



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

**LICENCE APPLICATION FOR SELLING ANIMALS AS PETS**

NEW LICENCE

RENEWAL LICENCE

**Applicant's Details (block capitals)**

Name of Applicant(s): .....

Address: .....

.....

Daytime telephone number: .....

Email: .....

Is any person named above disqualified from:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| • Keeping a dog?                            | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Having custody of animals?                | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Keeping a Pet Shop?                       | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Keeping an Animal Boarding Establishment? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Keeping a Breeding Establishment?         | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

If yes - please insert details .....

**Premises Details (block capitals)**

Trading Name: ..... Current licence number (if applicable): .....

Address of Premises for which the licence is required if (different from above):

.....

.....

Post Code: .....

Telephone Number: .....

Website Address: .....

**Animals to be sold**

**Cats**

- Type of cats you will be selling:

.....  
.....  
.....  
.....

- Are you breeding the cats at the premises YES  NO

If no; please supply details of where the cats are obtained from:

.....  
.....  
.....  
.....  
.....  
.....

- Estimated number of kittens/cats to be sold per year: .....

- Maximum number of cats held on the premises at any one time.....

- Age at which to be sold: .....

- Details of accommodation (including size, construction & number available):

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**Rabbits**

- YES  NO
- Maximum number: .....
- Age at which to be sold: .....
- Details of accommodation (including size, construction & number available):  
.....  
.....  
.....  
.....

**Guinea Pigs**

- YES  NO
- Maximum number: .....
- Age at which to be sold: .....
- Details of accommodation (including size, construction & number available):  
.....  
.....  
.....  
.....

**Hamsters**

- YES  NO
- Maximum number: .....
- Age at which to be sold: .....
- Details of accommodation (including size, construction & number available):  
.....  
.....  
.....  
.....

**Rats, Mice & Gerbils**

- YES  NO
- Maximum number: .....
- Age at which to be sold: .....
- Details of accommodation (including size, construction & number available):  
.....  
.....  
.....  
.....

**Chinchillas**

- YES  NO
- Maximum number: .....
- Age at which to be sold: .....
- Details of accommodation (including size, construction & number available):  
.....  
.....  
.....  
.....

**Chipmunks**

- YES  NO
- Maximum number: .....
- Age at which to be sold: .....
- Details of accommodation (including size, construction & number available):  
.....  
.....  
.....  
.....

**Degus**

- YES  NO
- Maximum number: .....
- Age at which to be sold: .....
- Details of accommodation (including size, construction & number available):  
.....  
.....  
.....  
.....

**Parrots, Parakeets, Macaws & Other Large Birds**

- YES  NO
- Maximum number: .....
- Age at which to be sold: .....
- Details of accommodation (including size, construction & number available):  
.....  
.....  
.....  
.....

**Budgerigars, Finches & Other Small Birds**

- YES  NO
- Maximum number: .....
- Age at which to be sold: .....
- Details of accommodation (including size, construction & number available):  
.....  
.....  
.....  
.....

**Tortoises**

- YES       NO
- Maximum number: .....
- Age at which to be sold: .....
- Details of accommodation (including size, construction & number available):  
.....  
.....  
.....  
.....

**Snakes & Lizards**

- YES       NO
- Maximum number: .....
- Age at which to be sold: .....
- Details of accommodation (including size, construction & number available):  
.....  
.....  
.....  
.....

**Any Other Reptile Species**

- YES       NO
- Maximum number: .....
- Age at which to be sold: .....
- Details of accommodation (including size, construction & number available):  
.....  
.....  
.....  
.....

**Tropical Fish**

- YES       NO
- Maximum number: .....
- Age at which to be sold: .....
- Details of accommodation (including size, construction & number available):  
.....  
.....  
.....  
.....

**Cold Water Fish**

- YES       NO
- Maximum number: .....
- Age at which to be sold: .....
- Details of accommodation (including size, construction & number available):  
.....  
.....  
.....  
.....

**Marine Fish**

- YES       NO
- Maximum number: .....
- Age at which to be sold: .....
- Details of accommodation (including size, construction & number available):  
.....  
.....  
.....  
.....

**Additional Information**

Facilities for food storage and preparation:

- .....

Isolation & Quarantine Facilities available for control of infectious Diseases:

- .....
- .....

Fire precautions and equipment:

- .....
- .....

Method for keeping a register/record of animals:

- .....

**Training & Staffing**

Provide any training Certificates or Qualifications for Applicant(s) (OFQUAL level 2 or level 3)

- .....
- .....

Provide number of staff employed and level of qualifications of each employee (OFQUAL level 2)

- .....
- .....
- .....
- .....
- .....
- .....

**Please note:**

- The licence holder or designated manager and any staff employed to care for the animals must have competence identify the normal behaviour of the species for which they are caring for.
- All staff who handles/care for animals must possess the appropriate ability, knowledge and professional competence. This can be demonstrated by holding or being registered for an OFQUAL regulated level 2 qualification that is appropriate to the species kept, by having undertaken relevant industry recognised training or an in-store training programme or based on experience.
- Individuals undertaking an OFQUAL regulated qualification must have suitably progressed in 12 months and have completed the qualification within two years.



**Additional information Continued**

Are you registered with a Veterinary Surgeon

YES

NO

Name of Veterinary surgeon: .....

Address: .....

.....

Contact number: .....

Do you have an Emergency Key holder

YES

NO

Name of key holder: .....

Position/Job Title: .....

Address: .....

Daytime telephone number: .....

Email: .....

Is any person named above disqualified from:

- Keeping a dog? YES  NO
- Having custody of animals? YES  NO
- Keeping a Pet Shop? YES  NO
- Keeping an Animal Boarding Establishment? YES  NO
- Keeping a Breeding Establishment? YES  NO

If yes - please insert details .....

**Payment Details**

**Fee to be paid on application.**

**£420.00**

**Any administration/amendments made to a licence during the term will be charged at:**

**£32.00**

**The following documentation MUST be provided along with the completed application form**

- Plan of Premises
- The following procedures: Feeding regimes  
Cleaning regimes  
Transportation  
Prevention of and control of the spread of disease  
Monitoring and ensuring health and welfare of all animals  
The death or escape of an animal  
In case of Fire
- Certificates of Qualifications
- Training records

**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.**

Signed: ..... Print Name: .....

Dated: .....

**NB: The information on this form will be treated as confidential.  
The cost of any independent vet required to be used, by the City Council, as part of the application process will be charged to the applicant as an additional fee.**

This application must be accompanied by the appropriate fee and returned to:

**Dog Enforcement Team  
Whitley Depot  
259 London Road  
Coventry  
CV3 4AR**

**Tel: 07976 736957**

**Email: [animal.welfare@coventry.gov.uk](mailto:animal.welfare@coventry.gov.uk)**