

Application for a licence to sell animals as pets

1. Applicant profile

Please complete all the questions in the form.

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

Please note - if you are breeding dogs for sale you must apply for a licence for breeding of dogs instead.

1	Applicant details	
1.1	Name The person who will be the licence holder	
1.2	Address	
1.3	Date of birth	
1.4	Email	
1.5	Main telephone number	
1.6	Other telephone number	
1.7	In what capacity are you making your application?	<input type="checkbox"/> Business or organisation, including a sole trader <input type="checkbox"/> Individual

1.8	Please state the 'licence holder' you wish to appear on the licence – where necessary a generic job description may be used.	
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2a	Applicant Business	
2.1	Is your company registered with companies house	<input type="checkbox"/> Yes <input type="checkbox"/> No - If no, go to 2.3
2.2	Registration Number	
2.3	Is your business registered outside the UK	
2.4	VAT Number	
2.5	Legal status of the business	
2.6	Your position in the business	
2.7	The country where your head office is located.	
2b	Business Address	This should be your official address – The address required of you by law to receive all communication
2.8	Building name or number	
2.9	Street	
2.10	District	
2.11	City or Town	
2.12	County or administrative area	
2.13	Post Code	
2.14	Country	

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2. Activity details

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	<input type="checkbox"/> New If new, go to 2.3 <input type="checkbox"/> Renewal
2.2	Existing licence number (if applicable)	
2.3	Do you have any training certificates or qualifications?	<input type="checkbox"/> Yes <input type="checkbox"/> 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	

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

4	Accommodation and facilities	please continue on a separate page if necessary
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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4	Accommodation and facilities	please continue on a separate page if necessary
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	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5.2	Cats /kittens	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5.3	Chipmunks	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5.4	Rabbits & caviaes	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5.5	Hamsters	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5.6	Rats, mice & gerbils	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5.7	Larger domesticated mammals, e.g. goats, pot-bellied pigs	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5.8	Primates e.g. marmosets	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5.9	Parrots, parakeets and macaws	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5.10	Pigeons	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5.11	Other large birds (please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5.12	Budgerigars, finches and other small birds	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5.13	Tortoises	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5.14	Snakes and lizards	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5.15	Tropical fish	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5.16	Marine fish	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5.17	Cold water fish	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5.18	Any other species (please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Comments/ additional information to Qs 5.1 to 5.18

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

7	Emergency key holder	
7.1	Do you have an emergency key holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No - If no, go to 8.1
7.2	Name	
	Position/job title	
	Address	
	Daytime telephone number	
	Evening/other telephone number	
	Email address	
7.3	Emergency key holder 2	
	Name	
	Position/job title	
	Address	
	Daytime telephone number	
	Evening/other telephone number	
	Email address	

8	Disqualifications and convictions	
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?	<input type="checkbox"/> No <input type="checkbox"/> Yes
8.2	Keeping a dog?	<input type="checkbox"/> No <input type="checkbox"/> Yes
8.3	Keeping an animal boarding establishment?	<input type="checkbox"/> No <input type="checkbox"/> Yes
8.4	Keeping a riding establishment?	<input type="checkbox"/> No <input type="checkbox"/> Yes
8.5	Having custody of animals?	<input type="checkbox"/> No <input type="checkbox"/> Yes
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?	<input type="checkbox"/> No <input type="checkbox"/> Yes
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?	<input type="checkbox"/> No <input type="checkbox"/> Yes
8.8	If yes to any of these questions, please provide details,	

Additional Details

9	UKAS Accreditation	
9.1	Is your business certified by a UKAS accredited Body?	<input type="checkbox"/> No <input type="checkbox"/> Yes - If Yes please go to Q 9.2
9.2	Please give your membership number	
9.3	Please provide details of the accreditation including:-	

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9	UKAS Accreditation	
	<ul style="list-style-type: none"> • date when the accreditation commenced, • standard achieved • last inspection date. 	
10	Business marketing	
10.1	Do you advertise your business?	<input type="checkbox"/> No <input type="checkbox"/> Yes- If Yes please go to Q10.2
10.2	Please provide details where you advertise your business activities. e.g. website, websites used, Apps used, newspapers, publication advertising	

3. Declaration

1	Licence Conditions & Guidance	Please tick ✓ to confirm that you have read the applicable licence conditions & guidance
The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018		
1.1	Schedule 2 General conditions and relevant specific conditions below	
1.2	Schedule 3 Specific conditions: selling animals as pets	
1.3	Guidance notes for conditions for selling animals as pets	
2	Additional Information Please attach the following Information	Please tick ✓ to confirm that you attached the information If not please indicate why
2.1	A plan of the premises	
Written operating procedures		
2.2	Training policy for all staff (Schedule 2 Condition 4) and Training records and qualifications (copies)	
2.3	Procedures for Protection of Pain and Suffering (Schedule 2 Condition 9) for <ul style="list-style-type: none"> - feeding regimes - cleaning regimes, - transportation, - the prevention of and control of the spread of disease, - monitoring and ensuring the health and welfare of all the animals - death or escape of an animal 	
2.4	Emergency Plan (Schedule 2 Condition 10)	
3	Declaration by the licence holder	
3.1	I am aware of the provisions of the Regulations and licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.	
3.2	Signing this box indicates you have read and understood the above declaration	
3.3	Full Name	
3.4	Capacity	
3.5	Date	

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**Return to: Erewash Borough Council Environmental Health,
Town Hall, Wharncliffe Road, Ilkeston, Derbyshire, DE7 4RA**
Tel 0115 907 2244 ext 27000 Email environmentalhealth@erewash.gov.uk

Your application fee must be paid before your application will be processed

The fee for a licence is paid in 2 parts as follows:

- **£302** must be paid with your application.

£381 must be paid if you have 2 licensable activities that need checking e.g. dog boarding and pet sales.

This can be paid via the contact centre on 0115 907 2244. Advise that you want to make an animal welfare licence application. They will let us know you have paid – we will check this when we receive your application form.

OR you can send a cheque payable to 'Erewash Borough Council' with your application.

£125.00 is paid if your licence application is successful.

You will be contacted to advise so you can make payment as detailed above. Your licence will not be issued until payment has been received.

A full list of fees is available on our website at: www.erewash.gov.uk/petsales

Erewash Borough Council collects personal information when you contact us for any services we provide. We will use this information to provide these services. We may need to share your information with service providers and other departments within EBC to ensure that you receive the best possible service. If so, this will be made clear in our privacy notice. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law. For more information explaining how we protect and use your information please see our privacy policy at www.erewash.gov.uk/privacy