

**The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021**  
**APPLICATION FOR LICENCE TO SELL ANIMALS AS PETS**



<b>Section 1: Licence Details</b> (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

<b>Section 2: Your Details</b> (To be completed by all applicants)	
First name(s):	Surname:
Any previous surname ( <i>if applicable</i> )	Phone number:
Home address ( <i>inc. postcode</i> ):	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)

<b>Section 3: Person responsible for day to day management of the business</b> (if different from section 2)	
First name(s):	Surname:
Any previous surname ( <i>if applicable</i> ):	Phone number:
Home address ( <i>inc. postcode</i> ):	Date of birth:
	Place of birth:
Email:	

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<b>Section 4: Person who will be at or within a reasonable distance of the premises at all times</b> (if different from section 2).	
First name(s):	Surname:
Any previous surname (if applicable):	Phone number:
Home address (inc. postcode):	Date of birth:
	Place of birth:
Email:	

<b>Section 5: Premises details</b> (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:	
Business website:	

<b>Section 6: Directors/Partners of the business</b> (To be completed if a Company/Partnership is applying for the licence)	
Name of the Company/Partnership:	
Company Number:	
How many Directors/Partners does the business have?	
<b>Please provide details for first Director/Partner – if there is more than one, please attach a separate sheet stating each Director/Partner’s personal details</b>	
First name(s):	Surname:
Any previous surname (if applicable):	Phone number:

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**Section 6: Directors/Partners of the business**  
(To be completed if a Company/Partnership is applying for the licence)

Home address ( <i>inc. postcode</i> ):	Date of birth:
	Place of birth:
Email:	

**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 ( <i>inc. postcode</i> ):	
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 name)	Maximum number of animals intending to be kept
	<input type="checkbox"/> Invertebrates ( <i>e.g. insects, worms etc.</i> )	
	<input type="checkbox"/> Arachnids ( <i>e.g. spiders, scorpions</i> )	
	<input type="checkbox"/> Fish ( <i>Specify whether tropical or cold water</i> )	
	<input type="checkbox"/> Amphibians ( <i>e.g. frogs, toads etc.</i> )	

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<b>Section 8: Pet Sale details</b> (To be completed by all applicants)	
<input type="checkbox"/> Reptiles ( <i>e.g. snakes, lizards, tortoises etc.</i> )	
<input type="checkbox"/> Birds ( <i>e.g. finches, budgerigars etc.</i> )	
<input type="checkbox"/> Mammals ( <i>e.g. puppies, kittens, hamsters, cavies, rats, mice etc.</i> )	
<input type="checkbox"/> Any other species ( <i>Specify</i> )	

<b>Section 9: Animal accommodation</b> (To be completed by all applicants)	
<p><b>**Note:</b> 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.</p>	
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 each accommodation?	Height: Depth: Width:
How will the accommodation be heated?	
How will the accommodation be ventilated?	

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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	<input type="checkbox"/> Mains supply <input type="checkbox"/> Private supply
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 the location of the isolation facility.	
Are you transporting any animal over 65km?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p><b>Section 10: Animal Specific</b> Complete the section(s) specific to the species you are intending to keep.  <b>**Note:</b> 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.</p>	
<b>Invertebrates</b>	
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.	

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**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.

Describe what feed is available for the species including the location of where it is prepared and stored.	
<b>Arachnids</b>	
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.	
<b>Fish</b>	
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.	
<b>Amphibians</b>	
Is the accommodation on a tiered system?	<input type="checkbox"/> Yes - (answer question below) <input type="checkbox"/> No

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**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.

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.	
<b>Reptiles</b>	
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.	
<b>Birds</b>	
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?	

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**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.

Describe what feed is available for the species including the location of where it is prepared and stored.	
<b>Mammals</b>	
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.	
<b>Any other Species</b>	
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.	



