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 FOR AN ANIMAL WELFARE ESTABLIASHMENT**

**FOR CIS USE ONLY**

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| 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 for an animal welfare establishment where animals are kept for their care.

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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  |

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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) |

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| **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: Pet rehoming 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 |
| □ Dogs |  |
| □ Cats |  |
| □ Rabbits |  |
| □ Guinea Pigs |  |
| [ ]  Arachnids*E.g. Tarantulas, etc.*  |  |
| [ ]  Fish*E.g. Tropical or Cold Water*  |  |
| [ ]  Amphibians*E.g. Toads, Frogs etc.*  |  |
| [ ]  Reptiles*E.g. Snakes, Lizards, Tortoises, etc.*  |  |
| [ ]  Birds*E.g. Parrots, Budgerigars, Finches etc.*  |  |
| [ ]  Wildlife*E.g. Hedgehogs, hares* |  |
| [ ]  Any other Species *E.g. Please specify*  |  |

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| **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  | *E.g. mains supply, private supply etc*. |
| What arrangements are in place for the disposal of excreta? |  |
| What arrangements are in place for the disposal of other waste material? |  |
| Are you transporting any animal over 65km?  | [ ]  Yes [ ]  No |

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| **Section 10: 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)? | [ ]  Yes – Copy provided [ ]  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 rehomed as a pets? | [ ]  Yes – Copy provided [ ]  No – State the reason a copy has not been provided |
| Do you have your insurance documents? | [ ]  Yes – Copy to be provided with the application [ ]  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: |

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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. |  |

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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  |
| * Register – detailing all animals kept at the premises, (please refer the detailed records required to be kept in the appropriate general (Schedule 2) and specific (Schedule 5) licence conditions of The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021
* 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 deceased 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](https://www.westlothian.gov.uk/media/20760/Privacy-Statement-for-Environmental-Health-and-Trading-Standards/pdf/Privacy_Statement_-_Environmental_Health_and_Trading_Standards_%28A8860595%29.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.