

ZOO LICENSING ACT 1981

LICENCE TO OPERATE A ZOO

APPLICATION FORM

This application form is in several parts for different things. Which parts you need to complete depends on what you are applying for:

Part A	About you (the applicant)	p1/2
Part B	Day to Day Manager	p2
Part C	Grant or Renewal of a licence	p3
Part D	Declaration	p4

Part A – About the applicant

To be completed if a natural person (individual)

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

Forename _____

Trading Name (if different) _____

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)**

Is the applicant a company, partnership or organisation *(please tick appropriate box)*

Company ☐

Partnership ☐

Organisation ☐

Name of business _____

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 _____

Part C – Grant or Renewal of Licence

Type of notification? (tick as appropriate)

New zoo ☐

Renewal of existing Zoo licence ☐

Existing License No. _____ Expiry date _____

Can you confirm that you possess a copy of the current edition of the Secretary of State's standards of modern zoo practice (dated September 2004) and that the zoo is being operated in accordance with the terms of the licence issued to you?

Provide details of the conservation measures which have been and will be implemented at the zoo

This form may not be submitted to the local authority until at least two months after submission of the required notice of intention to make application for a zoo licence to the local authority, of publication of that intention in one local and one national newspaper, and of exhibition of a copy of the press notice at the site of the proposed zoo.

Date the notice of intention was submitted to the local authority _____

Are there any significant changes to the information supplied in the notice of intention referred to above? YES ☐ NO ☐

If YES, provide details _____

Details of how the Notice of Intention was publicised:

Name of local newspaper _____

Date of publication _____

Name of national newspaper _____

Date of publication _____

Date the notice was put up at the site of the zoo _____

Part D – Declarations

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 _____

Date _____

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