

Application Form

Please complete all the questions in the form honestly and to the best of your knowledge, this will assist in our inspections and processing your application.

If you have nothing to record, please state "Not applicable" or "None"

Applicant Personal details					
Name					
Home Address					
Email					
Contact number					
Applying as a business or organisation, including a sole trader	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Applying as an individual	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

Have you ever been convicted or disqualified under any of the Acts listed below?
(Please note that any declaration will be subject to the rehabilitation of offenders act 1974)

	Please tick where applicable	Yes	No
Animal Boarding Establishment Act, 1963		<input type="checkbox"/>	<input type="checkbox"/>
Breeding of Dogs Act, 1793		<input type="checkbox"/>	<input type="checkbox"/>
Pet Animals Act, 1951		<input type="checkbox"/>	<input type="checkbox"/>
Riding Establishments Act, 1964		<input type="checkbox"/>	<input type="checkbox"/>
Dangerous Wild Animals Act, 1976		<input type="checkbox"/>	<input type="checkbox"/>
Animal Welfare Act, 2006		<input type="checkbox"/>	<input type="checkbox"/>
Protection of Animals Act, 1911		<input type="checkbox"/>	<input type="checkbox"/>
Protection of Animals (Scotland) Act, 1912		<input type="checkbox"/>	<input type="checkbox"/>
Protection of Animals (Amendment) Act, 1954		<input type="checkbox"/>	<input type="checkbox"/>
Other please specify		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to any of the above, please provide details:

The Animal Welfare (Licensing of Activities Involving Animals) (Wales) Regulations 2021

Applicant Business Information					
Is your company registered with companies' house	Yes		No		
Registration Number					
Is your business registered outside the UK					
VAT Number					
Sole trader/ Partnership or Limited Company					
Your position in the business					
Please detail anyone else responsible for the business e.g. a partner or director					

Business Address – To be licensed and where all correspondence is to be sent	
Trading name or registered business name	
Do you have relevant planning permission for the use of this premises?	
Building name or number	
Street	
District	
City or Town	
County or administrative area	
Post Code	
Contact number for the business	
Business email	
Website address	

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Please detail all animals to be kept or currently kept (please continue onto additional paper if required)

Type of animal	Number	Details of accommodation
Birds		
Parrots, Parakeets or Macaws		
Pigeons or Doves		
Finches, Budgerigars, or other small birds		
Chickens, Bantams or Ducks		
Quail or other small ground-based birds		
Any other species please specify		
Mammals		
Dogs		
Cats		
Rabbits		
Guinea Pigs		
Hamsters		
Rats		
Mice		
Gerbils		
Chinchillas		
Degus		
Any other species please specify		
Reptiles		
Snakes		
Lizards		
Tortoises		
Terrapins		
Any other species please specify		

The Animal Welfare (Licensing of Activities Involving Animals) (Wales) Regulations 2021

Amphibians		
Frogs		
Any other species please specify		
Fish		
Cold Water		
Fresh Water Tropical		
Marine Tropical		
Any other species please specify		

Are there any Dangerous Wild Animals (as listed on the schedule) of the Dangerous Wild Animal Act 1976 or in your opinion considered to be dangerous kept on the premises? If so, please specify

Type of Business Tick as applicable	
Pet Shop	
Home Sales	
Internet Sales	
Wholesale	
Third Party Sales	
Hobby Sales (Pet Fairs)	
Sale of animals to the public as pets by means of a fixed or minimum donation	
Other please state	

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Type of Application	New		Renewal	
Existing licence number				
Further details about the applicant				
Do you have any training certificates or qualifications?	Yes		No	
Please provide details of training certificates and qualifications				
Please provide details of relevant experience				

Staffing and responsibilities				
	Yes	No	Please specify	
Nominated Manager			Name	
Staff			Number of staff Full time (FT) or Part time (PT)	
Keyholder in emergency			Name, number, and address	
Relevant qualifications Staff			Whom and what	
Does anyone hold OFQUAL level 3?			Whom	

Records and Documents				
	Yes	No	Please specify and attach to this document	
Health check routine daily				
Training for staff				
Emergency plan				

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Accommodation and facilities	
Number and size of rooms to be used	
Heating arrangements	
Method of ventilation of premises	
Lighting arrangements (natural & artificial)	
Water supply	
Facilities for food storage & preparation	
Arrangements for disposal of excreta, bedding, and other waste material	
Isolation facilities for the control of infectious diseases	
Fire precautions/equipment and arrangements in the case of fire	
Do you keep and maintain a register of animals?	If yes, please have ready to view upon inspection
When the premises is closed what arrangements are in place to ensure the welfare of animals.	

Additional details	
Please check guidance notes and conditions for any additional information which may be required	
Additional information which is required or may be relevant to the application	

Veterinary Registration	
Name	
Address	
Name	
Address	

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Declaration	
This section must be completed by the applicant.	
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. I am over 18 years old	
Ticking this box indicates you have read and understood the above declarations	
Full Name (Print)	
Signature	
Capacity	
Business start date	
Date of form completion	

Completed forms or questions should be sent to	
Name	Licensing
Email	licensing@caerphilly.gov.uk
Address	Caerphilly County Borough Council Ty Penallta Ystrad Mynach CF82 7FN

Payment details	
Card Payments	01443 866750 payment code 2250 T524
Cheques payable to	Caerphilly County Borough Council
Additional information or requests	