

The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021

APPLICATION FOR LICENCE TO SELL ANIMALS AS PETS

Section 1: Licence Details 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

Section 2: Your Details 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)

Section 3: Person responsible for day to day management of the business (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:	

The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021

APPLICATION FOR LICENCE TO SELL ANIMALS AS PETS

Section 4: Person who will be at or within a reasonable distance of the premises at all times (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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Premises 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:
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Email:	

The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021

APPLICATION FOR LICENCE TO SELL ANIMALS AS PETS

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
	<input type="checkbox"/> Invertebrates <i>E.g. Insects, worms etc.</i>	
	<input type="checkbox"/> Arachnids <i>E.g. Tarantulas, etc.</i>	
	<input type="checkbox"/> Fish <i>E.g. Tropical or Cold Water</i>	
	<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>	

The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021

APPLICATION FOR LICENCE TO SELL ANIMALS AS PETS

	<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?	

The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021

APPLICATION FOR LICENCE TO SELL ANIMALS AS PETS

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

The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021

APPLICATION FOR LICENCE TO SELL ANIMALS AS PETS

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

The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021

APPLICATION FOR LICENCE TO SELL ANIMALS AS PETS

Any other Species	
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 other emergency (including emergency exits)?	<input type="checkbox"/> Yes – Copy provided <input type="checkbox"/> No – State the reason a copy has not been provided
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.	

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

Has anyone named in this application ever been disqualified under the Animal Health and Welfare (Scotland) Act 2006 from:

- owning or keeping animals (or both)
- dealing in animals
- transporting animals
- working with or using animals
- providing any service relating to animals (including, in particular, for their care) which involves taking possession of animals
- taking possession of animals for the purpose of an activity in respect of which a disqualification mentioned above is imposed
- taking charge of animals for any, or any other, purpose

- No
 Yes – Please provide details

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
I/We understand that the information supplied by me/us as detailed in this form may be stored on a computer system by this Authority for the purpose of Licencing and that information may be disclosed to the police and other relevant parties for vetting and background enquiries whilst processing this application.

For further information [see our privacy notice](#).

I/We understand that this authority 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.

For further information contact the Fraud Hotline on 01835 826825 or the [Council website](#)

Applicant Signature:

Date:

Please return the completed application form to:

Trading Standards and Animal Health
Scottish Borders Council
Newtown St. Boswells
Melrose
TD6 0SA