

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 ANIMAL WELFARE ESTABLISHMENTS

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:

Is the organisation a registered charity?

YES

NO

If so, provide your Charity Number _____

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 _____

Part C – Grant or Renewal of License

What type of licence are you applying for?

Grant / Renewal (*delete as appropriate*)

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

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

State details of lighting (natural and artificial)

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

State arrangements for disposal of excreta and other waste material

State isolation facilities for control of infectious diseases

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

Provide details of firefighting equipment and precautions

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

Provide details of staff qualifications and training

Name, address and telephone number of veterinary surgeon

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

Emergency Key Holder (if applicable)

Name _____

Address _____

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.

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