

Application for a Licence to Sell Animals as Pets

- Before applying for a Selling Animals as Pets Licence, you must familiarise yourself with the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 (as amended) and their associated guidance.
- You may submit your application in the following ways:

Email: licensing@herefordshire.gov.uk

Post: Herefordshire Council
Licensing Team
Plough Lane
Hereford
HR1 2PJ

- The appropriate application fee must accompany applications: Please use one of the following options to make a payment:
 - Call 01432 261761 (between 9:00am – 4:15pm) to make a card payment over the phone.
 - Online payment using the following link [Paying bills online - Main Menu \(e-paycapita.com\)](#)
 - BACS payment :
Bank: Nat West
Branch: 12 Broad Street, Hereford, HR4 9AH
Sort Code : 53-50-41
Account No: 10313281
Reference: Your licence number or your name
- Once your application has been accepted and validated, you will be contacted by a Licensing Officer to arrange the necessary inspection(s).
- Once the Council is in receipt of the Inspecting Officers' report, and providing everything is satisfactory and the licence fee has been paid, the licence will be issued.

If any part of the application is incomplete, the required documentation detailed in section 14 of the application is not submitted, or the application fee is not paid, the application will not be processed. We will hold the application for a maximum of 28 days and if the missing information, documentation and/or fee is not submitted within the 28 day holding-period, the application will be rejected and the fee/s will be refunded, minus a £25.00 admin fee.

If you require further guidance we offer a chargeable Pre-Application Advice and Assistance Service. Please see our website for more details:

<https://www.herefordshire.gov.uk/business-1/changes-animal-related-licensing/2>

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

Application for a Licence to Sell Animals as Pets

**Please complete all the questions on the form.
If you have nothing to record, please state "Not Applicable", "N/A" or "None"**

1 Type of Application						
1.1	New Grant		Renewal		Variation	If applying for a new grant, go to 2
1.2	Existing licence number					
1.3	Existing licence expiry date					

2 Agent						
2.1	Are you an agent acting on behalf of the applicant?	Yes		No		If No, go to 3a
2.2	Name					
2.3	Address					
2.4	Email					
2.5	Main telephone number					
2.6	Other telephone number					

3a Individual Applicant Details 1					If applying as a business, go to 4a
3.1	Name				
3.2	Address				
3.3	Email				
3.4	Main telephone number				
3.5	Other telephone number				
3.6	Date of birth				
3.7	Capacity (e.g. owner / manager / etc.)				

3b Individual Applicant Details 2 (If more applicants wish to be a licence holder, please continue on a separate sheet of paper)				
3.8	Name			
3.9	Address			
3.10	Email			
3.11	Main telephone number			
3.12	Other telephone number			
3.13	Date of birth			
3.14	Capacity (e.g. owner / manager / etc.)			

4a Business Applicant Details						
4.1	Is your company registered with Companies House?	Yes		No		If No, go to 5
4.2	Registration number					
4.3	Is your business registered outside the UK?	Yes		No		

4a Business Applicant Details	
4.4	VAT number
4.5	Legal status of the business
4.6	Name of business owner
4.7	Name of applicant
4.8	Applicant's position in the business
4.9	The country where your head office is located

4b Business Address – This should be the official address at which it is required of you by law to receive all communication	
4.10	Building name/number
4.11	Street
4.12	District
4.13	City or town
4.14	County or administrative area
4.15	Postcode
4.16	Country

5 Premises to be Licensed					
5.1	Name of premises/trading name				
5.2	Address				
5.3	Telephone number				
5.4	Email				
5.5	Do you have planning permission for this business use?	Yes		No	

6 Type of Business (please tick all that apply)					
6.1	Pet shop	Yes		No	
6.2	Home sales	Yes		No	
6.3	Internet sales	Yes		No	
6.4	Wholesales	Yes		No	
6.5	Third party sales	Yes		No	
6.6	Hobby sales	Yes		No	
6.7	Sale of animals to the public as pets by means of a fixed or minimum donation	Yes		No	
6.8	Other (please state)	Yes		No	

7 Accommodation and Facilities	
7.1	Number and size of rooms/enclosures to be used
7.2	Heating arrangements
7.3	Method of ventilation of premises
7.4	Lighting arrangements (natural and artificial)
7.5	Water supply to premises and for the animals
7.6	Facilities for food storage and preparation

7 Accommodation and Facilities					
7.7	Arrangements for disposal of excreta, bedding and other trade waste materials				
7.8	Isolation facilities for the control of infectious diseases				
7.9	Fire precautions/equipment and arrangements in the case of fire				
7.10	Do you keep and maintain a register of animals?	Yes		No	
7.11	When the premises is closed, what arrangements are in place to ensure the welfare needs of animals are met?				

