF  
SELLING ANIMALS AS PETS**

**Please ensure that you have read the ‘general’ and ‘specific’ licence conditions contained within the regulations as well as the DEFRA guidance that relates to your application before completing this form. These documents can be accessed via the Council’s website.**

<b>APPLICANT DETAILS</b>		
<b>(Applicant must be the individual(s) who will carry on the licensable activity</b>		
<b>Please complete all the questions in this form using BLACK ink</b>		
Full Name of Applicant(s):	Please indicate title: (Mr, Mrs, Miss, Ms etc)	
Full Address Including Postcode of Applicant(s):		
Date of Birth for each Applicant:		
Contact Numbers for Applicant(s):		
Email Address for Applicant(s):		
	<b>YES</b>	<b>NO</b>
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping a pet shop?		
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping a dog?		
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping an animal boarding establishment?		
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from having custody of animals?		
Has the applicant(s), or any person who will have control or management of the establishment, been convicted of any offences under the animal Welfare Act 2006?		

Has the applicant(s), or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?		
Has any person named in this application ever been convicted of a crime?		
If Yes, to any of the above then please provide details:-		
	<b>YES</b>	<b>NO</b>
Do you have planning consent for business use? If no, please check with the planning department whether it is required		
Is your business certified by a UKAS-accredited body with 3 or more years of compliance history?		
Do you have three or more years of compliance history with a Local Authority		
Do you have public liability insurance?		
If <b>NO</b> please state the steps you are taking to obtain public liability insurance		
If <b>YES</b> please provide the following details:-		
Policy Number:		
Period of Cover:		
Amount to Cover (£m):		
<b>PREMISES TO BE LICENSED</b>		
Name of Business/Trading Name (if any)		
Address of Premises to be licensed including postcode (if different to applicant details)		
Premises contact Numbers (if different to applicant details)	Landline: Mobile:	
Premises/Business Email (if different to applicant details)		
Premises/Business Website Address		
Will the premises be operative throughout the year?	Please provide details:	
What are the opening times of the premises?		

Which type of business is to be operated	YES	NO
Pet Shop		
Home Sales		
Wholesales		
Third Party Sales		
Hobby Sales (Pet Fairs)		
Sale of animals to the public as pets by means of a fixed donation		
If other then please state.....		

**ACCOMMODATION AND FACILITIES**

Number and size of rooms to be used	
Heating arrangements	
Method of ventilation of premises	
Lighting arrangements (natural & artificial)	
Water supply	
Facilities for food storage & preparation	
Arrangements for disposal of excreta, bedding and other waste material	
Isolation facilities for the control of infectious diseases	

Fire precautions/equipment and arrangements in the case of fire			
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Do you keep and maintain a register of animals?	<b>YES</b>		<b>NO</b>	
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<b>ANIMALS TO BE SOLD</b>
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Please complete the boxes below for each type of animal 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>
Chipmunks			
Rabbits & Cavies			
Hamsters			
Rats, Mice & Gerbils			
Larger Domesticated Animals (i.e. goats, pot-bellied pigs)			
Primates e.g. Marmosets			
Parrots, Parakeets and Macaws			
Pigeons			
Other large birds (please specify)			

Budgerigars, Finches and other small birds			
Tortoises			
Snakes and Lizards			
Tropical Fish			
Marine Fish			
Cold Water Fish			

Any other species (please specify)


**MANAGEMENT OF THE PREMISES**

When the premises are closed what arrangements are in place to ensure the welfare of animals?	
What are the arrangements in the event of an emergency?	
Does the applicant have any training certificates or qualifications?	Please provide details:

