



## PERFORMING ANIMALS (REGULATION) ACT 1925 APPLICATION FOR REGISTRATION

This form can be used to apply for a performing animal registration

APPLICANT DETAILS	
Applicant's Name	Title: Forename: Surname:
Postal address which certificate of registration is to be sent	
Phone number	
Email address	
Website address	
Date of Birth	
Nationality	
Have you been registered before for exhibiting or training performing animals	

BUSINESS DETAILS	
Is your business registered in the UK with Companies House	
Is your business registered outside the UK	
Business name	
Your position in business	
Home Country (country where the headquarters of your business is located)	
Business address	
Type of insurance, company used and expiry date?	TYPE:  COMPANY:  EXPIRY:

INFORMATION ABOUT THE ANIMALS	
Address or addresses where animals will be trained & housed	
Type and number of animals proposed to  (Please include name, type, marking system of each animal – continue on separate sheet if necessary)	
Type and number of animals proposed to be exhibited  (Please include name, type, marking system of each animal – continue on separate sheet if necessary)	
Describe briefly the general nature of the performances in which the animals are to be exhibited or for which they are to be trained, mentioning any apparatus, which is used for the purpose of the performance.  The description must be sufficient to give a general idea of what is done by the animals taking part in the performance/exhibition. Should include the approximate duration of the performance and the number of times the performance is done in one day and the number of animals of each kind taking part in the performance.	

APPLICANT'S PREVIOUS CONVICTIONS	
<p>Has anyone named in this application been convicted of an offence in terms of the following Acts:</p> <ul style="list-style-type: none"> <li>• Performing Animals (Regulation) Act 1925,</li> <li>• The Protection of Animals Act 1911:</li> <li>• sections 28C or 28F(16) of the Animal Health Act 1981</li> <li>• sections 19 to 24, 25(7), 29 or 40(11) of the Animal Health and Welfare (Scotland) Act 2006</li> </ul>	<p><b>Yes / No (Delete as applicable)</b></p>
<p>If yes, please provide details</p>	
<p>Has anyone named in this application ever been disqualified under the Animal Health and Welfare (Scotland) Act 2006 from:</p> <ul style="list-style-type: none"> <li>• owning or keeping animals (or both)</li> <li>• dealing in animals</li> <li>• transporting animals</li> <li>• working with or using animals</li> <li>• providing any service relating to animals which involves taking possession of animals</li> <li>• taking possession of animals for the purpose of an activity in respect of which a disqualification mentioned above is imposed</li> </ul> <p>taking charge of animals for any, or any other, purpose</p>	<p><b>Yes / No (Delete as applicable)</b></p>
<p>If yes, please provide details</p>	

DOCUMENTATION	
Please include copies of the following documentation with your application. This is required for all new applications and renewals.	
<ul style="list-style-type: none"> <li>Insurance Certificate</li> <li>Fire Action Plan</li> </ul>	

DECLARATION	
<p>I hereby declare that I am not prohibited from being registered in terms of the provisions of the Performing Animals (Regulations) Act 1925.</p> <p>I/We declare that the particulars given on this form are correct to the best of my knowledge and belief</p> <p>I/We understand that the information supplied by me/us as detailed in this form may be stored on a computer system by this Authority for the purpose of Licensing and that information may be disclosed to the police and other relevant parties for vetting and background enquiries whilst processing this application</p> <p>I/We understand that this authority is under a duty to protect the public funds it administers and to this end may use the information I/we 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.</p> <p>I agree that an officer, or veterinary surgeon authorised by the council, may inspect the premises which are subject of this application before and / or after any licence is granted. Vet fees incurred in assessing compliance will be fully recharged in addition to the licence application fee.</p>	
Signature:	
Date:	

## Notes

### Making the Application

Please send your completed application form along to Environmental Health, Fairfield House, 8 Lothian Road, Dalkeith, Midlothian, EH22 3ZH, or e-mail it to

[EnvironmentalHealth@midlothian.gov.uk](mailto:EnvironmentalHealth@midlothian.gov.uk)

You may send a cheque for the fee along with your application form, or pay by BACS:

Sort Code: 83-17-26, Account: 00128568 (Midlothian Council) stating 'FUND 74' along with your or your company name in the narrative.

E-mail [EnvironmentalHealth@midlothian.gov.uk](mailto:EnvironmentalHealth@midlothian.gov.uk) once you have paid.

### Data Protection

Here at Midlothian Council, we take your privacy seriously. As we collect and process personal information about you we are registered as a 'data controller' under the Data Protection Act (ICO registration [Z6284453](#)).

