



**THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) (SCOTLAND) REGULATIONS 2021**  
**APPLICATION FOR LICENCE TO SELL ANIMALS AS PETS**

FEE PAID	£
RECEIPT NO.	
DATE RECEIVED	
RECEIVED BY	

PLEASE COMPLETE IN BLOCK CAPITALS

<b>Section 1: Licence Details</b> To be completed by all applicants	
Is this a new or renewal application?	<input type="checkbox"/> New <input type="checkbox"/> Renewal
Will the Licence be held by an Individual or a Company/ Partnership?	<input type="checkbox"/> Individual <input type="checkbox"/> Company/Partnership

<b>Section 2: Your Details</b> To be completed by all applicants	
First name(s):	Surname:
Maiden name (if applicable):	Phone number:
Home address (inc. postcode):	Date of birth:
	Place of birth:
Email:	
What is your relationship to the business:	
Will you be responsible for the day to day management of the business?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please also complete section 3)
Will you be at or within a reasonable distance of the premises at all times?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please also complete section 4)

<b>Section 3: Person responsible for day to day management of the business</b> (if different from section 2)	
First name(s):	Surname:
Maiden name (if applicable):	Phone number:
Home address (inc. postcode):	Date of birth:
	Place of birth:
Email:	

<b>Section 4: Person who will be at or within a reasonable distance of the premises at all times</b> (if different from section 2).	
First name(s):	Surname:
Maiden name (if applicable):	Phone number:
Home address (inc. postcode):	Date of birth:
	Place of birth:
Email:	

**Section 5: Premises details** To be completed by all applicants

Is the premises address, phone number and email address the same as section 2?

 Yes NoPremises Address (*inc. postcode*):

Premises phone number:

Premises email:

**Section 6: Directors/Partners of the business** To be completed if a Company/Partnership is applying for the licence

Name of the Company/Partnership:

How many Directors/Partners does the business have?

**Please provide details for first Director/Partner – if there is more than one please attached a separate sheet giving each Director/Partner's personal details**

First name(s):

Surname:

Maiden name (*if applicable*):

Phone number:

Home address (*inc. postcode*):

Date of birth:

Place of birth:

Email:

**Section 7: Emergency contact** (A second individual who can provide access to the premises) To be completed by all applicants

First Name(s):

Surname:

Home Address (*inc. postcode*):

Phone number:

Email:

**Section 8: Pet Sale details** To be completed by all applicants

Which animals are you intending to keep?

Animal Species (State exact species)

Maximum number of animal intending to be kept

 Invertebrates*E.g. Insects, worms etc.* Arachnids*E.g. Tarantulas, etc.* Fish*E.g. Tropical or Cold Water*

	<input type="checkbox"/> Amphibians <i>E.g. Toads, Frogs etc.</i>	
	<input type="checkbox"/> Reptiles <i>E.g. Snakes, Lizards, Tortoises, etc.</i>	
	<input type="checkbox"/> Birds <i>E.g. Parrots, Pigeons, Budgerigars, Finches etc.</i>	
	<input type="checkbox"/> Mammals <i>E.g. Puppies, Kittens, Rabbits, Hamsters, Cavies, Rats, Mice etc.</i>	
	<input type="checkbox"/> Any other Species <i>E.g. Please specify</i>	

**Section 9: Animal Accommodation** To be completed by all applicants. **\*\*Note:** For each species of animal provide the type of accommodation. If you have more than one type of accommodation, provide information on each. If required attach a separate sheet of paper answering all the questions.

What type of accommodation is used to house the different species of animal?	
State the material each type of accommodation is made from.	
What are the dimensions of the accommodation?	Height: Depth: Width:
How will the accommodation be heated?	
How will the accommodation be ventilated?	
How will the humidity/temperature be monitored within the accommodation?	
What material is provided within the accommodation to represent a natural habitat?	
What process is in place to clean the accommodation?	
What lighting is available within the accommodation?	
State which water source is used for the premises	<i>E.g. mains supply, private supply etc.</i>

What arrangements are in place for the disposal of excreta?	
What arrangements are in place for the disposal of other waste material?	
Describe the process for the control of infectious diseases including the location of the isolation facility.	
Are you transporting any animal over 65km?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Section 10: Animal Specific** Complete the section(s) specific to the species you are intending to keep. \*\*Note: For each species of animal provide the type of accommodation. If you have more than one type of accommodation, provide information on each. If required attach a separate sheet of paper answering all the questions.

#### Invertebrates

Is the accommodation on a tiered system?  Yes (answer question below)  
 No

If yes to previous question, explain what process is in place to prevent contamination between accommodations.

