

ANIMAL HEALTH AND WELFARE (SCOTLAND) ACT 2006  
THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS)  
(SCOTLAND) REGULATIONS 2021

# APPLICATION FOR THE GRANT OR RENEWAL OF A LICENCE FOR REHOMING ACTIVITIES

## Part A – About the applicant

To be completed if a natural person (individual)

Surname (include any other surname you have been known by)

\_\_\_\_\_

Forename \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email address \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_

Place of birth \_\_\_\_\_

Is applicant to carry out day-to-day management of the activity? YES  NO

To be completed if a non-natural person (organisation, company, partnership etc)

Name \_\_\_\_\_

Address of Principal registered office \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

\_\_\_\_\_

Telephone number of principal registered office \_\_\_\_\_

Email address of principal registered office \_\_\_\_\_

Names, home addresses and dates of birth of all directors,  
partners or other persons responsible for management:

## **Part B – Day to Day Manager**

**To be completed by the day-to-day manager of the activity**

Surname (include any other surname you have been known by)

\_\_\_\_\_

Forename \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email address \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_

Place of birth \_\_\_\_\_

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## Part C – Grant or Renewal of Licence

What type of licence are you applying for?

Grant / Renewal (*delete as appropriate*)

Location(s) from which the activity is to be operated

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Are you the owner of the site?

YES

NO

If no, a letter of consent from the owner is required to be submitted with this application.

**Schedule of pet animals intended to be kept**

Type of animal	Max. No.	Accommodation details	Age at sale
Parrots, parakeets and macaws			
Pigeons or other large birds			
Budgerigars, finches and other small birds			
Dogs / puppies			
Cats / kittens			
Rabbits and cavies			
Chipmunks			
Hamsters			
Rats, mice and gerbils			
Tortoises			
Snakes and lizards			
Any other species – provide details			

Give full details of accommodation provided for all animals on the premises including details of sleeping and exercise areas, and heating and ventilation

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State details of lighting (natural and artificial)

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State facilities for storage and preparation of food and provision of water

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State arrangements for disposal of excreta and other waste material

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State isolation facilities for control of infectious diseases

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Is a responsible person at all times at, or within a reasonable distance, of the premises?

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Provide details of firefighting equipment and precautions

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Description of any vehicles used to transport animals (including Registration Number)

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Provide details of staff qualifications and training

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Name, address and telephone number of veterinary surgeon

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Provide details of arrangements in place to ensure animal health and welfare when the premises are closed

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Emergency Key Holder (if applicable)

Name \_\_\_\_\_

Address \_\_\_\_\_

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**NB** If this application is granted you must also comply with the Dangerous Wild Animals Act 1970 and the Endangered Species (Import & Export) Act 1976 if you keep or sell any of the animals covered by these Acts.

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## Part D – Declarations

Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party name in this form ever been convicted of any crime or offence?

YES           NO

If Yes, provide particulars below. NB – All crimes and offences must be declared:

NAME	DATE	COURT	OFFENCE	SENTENCE



Has any party named in Parts A or B ever held or currently hold a licence for the breeding and sale of any animal? YES  NO

If yes, Name of person \_\_\_\_\_

When was the licence granted \_\_\_\_\_

When does it expire \_\_\_\_\_

Which authority granted the licence \_\_\_\_\_

Has any party named in Parts A or B ever applied for and been refused a licence for the breeding and sale of any animal? YES  NO

If yes, Name of person \_\_\_\_\_

When was it refused \_\_\_\_\_

Which authority refused the licence \_\_\_\_\_

Has any person named in Parts A or B ever been banned from keeping any animal? YES  NO

If yes, Name of person \_\_\_\_\_

Provide details \_\_\_\_\_

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

Signature of applicant \_\_\_\_\_

Signature of day to day manager \_\_\_\_\_

Any person who in, or in connection with the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material particular shall be found guilty of an offence and liable, on summary conviction

Please return the completed application form, relevant documents and fee to Licensing Office, East Lothian Council, John Muir House, Haddington, EH41 3HA. This application form must be lodged, together with the appropriate fee not less than 6 weeks before the proposed commencement date of the licence. Please note that the application fee is non-returnable.

## **DATA PROTECTION ACT 2018**

Please note that the information given on this form may be stored electronically by this Authority for the purpose of licensing.

The Identity of the Data Controller under the Data Protection Act 2018 ("the Act").

East Lothian Council, John Muir House, Haddington, East Lothian EH41 3HA ("the Council")

The purpose or purposes for which the data are intended to be processed.

The Data will be processed in order for East Lothian Council to fulfil its statutory duty under the Civic Government (Scotland) Act 1982 in receiving, registering, determining and granting applications for licenses under the said Act. The Data will be shared with public bodies who require to be consulted about the application, such as the Police. It will also be shared with internal East Lothian Council services, particularly within the Environment Department who give advice to the Council as Licensing Authority, in respect of the application.

East Lothian Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

### **Further information can be obtained from:**

Data Protection Officer  
Licensing, Administration and Democratic Services  
John Muir House  
Haddington  
dpo@eastlothian.gov.uk