



## Standard Applicant Profile Section 1

<b>1</b>	<b>Reference Number</b>	
1.1	System reference number (if known)	
1.2	Your reference (if known)	

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

<b>2a</b>	<b>Agent</b>				
2.1	Are you an agent acting on behalf of the applicant?	Yes		No	If no, go to 3.1
<b>2b</b>	<b>Further Information about the Agent</b>				
2.2	Name				
2.3	Address				
2.4	Email				
2.5	Main telephone number				
2.6	Other telephone number				

<b>3</b>	<b>Applicant Details</b>				
3.1	Name				
3.2	Address				
3.3	Email				
3.4	Main telephone number				
3.5	Other telephone number				
3.6	Are you applying as a business or organisation, including a sole trader?	Yes		No	
3.7	Are you applying as an individual?	Yes		No	

<b>4a</b>	<b>Applicant Business</b>				
4.1	Is your company registered with Companies House?	Yes		No	If no, go to 4.3
4.2	Registration Number				
4.3	Is your business registered outside the UK?				
4.4	VAT Number				
4.5	Legal status of the business				

<b>4a</b>	<b>Applicant Business</b>	
4.6	Your position in the business	
4.7	The country where your head office is located.	
<b>4b</b>	<b>Business Address – This should be your official address – The address required of you by law to receive all communication</b>	
4.8	Building name or number	
4.9	Street	
4.10	District	
4.11	City or Town	
4.12	County or administrative area	
4.13	Post Code	
4.14	Country	



**Application for a licence to sell animals as pets**  
**The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018**

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

<b>1</b>	<b>Type of Business (please tick)</b>	
1.1	Pet Shop	
1.2	Home Sales	
1.3	Internet Sales	
1.4	Wholesales	
1.5	Third Party Sales	
1.6	Hobby Sales	
1.7	Sale of animals to the public as pets by means of a fixed or minimum donation	
1.8	Other please state	

<b>2</b>	<b>Type of Application</b>				
2.1	Type of Application	New		Renewal	If new, go to 2.3
2.2	Existing licence number				
<b>2b</b>	<b>Further Details about the Applicant</b>				
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				
2.6	Date of birth				

<b>3</b>	<b>Premises to be Licensed</b>	
3.1	Name of premises / trading name	
3.2	Address of premises	
3.3	Telephone number of premises	
3.4	Email address	
3.5	Do you have planning permission for this business use?	Yes/No

<b>4</b>	<b>Accommodation and Facilities</b>		
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 & artificial)		
4.5	Water supply		
4.6	Facilities for food storage & 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?	<b>Yes/No</b>	
4.11	When the premises is closed what arrangements are in place to ensure the welfare of animals?		

<b>5</b>	<b>Animals to be Sold</b>				
	Please provide details of the animals to be sold				
	<b>Type</b>		<b>Maximum Number</b>	<b>Details of accommodation including size</b>	<b>Age at which to be sold</b>
5.1	Dogs / puppies	<b>Yes/No</b>			
5.2	Cats / kittens	<b>Yes/No</b>			
5.3	Chipmunks	<b>Yes/No</b>			
5.4	Rabbits & cavies	<b>Yes/No</b>			
5.5	Hamsters	<b>Yes/No</b>			
5.6	Rats, mice & gerbils	<b>Yes/No</b>			
5.7	Larger domesticated mammals, e.g. goats, pot-bellied pigs	<b>Yes/No</b>			
5.8	Primates e.g. marmosets	<b>Yes/No</b>			
5.9	Parrots, parakeets and macaws	<b>Yes/No</b>			
5.10	Pigeons	<b>Yes/No</b>			

<b>5</b>	<b>Animals to be Sold</b>				
Please provide details of the animals to be sold					
	<b>Type</b>		<b>Maximum Number</b>	<b>Details of accommodation including size</b>	<b>Age at which to be sold</b>
5.11	Other large birds (please specify)	<b>Yes/No</b>			
5.12	Budgerigars, finches and other small birds	<b>Yes/No</b>			
5.13	Tortoises	<b>Yes/No</b>			
5.14	Snakes and lizards	<b>Yes/No</b>			
5.15	Tropical fish	<b>Yes/No</b>			
5.16	Marine fish	<b>Yes/No</b>			
5.17	Cold water fish	<b>Yes/No</b>			
5.18	Any other species (please specify)	<b>Yes/No</b>			

<b>6</b>	<b>Veterinary Surgeon</b>	
6.1	Name of usual veterinary surgeon	
6.2	Company name	
6.3	Address	
6.4	Telephone number	
6.5	Email address	