Describe what feed is available for the species including the location of where it is prepared and stored.

#### Arachnids

Is the accommodation on a tiered system?  Yes (answer question below)  
 No

If yes to previous question, explain what process is in place to prevent contamination between accommodations.

#### Fish

Describe how the water quality is checked including the frequency of checks.

How often is the tank water changed?

Describe where the fish are housed whilst the tank water is being changed.

Describe what feed is available for the species including the location of where it is prepared and stored.

#### Amphibians

Is the accommodation on a tiered system?  Yes (answer question below)  
 No

If yes to previous question, explain what process is in place to prevent contamination between accommodations.

Describe what feed is available for the species including the location of where it is prepared and stored.	
<b>Reptiles</b>	
Is the accommodation on a tiered system?	<input type="checkbox"/> Yes (answer question below) <input type="checkbox"/> No
If yes to previous question, explain what process is in place to prevent contamination between accommodation's	
Describe what feed is available for the species including the location of where it is prepared and stored.	
<b>Birds</b>	
What activities and toys are available for the social and mental wellbeing of each animal?	
Where are the birds housed whilst the cage is being cleaned?	
Describe what feed is available for the species including the location of where it is prepared and stored.	
<b>Mammals</b>	
What activities and toys are available for the social and mental wellbeing of each animal?	
What arrangements are in place for exercising them?	
Describe what feed is available for the species including the location of where it is prepared and stored.	
<b>Any other Species</b>	
Provide any other information you feel is relevant to keeping the desired species	
Describe what feed is available for the species including the location of where it is prepared and stored.	

**Section 11: Health and Safety** To be completed by all applicants

Have you provided a copy of your written policy & procedure which details the protection of animals and persons in case of fire or	<input type="checkbox"/> Yes – Copy provided <input type="checkbox"/> No – State the reason a copy has not been provided
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other emergency (including emergency exits)?	
Have you provided a copy of the information to be supplied to the purchaser on the appropriate care of the animals to be sold as a pets?	<input type="checkbox"/> Yes – Copy provided <input type="checkbox"/> No – State the reason a copy has not been provided
Do you have your insurance documents?	<input type="checkbox"/> Yes – Copy to be provided with the application <input type="checkbox"/> No – A copy must be sent within a week of approval of the application
Name and address of your Vet (inc. postcode):	Vet phone number:

### Section 12: Experience and Qualifications To be completed by all applicants

Detail any relevant qualifications and certificates held by any one named in this application or employed by the business.	<i>Provide copies with the application</i>
Describe any relevant experience held by anyone named in this application or employed by the business.	

### Section 13: Previous licence refusals and offences To be completed by all applicants

<p>Has anyone named in this application ever been disqualified under the Animal Health and Welfare (Scotland) Act 2006 from:</p> <ul style="list-style-type: none"> <li>• owning or keeping animals (or both)</li> <li>• dealing in animals</li> <li>• transporting animals</li> <li>• working with or using animals</li> <li>• providing any service relating to animals (including, in particular, for their care) which involves taking possession of animals</li> <li>• taking possession of animals for the purpose of an activity in respect of which a disqualification mentioned above is imposed</li> <li>• taking charge of animals for any, or any other, purpose</li> </ul>	<input type="checkbox"/> No <input type="checkbox"/> Yes – Please provide details
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### Section 14: Declarations To be completed by all applicants.

I/We declare that the particulars given on this form are correct to the best of my knowledge and belief.

**Please note that the licensing authority publish a register of licences for each licensable activity in relation to which it has granted a licence.**

Applicant Signature:		Date:	
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N.B. Any person who in or in connection with the making of this application makes any statement which he knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine.

#### Data Protection:

Shetland Islands Council will use the information about you on this form to process your licensing application. In processing your application, the information you have provided may be shared between Council departments and with other agencies where necessary. By signing this form you consent to the Council sharing your information in this way. The Council has a duty to process your information fairly and in accordance with the provisions of the Data Protection Act 1998. We will ensure that the information we hold is accurate, up to date, is kept as long as necessary and is otherwise shared only where we are legally obliged to do so. You can request access to the personal information held about you by the Council by writing to the Head of Governance and Law, Legal Department, 8 North Ness Business Park, Lerwick, Shetland.

This form is to be lodged with **Environmental Health, The Gutters' Hut, 7 North Ness, Lerwick, ZE1 0LZ** along with the appropriate application fee. Please note the fee is an application fee; it will not be refunded in the event of the licence application being either withdrawn or refused.