State 'none' if that is the case		
Please provide details of relevant experience		
<b>VETERINARY SURGEON</b>		
Name of usual veterinary surgeon:		
Company Name:		
Full Address including Postcode:		
Telephone Number:		
Email Address:		
<b>EMERGENCY KEY HOLDER</b>		
	<b>YES</b>	<b>NO</b>
Do you have an emergency key holder? If YES please provide details below:-		
Name:		
Position/Job Title:		
Address:		
	<b>Postcode:</b>	
Daytime Tel No:		
Evening/Other Tel No:		
Email Address:		
Distance from the licensed premises:	Miles	Minutes

## DECLARATION

- I am aware of the provisions of the relevant Act, Regulations and Statutory Guidance.
- The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.
- I understand that a person authorised by the Council will inspect the premises before a licence is granted.
- I understand that a person authorised by the Council may inspect the premises either by appointment or unannounced at any reasonable time.
- I understand that a person authorised by the Council may take photographs or video footage whilst carrying out inspections or visits to the premises.
- I am aware a fee is payable for this application.
- I accept that all veterinary fees incurred by the Council in respect of this application will be recoverable at cost.
- I accept that the licence fee is subject to change.
- I accept that in the event of my application being refused or withdrawn, the application fee will not be refunded.
- I apply under the legislation above to carry on the activity of **Selling Animals as Pets** at the above premises.
- I accept that on occasions the Council is required to provide information to third parties made under the Environmental Information Regulations 2004, the Data Protection Act 1998 and the Freedom of Information Act 2000.
- I agree by signing this application that I have read and understood this declaration.

<b>Date</b>		<b>Signature of Applicant(s)</b>	
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**Please provide the following information and documents with your application:**

- Plan of the premises
- Insurance policy
- Standard Operating procedures
- Emergency Response Plan
- Infection Control Procedure
- Qualifications
- Training Records
- UKAS accredited certification

Please send your application, along with the required part of the fee, which can be found on the Council's website <https://my.northtyneside.gov.uk/category/1340/animal-welfare-licences> to:

North Tyneside Council, Environmental Health, Cobalt Business Park, The Quadrant, 16 The Silverlink N, North Tyneside, NE27 0BY. Alternatively you can submit your application by email to: [animal.licensing@northtyneside.gov.uk](mailto:animal.licensing@northtyneside.gov.uk)

To make payment of the required fee by credit or debit card over the phone please call admin Services on 0191 643 6100.

## **Guidance notes on applying for an Animal Activities Licence**

### **Guidance Note 1 – Application process**

The steps involved in the application process are set out below. Wherever possible, we aim to complete the application process within 10 weeks of receiving the application.

1. The applicant submits their application form and the relevant application fee to the local authority.
2. A suitably qualified inspector will arrange to visit the relevant premises and carry out an inspection to establish if a licence can be granted and what star rating will apply to the premises concerned (the length of licence to be issued will depend on the star rating awarded by the inspector).
3. The applicant is informed of the outcome of the inspection, the star rating that will apply and the length of licence that they have been deemed eligible for.
4. The applicant pays any invoice relating to vet inspection fees (if applicable)
5. Once the vet inspection fees have been received (if applicable), the licence will be issued for the relevant period of time.

### **Guidance Note 2 – Persons who may not apply for a licence**

Regulation 11 sets out details of those persons who may not apply for a licence in respect of any licensable activity. Regulation 11 states that the following persons may not apply:

- (a) a person listed as a disqualified person in paragraph 4 or any of paragraphs 6 to 17 of Schedule 8 where the time limit for any appeal against that disqualification has expired or where, if an appeal was made, that appeal was refused;
- (b) a person listed in any of paragraphs 1 to 3 and 5 of Schedule 8 as having held a licence which was revoked where the time limit for any appeal against that revocation has expired or where, if an appeal was made, that appeal was refused.

### **Guidance Note 3 – Refusal of licences**

If the applicant is failing to meet the required standards to enable a licence to be granted, we will work with them to explain the issues and assist them in meeting the standards. However if the required minimum standards are not subsequently met then the application will have to be refused. If an application for a licence is refused, the applicant has the right to appeal against the decision to the First-Tier Tribunal.