For more information about how Midlothian Council use your information and the rights you have under the Data Protection Act, please refer to the overarching [Midlothian Privacy Notice](#) on the Council's website ([www.midlothian.gov.uk](http://www.midlothian.gov.uk)).

You can find more detailed information about how and why we use your data in individual Privacy Notices, which you can find on the [Privacy and Cookies](#) page on the Council's website. The information we collect will depend on the work we need to do, or the service you get from us. Alternatively you can directly download the Environmental Health privacy statement here:

[https://www.midlothian.gov.uk/download/downloads/id/2907/3rd\\_tier\\_privacy\\_notice\\_-\\_environmental\\_health.pdf](https://www.midlothian.gov.uk/download/downloads/id/2907/3rd_tier_privacy_notice_-_environmental_health.pdf)

## **Midlothian Council Privacy Notice**

### **How your personal Information is used by Midlothian Council Protective Services including Environmental Health**

Under the Data Protection Act 2018, you have a right to know how we collect, use and share your personal data. The Environmental Health function carries out a wide range of regulatory functions for Midlothian Council. In doing so we collect information about individuals and businesses. We enforce the laws in areas such as private sector housing, food safety, workplace safety and environmental crime. We also issue various licences including Animal Welfare Licences. This privacy notice explains the information Environmental Health needs in order to carry out these functions.

Environmental Health is part of the Place Directorate Midlothian Council. More information about privacy notices can be found on the Council's website

### **Our Privacy Promise**

**We promise to collect, process, store and share your data safely and securely.**

### **What lets us collect your information?**

Environmental Health processes your personal information in accordance with the following data processing conditions:-

- Where processing is necessary for the exercise of official authority or for the performance of a task carried out in the public interest
- Where processing is required by law

The main laws under which Environmental Health can process your information in relation to animal health and welfare licences are listed below.

### **Animal Health and Welfare (Scotland) Act 2006**

### **The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021**

### **Animal Boarding Establishments 1963**

### **Riding Establishments Act 1964 and Riding Establishments Act 1970**

### **Dangerous Wild Animals Act 1963**

### **Zoo Licensing Act 1981**

### **What kinds of personal data do we collect?**

The personal data we collect might include your **name, date of birth, address, National Insurance number, or other information that identifies you**. If necessary, we might also collect what is called 'special category' data – that is, sensitive information such as your gender and medical/health information.

### **How do we collect your personal data?**

We collect your personal data in many different ways. You might give us your personal data yourself, by entering your information in an application form, a contact form on the Council website or by contacting a Council officer in person, in writing or over the phone. We might also receive your personal data from other council services, other agencies or local authorities.

### **How do we use your personal data?**

The personal data collected from you may be used in different circumstances:-

- For the purposes of performing any of our statutory enforcement duties
- to contact you about a complaint, service request or application you have made to us
- to maintain any registers that the law requires us to keep
- If you have applied for a licence of some sort we may use your personal data to check that you have not been disqualified from holding a licence, committed certain offences relating to fraud, violence or drugs, or contravened any laws, rules or agreements that may stop you being issued with a licence
- to determine if you are a fit and proper person in accordance with the Act or associated Regulation.
- for the collection of any fees due to the Council

### **Do we share your personal data?**

We will only share your personal data if it is necessary to do so and the appropriate conditions have been met to protect it. We will share your personal data if we are compelled to share it by law. If we share information regularly with another organisation, the conditions for sharing your personal data are set out in an Information Sharing Agreement or are permitted by legislation.

### **With whom do we share your personal data?**

Your Personal data may be shared with other Midlothian Council services where we are carrying out a regulatory function or where it is necessary for us to carry out a service you have asked us to. We may share your personal data with other persons authorised by Midlothian Council to act on our behalf in carrying out the requirements of the above legislation such as contractors

If necessary, we might share your personal data with other agencies and authorities, depending on the service being provided.

The external bodies with whom we might share information to carry out are functions include (organisations with a star are mandatory):

- Health and Safety Executive
- Scottish Environment Protection Agency
- The Procurator Fiscal Service\*
- Police Scotland
- HMRC
- Scottish Government
- Lothian and Borders Fire and Rescue Service
- Other local authorities
- Scottish Society for the Prevention of Cruelty to Animals (SSPCA)

### **How long do we keep your personal data?**

Your personal data is kept in line with Midlothian Council's Retention Schedule. The retention schedule sets out the kinds of information the Council creates and uses, how long it should be kept, and what should be done with it at the end of its 'life'. Our retention schedule

### **Further Information**

You can find out more about how we use your information, the rights you have under the Data Protection Act and how to contact us by referring to the overarching Midlothian Privacy Notice. This can be found on the Midlothian Council website. Search for "privacy"