

This form is for new and renewal applications for the single activity indicated above. If you require an application form for multiple activities please e-mail: environmentalhealth@runnymede.gov.uk or contact us on 01932 83 83 83 indicating which combination of activities you intend to apply for.

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

PART A - Applicant details

1	Reference number					
1.1	System reference Number (if known)					
1.2	Your reference (if known)					
2a	Agent					
2.1	Are you an agent acting on behalf of the applicant	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, go to 3.1
2b	Further information about the Agent					
2.2	Name					
2.3	Address					
2.4	Email					
2.5	Main telephone number					
2.6	Other telephone number					
3	Applicant details					
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	<input type="checkbox"/>	No	<input type="checkbox"/>	
3.7	Are you applying as an individual	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
4a	Applicant Business					
4.1	Is your company registered with companies house	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	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					
4.6	Your position in the business					
4.7	The country where your head office is located.					
4b	Business Address – This should be your official address – The address required of you by law to receive all communication					
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					

PART B – Activity Details

1 Type of Business	
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

2 Type of Application						
2.1	Type of Application	New		Renewal		If new, go to 2.3
2.2	Existing licence number					
2b 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					
2.6	Date of birth					

3 Premises to be licensed						
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		

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 & 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?	Yes		No		
4.11	When the premise is closed what arrangements are in place to ensure the welfare of animals?					

5 Animals to be sold					
Please provide details of the animals to be sold					
	Type		Maximum Number	Details of accommodation including size	Age at which to be sold
5.1	Dogs / puppies	Yes			
		No			
5.2	Cats /kittens	Yes			
		No			
5.3	Chipmunks	Yes			
		No			
5.4	Rabbits & cavies	Yes			
		No			
5.5	Hamsters	Yes			
		No			
5.6	Rats, mice & gerbils	Yes			
		No			
5.7	Larger domesticated mammals, e.g. goats, pot-bellied pigs	Yes			
		No			
5.8	Primates e.g. marmosets	Yes			
		No			
5.9	Parrots, parakeets and macaws	Yes			
		No			
5.10	Pigeons	Yes			
		No			
5.11	Other large birds (please specify)	Yes			
		No			
5.12	Budgerigars, finches and other small birds	Yes			
		No			
5.13	Tortoises	Yes			
		No			
5.14	Snakes and lizards	Yes			
		No			

5 Animals to be sold					
Please provide details of the animals to be sold					
5.15	Tropical fish		Yes No		
5.16	Marine fish		Yes No		
5.17	Cold water fish		Yes No		
5.18	Any other species (please specify)		Yes No		

6 Veterinary surgeon	
6.1	Name of usual veterinary surgeon
6.2	Company name
6.3	Address
6.4	Telephone number
6.5	Email address

8a	Emergency key holder				
8.1	Do you have an emergency key holder?	Yes		No	If no, go to 9.1
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?	Yes		No	If no, go to 9.1
8b	Emergency key holder 2				
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				

9	Disqualifications and convictions			
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:			
9.1	Keeping a pet shop?	Yes		No
9.2	Keeping a dog?	Yes		No
9.3	Keeping an animal boarding establishment?	Yes		No
9.4	Keeping a riding establishment?	Yes		No
9.5	Having custody of animals?	Yes		No
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?	Yes		No
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?	Yes		No
9.8	If yes to any of these questions, please provide details,			

Now please complete Part C

PART C - Declaration section

1	Licence Conditions & Guidance	
	All applicants to tick that they have read the applicable licence conditions & guidance	
1.1	Selling Animals as Pets	
Licence conditions and the statutory guidance can be downloaded from www.runnymede.gov.uk/AAL		

2	Additional Information	
	Please attach the following Information (please use as a checklist, ticking to confirm the information is enclosed with the application)	
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	

3	Declaration	
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 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	

PART D - Fee

1	Fee (valid until 31 March 2019)	
1.1	<p>PAYABLE WITH THIS APPLICATION - A non-refundable application fee is required. Please select the correct fee for your application type and enter below:</p> <p>FEE due £ _____</p> <p>(If information is missing or the form is incomplete we will advise you allowing 14 days to supply any missing information or correct any errors)</p>	<p style="text-align: center;">New application £335.96 Renewal £227.67</p> <p>Card payments by telephone on 01932 83 83 83, please select the option for Environmental Services. Once paid please provide:</p> <p>Payment reference: _____</p> <p>Name: _____ (as appears on card)</p> <p>Date payment made: _____</p> <p>Cheques: Payable to 'Runnymede Borough Council'</p>
		<p>PAYABLE LATER - A fee of £160.56 is payable before grant of the licence.</p> <p>For new applications a veterinary inspection is mandatory. The cost will be advised and collected when arranging a site visit.</p>

Please send completed forms to:
Environmental Health & Licensing
Runnymede Borough Council, Station Road, Addlestone, Surrey, KT15 2AH

OFFICE USE		
(A):	(B):	(V):
FLRO 5866	FLRO 5866	FLRO 5870

Data Protection Notice

We will store and may further process the information you provide. Applicant details will be displayed on our public register online. Our lawful basis for doing this is enable us to carry out our public duty to administer animal welfare licensing legislation. Our privacy policy relating to our storage and sharing of information is published on our web site: www.runnymede.gov.uk