



Application for a licence to operate an animal welfare establishment

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

Submit this application to: Environmental Health, Fairfield House, 8 Lothian Road, Dalkeith, Midlothian, EH22 3AA or email environmentalhealth@midlothian.gov.uk

For this form in another format or language email environmentalhealth@midlothian.gov.uk

Please refer to our website for current fees www.midlothian.gov.uk/animal_licences

To pay by credit/debit card call 0131 271 3529

Our bank details for payment:

Sort Code: **83-17-26**

Account: **00128568**

Bank: **Royal Bank of Scotland**

Reference: **FUND74 (and your company name)**

Information supplied on this form may be held on computer both within Midlothian Council and other bodies (e.g. Police Scotland). Background enquiries will be made which may include reference to personal data held on computer. To find out how Midlothian Council collects, uses and shares your personal information, read our [Environmental Health Privacy notice](#)

Section 1: Licence Details

Question	Answer
Is this a new or a renewal application?	
Will the Licence be held by an Individual or a Company/ Partnership?	

Section 2: Applicant Details

Question	Answer
First name(s)	
Surname	
Maiden name (if applicable)	
Date of birth	
Place of birth	
Home address (inc. postcode)	
Email	
Phone number	
What is your relationship to the business	
Will you be responsible for the day-to-day management of the business?	
Will you remain within a reasonable distance of the premises at all times?	

Section 3: Details of person responsible for day-to-day managing of business (if different from section 2)

Question	Answer
First name(s)	
Surname	
Maiden name (if applicable)	
Date of birth	
Place of birth	
Home address (inc. postcode)	
Email	
Phone number	

Section 4: Details of person who will be at or within a reasonable distance of the premises at all times (if different from section 2)

Question	Answer
First name(s)	
Surname	
Maiden name (if applicable)	
Date of birth	
Place of birth	
Home address (inc. postcode)	
Email	
Phone number	

Section 5: Premises details (if different to section 2)

Question	Answer
Premises address (inc postcode)	
Premises phone number	
Premises email	

Section 6: Directors/Partners of the business

Please provide details for first Director/Partner – if there is more than one please attach a separate sheet stating each Director/Partner's personal details.

Question	Answer
Name of Company/Partnership	
How many Directors/Partners are there?	
First name(s)	
Surname	
Maiden name	
Date of birth	
Place of birth	
Home address (inc. postcode)	
Email	
Phone number	

Section 7: Emergency contact (A second individual who can provide access to the premises)

Question	Answer
First name(s)	
Surname	
Home address (inc. postcode)	
Email	
Phone number	

Section 8: Type of animals to be accommodated

Question	Answer
What types of animals will be housed at the premises? (continue on another sheet if necessary)	
What is the maximum number of animals kept on the premises at any one time?	
State the type of accommodation and the number of each used for breeding animals. E.g. kennels, units, rooms, hutches	
State the material each type of accommodation is made from.	
What are the dimensions of each accommodation? Height, depth and width	
What bedding is supplied within the accommodation?	
How many other animals are kept on the premises?	
What is the purpose of these animals? E.g. stud, pets, etc.	

Section 9: Heating, lighting and ventilation **If you have more than one type of accommodation, provide information on each. If required attach a separate sheet of paper.

	Birthing Accommodation	Other Accommodation
How is the accommodation heated?		
What lighting is available within the accommodation?		
How is the accommodation ventilated?		

Section 10: Animal Wellbeing

Question	Answer
What activities and toys are available for the social and mental wellbeing of the adult animals and their young?	
What are the facilities or arrangements for exercising the animal?	
How are the animals socialised?	
Are you transporting the animals over 65km?	
Outline your procedure for selecting suitable people and premises for rehoming animals, if you do this.	

Section 11: Health and Safety

Question	Answer
Which water source is used for the premises? E.g. mains supply, private supply etc.	
How and where is animal feed stored?	
What arrangements are in place for the disposal of excreta?	
What arrangements are in place for the disposal of other waste material?	
Describe the process for the control of infectious diseases including the location of the isolation facility.	
You must provide a copy of your written policy and procedure which details the protection of animals and persons in case of fire or other emergency (including emergency exits). Provide copies with the application If you have not provided this please explain why.	
Have you included your insurance documents? (If not you must send them within one week of approval of the application) Provide copies with the application	
Name and address of your Vet (Inc. postcode)	
Vet phone number	

Section 12: Experience and Qualifications

Question	Answer
<p>Detail any relevant qualifications and certificates held by everyone named in this application or employed by the business.</p> <p>Provide copies with the application</p>	
<p>Describe any relevant experience held by everyone named in this application or employed by the business.</p>	

Section 13: Previous licence refusals and offences

Question	Answer
<p>Please provide details if anyone named in this application has ever been disqualified under the Animal Health and Welfare (Scotland) Act 2006 from:</p> <ul style="list-style-type: none"> • owning or keeping animals (or both) • dealing in animals • transporting animals • working with or using animals • providing any service relating to animals (including, in particular, for their care) which involves taking possession of animals • taking possession of animals for the purpose of an activity in respect of which a disqualification mentioned above is imposed • taking charge of animals for any, or any other, purpose 	

Section 14: Declaration

I declare that the information on this form is correct to the best of my knowledge and belief

I understand that the information on this form may be stored on a computer system by this Authority for the purpose of Licensing and may be disclosed to the police and other relevant parties for vetting and background enquiries whilst processing this application. It may also be used for the prevention and detection of fraud. This Authority may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Applicant's Signature(s):

Date: