



Community and Enterprise Resources
Executive Director **David Booth**
Planning and Regulatory Services

Pet Animals Act 1951

Application for a licence to keep a Pet Shop

You can complete this application for a licence to keep a pet shop form and print it out, or print it and complete by hand, using block capital letters. This form requires to be signed so please print out, sign and return the form to South Lanarkshire Council, Planning and Regulatory Services, First Floor, Brandon Gate, 1 Leechlee Road, Hamilton, ML3 6AU.

For more information or if you want this information in a different format or language, please phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk.

Using your personal information

We, South Lanarkshire Council, will use the information that you have provided to us in connection with the statutory function of processing of your application. This includes checking the validity of the information provided and checking your suitability to be given and to hold a licence by sharing it with other public bodies.

If your application is successful, we will use the information in order to fulfil our management and regulation role as a licensing authority. We will place certain information from your application onto a public register as required by law. The register is publicly available to view.

We will share your information with South Lanarkshire Council's Planning and Regulatory Services in order to check the accuracy of information provided on your application. Your information will only be processed when it is lawful to do so.

Your rights

You have the right to ask us to

- confirm that we are using personal information about you, detail what that information, to whom we have disclosed your information and a copy of the information that we have about you (The right of access)
- correct any incorrect or misleading personal information that we have about you (The right to rectification)
- stop using any or all of your personal information (The right to object)
- to delete or destroy your personal information (The right to erasure) and
- stop using your personal information until we can look into correcting your personal information or our justification for using your personal information or to stop us deleting your personal data where you need it in connection with any legal claims (the Right of Restriction)

For more information on your rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice on the council's website at www.southlanarkshire.gov.uk/privacy or you can ask for a paper copy from the Data Protection Officer (details are below).

If you have any queries or are unhappy about the way that we use your personal information or have responded to you in relation to any of your rights, you can contact



The Council's Data Protection Officer
The Data Protection Officer, Administrative and Legal Services,
Finance and Corporate Resources, Floor 11, Council Offices,
Almada Street, Hamilton ML3 0AA

Phone: 0303 123 1015 or by email to dp@southlanarkshire.gov.uk



The Information Commissioner

You also have the right to complain to the Information Commissioner about the way we have handled your rights, to enquire about any exercise of those rights or to complain about the way that the council has dealt with your rights (or any other aspect of data protection law) The Commissioner's Contact Details are:

Information Commissioner's Office, Wycliffe House, Water Lane
Wilmslow, Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 (if you prefer to use a national rate number). Alternatively fax to: 01625 524 510 or go online at:

<https://ico.org.uk/concerns/handling/>

1 Applicant details

1.1 **Name**

1.2 **Address**

1.3 **Phone**

1.4 **Email**

2. Type of application

2.1 **New** **Renewal**

2.2 **Existing licence number**

Further details about the applicant

2.3 **Do you have any training certificates or qualifications?**

Yes **No** If no, go to 2.5

2.4 **Please provide details of training certificates and qualifications**

2.5 **Please provide details of relevant experience**

3. Premises to be licenced

3.1 **Name of premises/trading name**

3.2 Address of premises

3.3 Phone number of premises

3.4 Email

4 Accommodation and facilities

4.1 Number and size of rooms to be used

4.2 Heating arrangements

4.3 Method of ventilation of premises

4.4 Lighting arrangements (natural and artificial)

4.5 Water supply

4.6 Facilities for food storage and preparation

4.7 Arrangements for disposal of excreta, bedding and other waste material

4.8 Isolation facilities for the control of infectious diseases

4.9 Fire precautions/equipment and arrangements in the case of fire

4.10 Do you keep and maintain a register of animals?

Yes No

4.11 Normal times of attendance at the premises when they are closed

5. Animals to be sold at the pet shop

Please provide details of the animals to be sold

5.1 Dogs/Puppies

Yes No

Maximum Number

Details of accommodation

Age at which to be sold

5.2 **Cats/Kittens**

Yes **No**

Maximum Number

Details of accommodation

Age at which to be sold

5.3 **Chipmunks**

Yes **No**

Maximum Number

Details of accommodation

Age at which to be sold

5.4 **Rabbits and Cavies**

Yes **No**

Maximum Number

Details of accommodation

Age at which to be sold

5.5 **Hamsters**

Yes No

Maximum Number

Details of accommodation

Age at which to be sold

5.6 **Rats, Mice and Gerbils**

Yes No

Maximum Number

Details of accommodation

Age at which to be sold

5.7 **Larger domesticated mammals, for example Goats, Pot-Bellied Pigs**

Yes No

Maximum Number

Details of accommodation

Age at which to be sold

5.8 Primates for example Marmosets

Yes No

Maximum Number

Details of accommodation

Age at which to be sold

5.9 Parrots, Parakeets and Macaws

Yes No

Maximum Number

Details of accommodation

Age at which to be sold

5.10 Pigeons

Yes No

Maximum Number

Details of accommodation

Age at which to be sold

5.11 **Other large birds** (please specify)

Yes **No**

Maximum Number

Details of accommodation

Age at which to be sold

5.12 **Budgerigars, Finches and other small birds**

Yes **No**

Maximum Number

Details of accommodation

Age at which to be sold

5.13 **Tortoises**

Yes **No**

Maximum Number

Details of accommodation

Age at which to be sold

5.14 Snakes and Lizards

Yes No

Maximum Number

Details of accommodation

Age at which to be sold

5.15 Tropical Fish

Yes No

Maximum Number

Details of accommodation

Age at which to be sold

5.16 Marine Fish

Yes No

Maximum Number

Details of accommodation

Age at which to be sold

5.17 Cold Water Fish

Yes **No**

Maximum Number

Details of accommodation

Age at which to be sold

5.18 Any other species (please specify)

Yes **No**

Maximum Number

Details of accommodation

Age at which to be sold

6. Veterinary Surgeon

6.1 **Name of usual veterinary surgeon**

6.2 **Company Name**

6.3 **Address**

6.4 **Phone**

6.5 **Email**

7. Emergency key holder

7.1 **Do you have an emergency key holder?**

Yes No

7.2 **Name**

7.3 **Position/job title**

7.4 **Address**

7.5 **Daytime phone number**

7.6 **Evening/other phone number**

7.7 **Email**

7.8 **Add another person?**
Yes No

8. Disqualifications and convictions

Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:

8.1 **Keeping a Pet Shop?**

Yes No

If no, go to 8.7

8.2 **Keeping a Dog?**

Yes No

If no, go to 8.7

8.3 **Keeping an animal boarding establishment?**

Yes No

If no, go to 8.7

8.4 **Keeping a riding establishment?**

Yes No

If no, go to 8.7

8.5 **Having custody of animals?**

Yes No

If no, go to 8.7

8.6 **Please provide full details, including dates and circumstances**

8.7 **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

If no, go to 8.9

8.8 **Please provide full details, including dates and circumstances**

8.9 **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 no, go to 9.1

8.10 **Please provide details, including the local authority applied to, dates and circumstances**

9. Additional details

Please check local guidance notes and conditions for any additional information which may be required

9.1 Additional information which is required or may be relevant to the application

10. Standard declaration and signature section

I am aware of the provisions of the Pet Animals Act 1951 and I apply for a Licence for a Pet Shop

Signature

Date