<b>8a</b>	<b>Emergency Key Holder</b>		
8.1	Do you have an emergency key holder?	<b>Yes/No</b>	<b>If no, go to 9.1</b>
8.2	Name		
8.3	Position / job title		
8.4	Address		
8.5	Daytime telephone number		
8.6	Evening / other telephone number		
8.7	Email address		
8.8	Add another person?	<b>Yes/No</b>	<b>If no, go to 9.1</b>
<b>8b</b>	<b>Emergency Key Holder 2</b>		
8.3	Name		
8.4	Position / job title		

8.5	Address	
8.6	Daytime telephone number	
8.7	Evening / other telephone number	
8.8	Email address	

<b>9</b>	<b>Disqualifications and Convictions</b>	
	Has the applicant, or any person who will have control or management of the establishment, ever been <b>disqualified</b> from:	
9.1	Keeping a pet shop?	<b>Yes/No</b>
9.2	Keeping a dog?	<b>Yes/No</b>
9.3	Keeping an animal boarding establishment?	<b>Yes/No</b>
9.4	Keeping a riding establishment?	<b>Yes/No</b>
9.5	Having custody of animals?	<b>Yes/No</b>
9.6	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?	<b>Yes/No</b>
9.7	Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	<b>Yes/No</b>
9.8	If yes to any of these questions, please provide details,	

<b>10</b>	<b>Additional Details</b>	
	Please check local guidance notes and conditions for any additional information which may be required	
10.	Additional information which is required or may be relevant to the application	

## Standard Declaration Section

<b>1</b>	<b>Model Licence Conditions &amp; Guidance</b>	
	All applicants to tick that they have read the applicable model licence conditions & guidance	
1.1	Selling Animals as Pets	
1.2	Animal Boarding	
1.3	Performing Animals	
1.4	Riding Establishments	
1.5	The Breeding and Sale of Dogs	

<b>2</b>	<b>Additional Information</b>	
	Please attach the following Information	
2.1	A plan of the premises	
2.2	Insurance policy	
2.3	Operating procedures	
2.4	Risk Assessments (including Fire)	
2.5	Infection control procedure	
2.6	Qualifications	
2.7	Training records	

<b>3</b>	<b>Declaration</b>	
3.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
3.2	I am aware of the provisions of the relevant Act 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.	
3.3	Signing this box indicates you have read and understood the above declaration	
3.4	Full Name	
3.5	Capacity	
3.6	Date	

**PTO**

**Once complete please return this form with the relevant fee\* and any supporting documents to [licensing@west-lindsey.gov.uk](mailto:licensing@west-lindsey.gov.uk) or:**

Licensing  
West Lindsey District Council  
Guildhall  
Marshall's Yard  
Gainsborough  
Lincolnshire  
DN21 2NA

\*There are 2 parts to the cost of a licence – 'Part A' fee which is due on application, and 'Part B' fee which is due after inspection. You can choose to pay it all when applying or pay the 'Part B' after inspection. All premises will be inspected and licences will not be issued until the full amount of Part A and B has been received.

<b>Selling Animals as Pets (new)</b>	<b>Part A - £213</b>	<b>Part B - £115</b>
<b>Selling Animals as Pets (renewal)</b>	<b>Part A - £207</b>	<b>Part B - £112</b>

Payment can be made by credit/debit card over the phone with customer services (01427 676676, option 6) or in person at the address above. If paying by cheque please make it payable to 'WLDC'. To pay by bank transfer please use the details below:

**Account name:** West Lindsey District Council

**Sort code:** 30-00-02

**Account number:** 04066818

**Ref:** LIC + (new applicants add your surname) (renewals add your licence number 'AWL...')

**Amount:** as applicable

*For office use: payment code 6007-40103-41162*

**Privacy Notice:** We will use the information you give us to (a) do the tasks we need to do for the job shown in the title of this form (b) carry out any of our official business (c) stop fraud or crime. To find out more about why we need your information, what we do with it and how to contact us if you have any concerns or questions please read our privacy notice. This can be viewed using the following link: [www.west-lindsey.gov.uk/licensing-privacy/](http://www.west-lindsey.gov.uk/licensing-privacy/)

This authority is under 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. For further information see [www.west-lindsey.gov.uk/fairprocessingnotice](http://www.west-lindsey.gov.uk/fairprocessingnotice) department on 01427 676560, [FinanceTeam@west-lindsey.gov.uk](mailto:FinanceTeam@west-lindsey.gov.uk)