

**The Animal Welfare (Licensing of Activities Involving Animals)
Regulations 2018**



Application for a licence to sell animals

Please complete all the questions in the form. If you have nothing to record, please state "Not applicable" or "None"

For renewals - use the 'No change to details' tick box where appropriate

What type of application are you making?	
<input type="checkbox"/> New application Date for new licence to begin:	<input type="checkbox"/> Renewal application Existing licence number:

Section 1

1.1	Agent			
	Are you an agent acting on behalf of the applicant	Yes	No	If no go to 1.3
1.2	Further information about the Agent			
	Name			
	Address			
	Email			
	Main telephone number			
	Other telephone number			
	Is all correspondence to be sent to this Agent?	Yes/No		

1.3	Applicant details (these will be the details of the licence holder)			
	Name			
	Address			
	Email			
	Main telephone number			
	Date of birth of Applicant			

Section 2

2.1	Type of Business – tick all that are appropriate	
	Pet Shop	
	Home Sales	
	Internet Sales	
	Wholesales	
	Third Party Sales	
	Hobby Sales (Pet Fairs)	
	Sale of animals to the public as pets by means of a fixed or minimum donation	
	Other please state	

2.2	Premises to be licensed (this is the address from which animals are to be sold)	
	Name of premises/trading name	
	Address of premises	
	Telephone number of premises	
	Email address	
	Do you have planning permission for this business use.	Yes/No

2.3	Accommodation and facilities	No change to details (renewals only) <input type="checkbox"/>	
	Number and size of rooms to be used		
	Heating arrangements		
	Method of ventilation of premises		
	Lighting arrangements (natural & artificial)		
	Water supply (if not mains)		
	Facilities for food storage & preparation		
	Arrangements for disposal of excreta, bedding and other waste material		
	Isolation facilities for the control of infectious diseases		
	Fire precautions/equipment and arrangements in the case of fire		
	Do you keep and maintain a register of animals?	Yes/No	

	When the premises is closed what arrangements are in place to ensure the welfare of animals.	
--	--	--

2.4	Animals to be sold	No change to details (renewals only) <input type="checkbox"/>			
Please provide details of the animals to be sold					
	Type		Maximum Number	Details of accommodation including size	Age at which to be sold
	Dogs/puppies	Yes/No			
	Cats/kittens	Yes/No			
	Chipmunks	Yes/No			
	Rabbits & cavies	Yes/No			
	Hamsters	Yes/No			
	Rats, mice & gerbils	Yes/No			
	Larger domesticated mammals, e.g. goats, pot-bellied pigs	Yes/No			
	Primates e.g. marmosets	Yes/No			
	Parrots, parakeets and macaws	Yes/No			
	Pigeons	Yes/No			

2.4 Animals to be sold		No change to details (renewals only) <input type="checkbox"/>			
Please provide details of the animals to be sold					
	Other large birds (please specify)	Yes/No			
	Budgerigars, finches and other small birds	Yes/No			
	Tortoises	Yes/No			
	Snakes and lizards	Yes/No			
	Tropical fish	Yes/No			
	Marine fish	Yes/No			
	Cold water fish	Yes/No			
	Any other species (please specify)	Yes/No			

2.5 Veterinary surgeon		No change to details (renewals only) <input type="checkbox"/>	
	Name of usual veterinary surgeon		
	Company name		
	Address		
	Telephone number		
	Email address		

2.6 Emergency key holder		No change to details (renewals only) <input type="checkbox"/>	
	Do you have an emergency key holder?	Yes/No	
	Name		
	Position/job title		
	Address		
	Daytime telephone number		
	Evening/other telephone number		
	Email address		

Add another person?	Yes/No	If yes, section 2.7 must be repeated on separate sheet of paper
---------------------	--------	---

2.7	Disqualifications and convictions		
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:		
	Keeping a pet shop?	Yes/No	
	Keeping a dog?	Yes/No	
	Keeping an animal boarding establishment?	Yes/No	
	Keeping a riding establishment?	Yes/No	
	Having custody of animals?	Yes/No	
	Has the applicant, or any person who will have control or management of the establishment, been convicted of any offences under the Animal Welfare Act 2006?	Yes/No	
	Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	Yes/No	
	If yes to any of these questions, please provide details,		

Section 3

3.1	Payment
	Payment must be made at the time of making the application – please note, if your application is successful, an additional fee will be payable (please see attached fee structure)

3.2	Additional Information	No change to details (renewals only) <input type="checkbox"/>
	Please attach the following Information -	
	A plan of the premises (where animals are being kept or accommodated)	
	Operating procedures	
	Risk Assessments (including Fire)	
	Infection control procedure	
	Qualifications	
	Training records	

3.3	Declaration
	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.
	I am aware of the provisions of the relevant Regulations and model licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.
	Ticking this box indicates you have read and understood the above declaration
	Full Name
	Signature
	Capacity
	Date

This completed form must be returned together with the fee and additional documentation to the:-

Licensing Team, Hartlepool Borough Council, Civic Centre, Victoria Road, Hartlepool, TS24 8AY or licensing@hartlepool.gov.uk

Fee structure

Animal Welfare Licence – Selling Animals as Pets

Application fee (non refundable) (which includes initial inspection)

New Applications	Renewal Applications
£105	£90

There is a further fee payable upon issue of the licence (if granted) that depends upon the length of the licence.

New Applications		Renewal Applications	
1 year licence	£110	1 year licence	£110
2 year licence	£155	2 year licence	£155
3 year licence	£200	3 year licence	£200

Therefore (Total fee payable): -

New Applications		Renewal Applications	
1 year licence	£215	1 year licence	£200
2 year licence	£260	2 year licence	£245
3 year licence	£305	3 year licence	£290

Note: A vet's fee is also payable where a vet's inspection is either required by law or deemed by the Council to be necessary.