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**Section 11: Health and Safety (To be completed by all applicants)**

<p>Have you a written policy and procedure which details the protection of animals and persons in case of fire or other emergency (including emergency exits)?</p>	<p><input type="checkbox"/> Yes – Copy provided  <input type="checkbox"/> No – State by when this will be submitted.</p>
<p>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 pets?</p>	<p><input type="checkbox"/> Yes – Copy provided  <input type="checkbox"/> No – State by when this will be submitted.</p>
<p>Do you have your insurance documents?</p>	<p><input type="checkbox"/> Yes – Copy provided  <input type="checkbox"/> No – State by when this will be submitted.</p>
<p>Name and address (including postcode) of your vet:</p>	<p>Vet's phone number:</p>

**Section 12: Experience and Qualifications (To be completed by all applicants)**

<p>Detail any relevant qualifications and certificates held by any one named in this application or employed by the business.</p>	<p><i>Provide copies with the application</i></p>
<p>Describe any relevant experience held by anyone named in this application or employed by the business.</p>	

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**Section 13: Disqualifications (To be completed by all applicants)**

<p>Has anyone named in this application ever been disqualified under the Animal Health and Welfare (Scotland) Act 2006 from:</p> <ul style="list-style-type: none"> <li>• owning or keeping animals (or both);</li> <li>• dealing in animals;</li> <li>• transporting animals;</li> <li>• working with or using animals;</li> <li>• providing any service relating to animals (including, in particular, for their care) which involves taking possession of animals;</li> <li>• taking possession of animals for the purpose of an activity in respect of which a disqualification mentioned above is imposed; or</li> <li>• taking charge of animals for any, or any other, purpose.</li> </ul>	<p><input type="checkbox"/> No  <input type="checkbox"/> Yes – Please provide details</p>
<p>Has anyone named in this application ever been disqualified under the Animal Welfare Act 2006 from:</p> <ul style="list-style-type: none"> <li>• from owning animals;</li> <li>• from keeping animals;</li> <li>• from participating in the keeping of animals;</li> <li>• from being party to an arrangement under which he is entitled to control or influence the way in which animals are kept;</li> <li>• from dealing in animals;</li> <li>• from transporting animals; or</li> <li>• from arranging for the transport of animals.</li> </ul>	<p><input type="checkbox"/> No  <input type="checkbox"/> Yes – Please provide details</p>
<p>Has anyone named in this application ever been disqualified under the Welfare of Animals Act (Northern Ireland) 2011 from:</p> <ul style="list-style-type: none"> <li>• from owning animals;</li> <li>• from keeping animals;</li> <li>• from participating in the keeping of animals;</li> <li>• from being party to an arrangement under which that person is entitled to control or influence the way in which animals are kept;</li> <li>• from dealing in animals;</li> <li>• from transporting animals; or</li> <li>• from arranging for the transport of animals.</li> </ul>	<p><input type="checkbox"/> No  <input type="checkbox"/> Yes – Please provide details</p>

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**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/our knowledge and belief.

I/we understand that the local authority may make reasonable enquiries into being fit and proper person(s) to hold a licence and permit the use of my/our personal data for this purpose.

I/we commit to reimburse the local authority for any veterinary or third-party inspection fees necessarily incurred in processing this application.

Applicant Signature(s):

Date:

**To be enclosed with this application:**

- Application fee
- Insurance documents
- Relevant qualifications
- Written information to be supplied to the purchaser on the appropriate care of the animals to be sold as pets.
- Written policy and procedure which details the protection of animals and persons in case of fire or other emergency (including emergency exits)

The information you supply on this form will be used for the purpose for which you have provided it, and appropriate measures are in place to protect your personal data. A full privacy notice, which provides information about your rights under current data protection legislation and details about what will happen to your personal data can be found here: <https://www.argyll-bute.gov.uk/privacy/animal-health>

**Return completed application forms to:**

Environmental and Animal Health  
Argyll and Bute Council  
Kilmory  
LOCHGILPHEAD  
PA31 8RT

Email: [envhealth@argyll-bute.gov.uk](mailto:envhealth@argyll-bute.gov.uk)