

<b>Official use only:</b>	Date received
Payment received	Case Ref:



**APPLICATION FOR A LICENCE TO SELL ANIMALS  
THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) REGULATIONS 2018**

Please complete all questions on the form. If you have nothing to record, please state 'not applicable' or 'none'. Before completing the form you may wish to refer to the application guidance notes for new applications which can be found on the Councils website.

If you are completing this form by hand, please write legibly in block capitals using ink. Use additional sheets if necessary (marked with the number of the relevant question). You may wish to keep a copy of the completed form for your records.

**Section 1 – Standard Applicant Profile Section**

<b>1 Agent</b>						
1.1	Are you an agent acting on behalf of the applicant?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If not go to section 2
<b>1b Further information about the Agent</b>						
1.2	Name					
1.3	Address					
1.4	Email					
1.5	Contact telephone number(s)					

<b>2 Applicant details (this will be the named licence holder on the licence)</b>		
2.1	Name	
2.2	Address	
2.3	Email	
2.4	Contact telephone number(s)	

<b>3 Applicant Business (a licence will only be issued to an individual)</b>						
3.1	Is your company registered with companies house	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no go to 3.3
3.2	Registration Number					
3.3	Is your business registered outside the UK					
3.4	VAT Number					
3.5	Legal status of the business					
3.6	Your position in the business					
3.7	The country where your head office is located.					

<b>3b Business Address – This should be your official address – The address required of you by law to receive all communication</b>	
3.8	

## Section 2 – Premises Details

<b>1 Type of Business</b>					
1.1	Pet Shop	<input type="checkbox"/>	1.2	Home Sales	<input type="checkbox"/>
1.3	Internet Sales	<input type="checkbox"/>	1.4	Wholesales	<input type="checkbox"/>
1.5	Third Party Sales	<input type="checkbox"/>	1.6	Hobby Sales (pet fairs)	<input type="checkbox"/>
1.7	Sale of animals to the public as pets by means of a fixed or minimum donation				<input type="checkbox"/>
1.8	Other please state				

<b>2 Type of Application</b>		New	<input type="checkbox"/>	Renewal	<input type="checkbox"/>	If new, go to 2a
2.1	Existing licence number					

<b>2a Further details about the applicant</b>						
2.2	Do you have any training certificates or qualifications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, go to 2.5
2.3	Please provide details of training certificates and qualifications					
2.4	Please provide details of relevant experience					
2.5	Date of birth					

<b>3 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?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

<b>4 Accommodation and facilities (continue on separate sheet is necessary)</b>						
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				
4.10	Do you keep and maintain a register of animals?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4.11	When the premises is closed what arrangements are in place to ensure the welfare of animals?				

**5 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 <input type="checkbox"/> No <input type="checkbox"/>		
5.2 Cats /kittens	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5.3 Chipmunks	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5.4 Rabbits & cavies	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5.5 Hamsters	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5.6 Rats, mice & gerbils	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5.7 Larger domesticated mammals, e.g. goats, pot-bellied pigs	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5.8 Primates e.g. marmosets	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5.9 Parrots, parakeets and macaws	Yes <input type="checkbox"/> No <input type="checkbox"/>		

<b>5 Animals to be sold</b>					
<b>Please provide details of the animals to be sold</b>					
5.10	Pigeons	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
5.11	Other large birds (please specify)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
5.12	Budgerigars, finches and other small birds	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
5.13	Tortoises	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
5.14	Snakes and lizards	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
5.15	Tropical fish	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
5.16	Marine fish	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
5.17	Cold water fish	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
5.18	Any other species (please specify)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

<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>7 Emergency key holder</b>						
<b>7</b>	Do you have an emergency key holder?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, go to 8.1
7.1	Name					
7.2	Position/job title					
7.3	Address					
7.4	Contact telephone number(s)					
7.5	Email address					
7.6	Add another person?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes, 7.1 to 7.5 will be repeated

<b>8 Disqualifications and convictions</b>			
<b>Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:</b>			
8.1	Keeping a pet shop?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.2	Keeping a dog?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.3	Keeping an animal boarding establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.4	Keeping a riding establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.5	Having custody of animals?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

8 Disqualifications and convictions		
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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.8	If yes to any of these questions, please provide details,	

9 Additional details	
Additional information which may be relevant to the application	

### Section 3 – Declaration Section

1 Model Licence Conditions & Guidance	
All applicants to tick that they have read the applicable model licence conditions & guidance	
1.1	To sell animals <input type="checkbox"/>

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

3 Declaration	
3.1	<b>This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.</b>
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	Ticking this box indicates you have read and understood the above declaration <input type="checkbox"/>
3.4	Full Name
3.5	Capacity
3.6	Date

## Section 4 – Payment Details

### Freedom of information

The Freedom of Information Act gives people the right to obtain information held by public authorities unless there are good reasons to keep it confidential. Please be aware that information supplied on this form may be released in response to a freedom of information request. To comply with financial regulations, details of license holders may also be disclosed to authorise Government agencies.

### London Borough of Sutton applicants:

The completed application should be sent to:-

**London Borough of Sutton, Licensing Team, Civic Offices, St Nicholas Way, Sutton SM1 1EA.**

Alternatively you can send a scanned PDF copy of your application to [licensing@sutton.gov.uk](mailto:licensing@sutton.gov.uk)

#### The following Payment Options are available:

 **Online:** Debit and Credit Card payments can be made using our online payment facility at [https://www.sutton.gov.uk/info/200466/pay\\_for\\_it](https://www.sutton.gov.uk/info/200466/pay_for_it)

 **Telephone:** Debit and Credit Card payments can be made by telephoning our contact centre on 020 8770 5000, selecting options 5 then 2

 **Post:** Cheques or postal orders should be made payable to 'Sutton Council'

**Please note any statutory consultation periods will not commence until payment has been made and we have received your application form. It is your responsibility to contact us if you experience a problem in paying for your application.**

### Royal Borough of Kingston upon Thames applicants:

The completed application should be sent to:-

**Royal Borough of Kingston upon Thames, Licensing Team, Guildhall 2, High Street, Kingston, KT1 1EU.**

Alternatively you can send a scanned PDF copy of your application to [licensing@sutton.gov.uk](mailto:licensing@sutton.gov.uk)

#### The following Payment Options are available:

 **Telephone:** Debit and Credit Card payments can be made by telephoning our contact centre on 020 8547 5080

 **Post:** Cheques or postal orders should be made payable to 'Kingston Council'

**If you wish to pay in this way, give clear telephone contact details on the top of the application form or in a covering letter. We will then contact you once we have received your form.**

**Please note any statutory consultation periods will not commence until payment has been made and we have received your application form. It is your responsibility to contact us if you experience a problem in paying for your application.**