West Lothian Civic Centre

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**Environmental Health & Trading Standards Manager**

Craig Smith

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

**APPLICATION FOR A LICENCE TO KEEP A BREEDING ESTABLISHMENT**

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| **FOR CIS USE ONLY** |  |
| Cost Code | 20211 |
| Subjective Code | 590600 |
| Licence Amount |  |
| Method of payment |  |
| Person receiving payment |  |
| Receipt Number |  |

This form is used to apply for, or renew, a licence to keep a breeding establishment. A breeding establishment is any premises where the business of breeding animals is carried on.

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| **Section 1: Licence Details** To be completed by all applicants | |
| Is this a new or renewal application? | New  Renewal |
| Will the Licence be held by an Individual or a Company/ Partnership? | Individual  Company/Partnership |
| Type of Breeding Establishment | □ Dog  □ Cat  □ Rabbit |

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| **Section 2: Your Details** To be completed by all applicants | |
| First name(s): | Surname: |
| Home address (*inc. postcode*): | Phone number: |
| 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? | Yes  No (please also complete section 3) |
| Will you be at or within a reasonable distance of the premises at all times? | Yes  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: |
| Home address (*inc. postcode*): | Phone number: |
| Date of birth: |
| Place of birth: |
| Email: | |

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| **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: |
| Home address (*inc. postcode*): | Phone number: |
| Date of birth: |
| Place of birth: |
| Email: | |

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| **Section 5: Premises details** To be completed by all applicants | |
| Is the premises address, phone number and email address the same as section 2? | Yes  No |
| Premises Address (*inc. postcode*): | Premises phone number: |
| Premises email: | |

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| **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 stating each Director/Partner’s personal details** | |
| First name(s): | Surname: |
| Home address (*inc. postcode*): | Phone number: |
| Date of birth: |
| Place of birth: |
| Email: | |

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| **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: |

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| **Section 8: Breeding details** To be completed by all applicants \*\*Note: 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. | |
| Will the breeding activity be undertaken indoors or outdoors? (Indoor breeders maintain their stock wholly or partially within their own private dwelling house) | Indoor  Outdoor |
| What is the maximum number of Animals kept annually on the premises? |  |
| How many litters are bred annually? |  |
| State the type of accommodation and the number of each used for breeding animals | *E.g. kennels, units, rooms, hutches* |
| State the material each type of accommodation is made from? |  |
| What are the dimensions of each accommodation? | Height:  Depth:  Width: |
| What bedding is supplied within the accommodation |  |
| **Whelping / Queening / Kindling Accommodation** | |
| State the type of accommodation and the number of each used for birthing | *E.g. whelping boxes, nesting box, rooms, etc.* |
| State the material each type of birthing accommodation is made from? |  |
| What are the dimensions of each accommodation? | Height:  Depth:  Width: |
| What bedding is supplied within the accommodation |  |
| **Other animals retained on the premises** | |
| How many other animals are kept on the premises? |  |
| What is the purpose of these animals? | *E.g. stud, pets, etc.* |
| State the type of accommodation and the number of each used to house these animals | *E.g. kennels, units, hutch etc.* |
| State the material each type of accommodation is made from? |  |
| What are the dimensions of each accommodation? | Height:  Depth:  Width: |
| What bedding is supplied within the accommodation |  |

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| **Section 9: Heating, lighting and ventilation** To be completed by all applicants \*\*Note: 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. | | |
|  | **Birthing Accommodation** | **Other Accommodation** |
| How is the accommodation heated? |  |  |
| What lighting is available within the accommodation? |  |  |
| How is the accommodation ventilated? |  |  |

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| **Section 10: Animal Wellbeing** To be completed by all applicants | | |
|  | **Birthing Accommodation** | **Other Accommodation** |
| What activities and toys are available for the social and mental wellbeing of the adult animals and their young? |  |  |
| What are the facilities or arrangements for exercising the animal? |  |  |
| How are the animals socialised? |  | |

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| **Section 11: Health and Safety** To be completed by all applicants | | |
| State which water source is used for the premises | *E.g. mains supply, private supply etc*. | |
| How and where is animal feed stored? |  | |
| What arrangements are in place for the disposal of excreta? |  | |
| What arrangements are in place for the disposal of other waste material? |  | |
| Describe the process for the control of infectious diseases including within the isolation facilities. |  | |
| Do you have your insurance documents? | Yes – Copy to be provided with the application  No – A copy must be sent prior to approval of the application | |
| Name and address of your Vet (Inc. postcode): | | Vets phone number: |

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| **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. | *Provide copies with the application* |
| Describe any relevant experience held by anyone named in this application or employed by the business. |  |
| Are you a member of any accredited breeder scheme? | No  Yes – Please provide details |

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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 |

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| **Section 14**: Please ensure that you have the following records available at the time of inspection and renewals |
| * Breeding records - (please refer to the appropriate specific licence conditions; Schedule 6- Breeding Dogs, Schedule 7 – Breeding Cats, Schedule 8 – Breeding Rabbits of The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021 * Record of animal sales * Written procedures and implementation covering; * Feeding and cleaning regimes, * Transportation, * Prevention of and control of the spread of disease * Monitoring and ensuring the health and welfare of all animals, * The death or escape of animals, (including the storage of decease animals) * Emergency plan – covering the care of animals following, suspension or revocation of a licence, during and following an emergency. * For non-domestic premises, the Emergency Plan must cover in case of fire, breakdowns of essential heating, ventilation and aeration or filtration systems or other emergencies. |

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| **Section 15: 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.  Have paid the relevant fee online at ‘Pay for It’ (<https://www.westlothian.gov.uk/article/65485/Animal-Welfare>).  **Please note that the licensing authority publish a register of licences for each licensable activity in relation to which it has granted a licence.**    Applicant Signature: | Date: |

**Licence**

**Please note that a new licence will be issued for a period of one year. Renewal of licences may be issued for one, two or three years depending on amongst other factors,** **whether the applicant has a history of good compliance and consistently operates to and demonstrates high animal welfare standards.**

**All licence applications will require a veterinary inspection.**

**Vet Inspection Costs**

The inspection of your premises is carried out with a vet. A separate invoice will be issued to cover the vet’s cost once the inspection has taken place, and is payable whether or not the licence is approved. On receipt of this being paid and the licence conditions being met, your new licence will be sent out.

48 hours’ notice is required for the cancellation of a veterinary appointment, if less than 48 hours’ notice a cancellation fee will be charged.

**Making the Application**

Please send your completed application form via email or post to the address on the front of this application form.

Payment should be made online via the council’s ‘Pay for it’ web page at <https://www.westlothian.gov.uk/article/65485/Animal-Welfare>. Please use our service request number (on the top of renewal or enquiry letter) if you have one to help us tie up your payment and your application. Please also keep a copy of payment receipt which can also be emailed to us.

**Data Protection**

The security and correct use of your personal information is important to us. We do not sell personal data to external organisations. Our Privacy Statement explains what information we hold, how we manage it, who we may share it with and how we manage its disposal. Please visit <https://www.westlothian.gov.uk/media/20760/Privacy-Statement-for-Environmental-Health-and-Trading-Standards/pdf/Privacy_Statement_-_Environmental_Health_and_Trading_Standards_(A8860595).pdf>

Some information on this form may be held on an electronic register which may be available to members of the public.

**Fraud Detection and Prevention**

This authority has 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.