



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

Application for a licence to sell animals

Part one Applicant and Business Details

1	Reference number	
1.1	System reference Number	
1.2	Your reference	

Please complete all the questions in the form.

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

2	Agent						
2.1	Are you an agent acting on behalf of the applicant	yes		No		If no go to 3	M
2b	Further information about the Agent						
2.2	Name						
2.3	Address						
2.4	Email						
2.5	Main telephone number						
2.6	Other telephone number						

3	Applicant details						
3.1	Name						
3.2	Address						
3.3	Email						
3.4	Main telephone number						
3.5	Other telephone number						
3.6	Applying as a business or organisation, including a sole trader	Yes		No			
3.7	Applying as an individual	Yes		No			

4	Applicant Business						
4.1	Is your company registered with companies house	yes		No		If no go to 4.3	M
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.						
4b	Business Address – This should be your official address – The address required of you by law to receive all communication						
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						

Part 2: See page 3

Part 2 Application for a licence to sell animals

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		
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.		

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/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	Animals to be sold				
	Please provide details of the animals to be sold				
5.16	Marine fish	Yes/No			
5.17	Cold water fish	Yes/No			
5.18	Any other species (please specify)	Yes/No			

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				

8a	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		
8b	Emergency key holder 2				
8.3	Name				
8.4	Position/job title				
8.5	Address				
8.6	Daytime telephone number				
8.7	Evening/other telephone number				
8.8	Email address				

9	Disqualifications and convictions				
	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?	Yes/No			
9.2	Keeping a dog?	Yes/No			

9	Disqualifications and convictions	
9.3	Keeping an animal boarding establishment?	Yes/No
9.4	Keeping a riding establishment?	Yes/No
9.5	Having custody of animals?	Yes/No
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?	Yes/No
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?	Yes/No
9.8	If yes to any of these questions, please provide details,	

10	Additional details	
	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	

A plan of the premises to show proposed rooms for animal accommodation	
Insurance policy	
Operating procedures to cover:- Feeding regimes; cleaning regimes; transportation, the prevention of, and control the spread of disease; monitoring and ensuring the health and welfare of all the animals; the death or escape of an animal (including the storage of dead animals); emergency plan and training policy	
Risk Assessments (including Fire)	
Qualifications: Minimum of an OFQUAL level 2 qualification (animal welfare, behaviour and training)	
Training records for all competent people	

Part 3 Declaration and Payment

1	Payment
1.1	Payment must be made at the time of making the application Note: there are two payments to be made 1: Licence Application 2: Grant of Licence

1.2	Follow the link to make payment
	Fee for Application £ Fee for Grant of Licence £

2	Model Licence Conditions & Guidance	
	All applicants to tick that they have read the applicable model licence conditions & guidance as you will be required to meet the minimum standards	
2.1	Pet Vending	
2.3	Animal Boarding	
2.4	Performing Animals	
2.5	Riding Establishments	
2.6	The Breeding and Sale of Dogs	

3	Additional Information			
	Please attach the following Information			
3.1	A plan of the premises	Attached	Yes	No
3.3	Insurance policy	Attached	Yes	No
3.4	Operating procedures	Attached	Yes	No
3.5	Risk Assessments (including Fire)	Attached	Yes	No
3.6	Infection control procedure	Attached	Yes	No
3.6	Qualifications	Attached	Yes	No
3.7	Training records	Attached	Yes	No

4	Declaration		
4.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.		
4.2	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.		
4.3	Ticking this box indicates you have read and understood the above declaration		
4.4	Full Name		
4.5	Capacity		
4.6	Date		

5	Save form	
5.1	Please click here if you wish to save this form for your records.	

