

**ANIMAL HEALTH AND WELFARE (SCOTLAND) ACT 2006**

**THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) (SCOTLAND) REGULATIONS 2021**

**Application for Licence to Operate an Animal Welfare Establishment**

**PART A: About the Applicant**

*To be completed if a natural person (Individual)*

Surname *(include any other surname you may have been known by)*:

.....

Forename: .....

Home Address: .....

..... Post Code .....

Tel No: ..... E-mail Address .....

Date of Birth: ..... Age: .....

Place of Birth: .....

National Insurance Number: .....

Is Applicant to Carry out Day to Day Management of the Activity: YES/NO

**To Be Completed If A Non-Natural Person (Organisation, Company, Partnership etc)**

Name: .....

Address of Principal Registered Office: .....

..... Post Code .....

Tel No of Principal Registered Office: .....

E-mail Address of Principal Registered Office: .....

Names, Home Addresses and Dates of Birth of All Directors, Partners or Other Persons Responsible for Management:

**PART B – DAY TO DAY MANAGER**

To be completed by the Day to Day Manager of the Activity

Surname *(include any other surname you have been known by)*:

.....

Forename: .....

Home Address: .....

..... Post Code: .....

Tel No: ..... E-mail Address: .....

Date of Birth: ..... Age: .....

Place of Birth: .....

**PART C – GRANT OR RENEWAL OF LICENCE**

Grant / Renewal *(Delete as appropriate)*

Location(s) from Which the Activity is to be Operated:

.....  
 .....

Are you the Owner of the Site: YES / NO

If No, a letter of consent from the owner is required to be submitted with this application.

Details of Animals to be Kept		Max No
<input type="checkbox"/>	Dogs	
<input type="checkbox"/>	Cats	
<input type="checkbox"/>	Rabbits	
<input type="checkbox"/>	Guinea Pigs	
<input type="checkbox"/>	Arachnids (e.g. spiders, scorpions)	
<input type="checkbox"/>	Fish (specify whether tropical or cold water)	
<input type="checkbox"/>	Amphibians (e.g. frogs, toads etc)	
<input type="checkbox"/>	Reptiles (e.g. snakes, lizards, tortoises etc)	
<input type="checkbox"/>	Birds (e.g. finches, budgerigars etc)	
<input type="checkbox"/>	Wildlife (e.g. hedgehogs, hares etc)	
<input type="checkbox"/>	Any Other Species – Provide Details	

Give full details of accommodation provided for all animals on the premises including details of sleeping and exercise areas, and heating and ventilation:

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.....  
.....

For fish accommodation, provide details of water quality treatment systems and stocking density:

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.....  
.....

State details of lighting (natural and artificial):

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.....  
.....

State facilities for storage and preparation of food and provision of water:

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.....  
.....

State arrangements for disposal of excreta and other waste material:

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.....  
.....

State isolation facilities for control of infectious diseases:

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.....  
.....

Is a responsible person at all times at, or within a reasonable distance, of the premises?  
(Provide Details)

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Provide details of firefighting equipment and precautions:

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State details of emergency procedures to be followed in the event of power failure, fire etc:

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.....

Description of any vehicles used to transport animals (including Registration Number):

.....  
.....

Provide details of staff qualifications and training:

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Name, address and telephone number of veterinary surgeon:

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.....  
.....

Emergency Key Holder (if applicable):

Name .....

Address .....

.....

.....

Tel No .....

**NB** If this application is granted you must also comply with the Dangerous Wild Animals Act 1970 and the Endangered Species (Import & Export) Act 1976 if you keep or sell any of the animals covered by these Acts.

**PART D – DECLARATIONS**

Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party name in this form ever been convicted of any crime or offence?

YES / NO

If Yes, provide particulars below. NB - All crimes and offences must be declared:

NAME	DATE	COURT	OFFENCE	SENTENCE

Has any party named in Parts A or B ever held or currently hold a licence for the breeding or sale of any animal: YES / NO

If Yes, name of Person: .....

When was the Licence Granted: .....

When Does the Licence Expire: .....

Which Authority Granted the Licence: .....

Has any party named in Parts A or B ever been refused a Licence for the breeding and sale of any animal: YES / NO

If Yes, name of Person: .....

When was the Licence Refused: .....

Which Authority Refused the Licence: .....

Has any person mentioned in Parts A or B ever been banned from keeping any animal: YES / NO

If Yes, name of Person: .....

Provide Details: .....

.....

I/We declare that the particulars given by me on this form are correct to the best of my/our knowledge and belief.

Signature of applicant .....

Signature of day to day manager .....

Date: .....

Any person who in, or in connection with the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material particular shall be found guilty of an offence and liable, on summary conviction. Please return the completed application form and relevant documents to [licensing@east-ayrshire.gov.uk](mailto:licensing@east-ayrshire.gov.uk), and a Member of the Licensing Team will contact you for payment of the relevant fee of £150. Alternatively, the application can be posted to The Chief Governance Officer, Licensing Unit, Council Headquarters, London Road, Kilmarnock, KA3 7BU. Please note that the application fee is non-returnable. Please also note that if this is a new application, a veterinary inspection of the proposed premises will be required and the appropriate fee will be invoiced in due course.

**DATA PROTECTION ACT 2018**

Please note that the information given on this form may be stored electronically by this Authority for the purpose of licensing.

The Identity of the Data Controller under the Data Protection Act 2018 (“the Act”)

East Ayrshire Council, London Road, Kilmarnock, KA3 7BU (“the Council”)

The purpose or purposes for which the data are intended to be processed

The Data will be processed in order for East Ayrshire Council to fulfil its statutory duty under the Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021, in receiving, registering, determining and granting applications for licenses under the said Act. The Data will be shared with public bodies who require to be consulted about the application, such as the Police. It will also be shared with internal East Ayrshire Council services, particularly within the Environment Health Department who give advice to the Council as Licensing Authority, in respect of the application.

East Ayrshire Council 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.

Further information can be obtained from:

The Data Protection Officer  
Council Headquarters  
London Road  
Kilmarnock  
KA3 7BU

[information.governance@east-ayrshire.gov.uk](mailto:information.governance@east-ayrshire.gov.uk)