8 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
8.1	Cats/kittens	Yes		No		
8.2	Dogs/puppies	Yes		No		
8.3	Gerbils	Yes		No		
8.4	Guinea pigs, cavies	Yes		No		
8.5	Hamsters	Yes		No		
8.6	Rabbits	Yes		No		
8.7	Rats, mice	Yes		No		
8.8	Larger domesticated mammals, e.g. goats, pot-bellied pigs (please specify)	Yes		No		
8.9	Primates, e.g. marmosets (please specify)	Yes		No		
8.10	Parrots, macaws	Yes		No		
8.11	Other large birds (please specify)	Yes		No		
8.12	Budgerigars, parakeets	Yes		No		
8.13	Cockatiels	Yes		No		
8.14	Love birds	Yes		No		
8.15	Finches, canaries	Yes		No		
8.16	Other small birds (please specify)	Yes		No		
8.17	Non-Venomous Lizards	Yes		No		
8.18	Venomous Lizards	Yes		No		

8 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
8.19	Non-Venomous Snakes	Yes		No				
8.20	Venomous Snakes	Yes		No				
8.21	Tortoises	Yes		No				
8.22	Turtles	Yes		No				
8.23	Other reptiles (please specify)	Yes		No				
8.24	Frogs	Yes		No				
8.25	Toads	Yes		No				
8.26	Other amphibians (please specify)	Yes		No				
8.27	Tropical fish	Yes		No				
8.28	Marine fish	Yes		No				
8.29	Cold water fish	Yes		No				
8.30	Any other species (please specify)	Yes		No				

9 Veterinary Surgeon		
9.1	Name of usual veterinary surgeon	
9.2	Company name	
9.3	Address	
9.4	Telephone number	
9.5	Email	

10 Emergency Key Holder – You must have at least one emergency key holder who lives within 30 minutes' drive of the premises		
10.1	Name	
10.2	Position/relationship to applicant	
10.3	Address	
10.4	Daytime telephone number	
10.5	Evening/other telephone number	
10.6	Email	

11 Public Liability Insurance						
11.1	Do you have public liability insurance?	Yes		No		If No, go to 11
11.2	Please provide details of the policy					
11.3	Insurance company					
11.4	Policy number					
11.5	Period of cover					
11.6	Amount of cover (£)					

12		Disqualifications and Convictions			
Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:					
12.1	Keeping a pet shop?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.2	Keeping a dog?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.3	Keeping an animal boarding establishment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.4	Keeping a riding establishment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.5	Having custody of animals?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.6	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"/>
12.7	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"/>
12.8	If yes to any of these questions, please provide details				

13		Additional Details – Please check the statutory licence conditions and guidance notes for any additional information which may be relevant to the application			
13.1					

Declarations

14		Additional Information (Supporting Documents / Written Procedures)			
Please attach the following information to your application and tick to confirm it has been enclosed:					
14.1	Operating procedures (see Part A, General Condition 9.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.2	Emergency procedures (see Part A, General Condition 10.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.3	Relevant qualifications/experience for selling animals as pets (see Part A General Condition 4.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.4	Training/continued professional development (CPD) records (see Part A General Condition 4.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.5	A plan of the premises (please provide measurements in metric)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.6	For renewal applications only – If you have previously submitted all of the aforementioned supporting documentation/written procedures and there are no changes to any of these documents, please tick this option.				

15		Declaration			
This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant					
15.1	I/We have read the statutory licence conditions and guidance notes prior to making this application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.2	I/We agree to allow an inspector and/or vet authorised by the Council to inspect the premises which are the subject of this application before any licence is granted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.3	I/We enclose the receipt for payment of the appropriate application fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.4	I/We declare that the details contained in the application form and any attached documentation are correct to the best of my/our knowledge and belief/s. I/We have read and understood the conditions of licence and will abide by them.				

If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information, they shall be guilty of an offence.

16a	Signature – Applicant 1	
This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.		
16.1	Signature Signing this box indicates you have read and understood the above declaration and privacy notice below	
16.2	Full Name (Please PRINT)	
16.3	Date	

16b	Signature – Applicant 2 (If more applicants wish to be a licence holder, please continue on a separate sheet of paper)	
This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.		
16.4	Signature Signing this box indicates you have read and understood the above declaration and privacy notice below	
16.5	Full Name (Please PRINT)	
16.6	Date	

General Data Protection Regulations and Data Protection Act 2018

This notice covers the treatment of personal data that Herefordshire Council may collect when you e-mail us, complete an application form, or when you complete and submit an online form on our web site.

When completing forms you may be asked for personal information such as name, address, postcode etc. from which you can be personally identified. Herefordshire Council is registered with the Information Commissioner's Office for the purpose of processing personal data in the performance of its legitimate business and is the Data Controller for the information that you supply. The legal basis for processing this data is our legal obligations under licensing legislation. We will keep your data for 6 years after the expiry of the licence.

We are obliged by legislation to make some of your information available as part of a public register. If you have valid reasons for your data not to be made public, please let us know. The data that is included in the public register is the Licence Holder, Licence Number, Licensable Animal Activity, Premises of Licensable Animal Activity, Species of Animals, Number of Animals, Star Rating and Licence Dates.

Where necessary we may have to share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Further information about the processing of your personal data by the council is available on the council web site at https://www.herefordshire.gov.uk/info/200148/your_council/15/access_to_information/4 or you can contact the council's Data Protection Officer at Information Compliance & Equality, Herefordshire Council, Plough Lane, Hereford, HR4 0LE or email informationgovernance@herefordshire.gov.uk