



Application for a licence to keep a breeding establishment (dogs, cats or rabbits)

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)**

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?	
Will you breed Dogs?	
Will you breed Cats?	
Will you breed Rabbits?	

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 8a: Breeding details If you have more than one type of accommodation, provide information on each. If required attach a separate sheet of paper.

Question	Answer
Will the breeding activity be indoors or outdoors? (Indoor breeders maintain their stock wholly or partially within their own private dwelling house)	
What is the maximum number of animals kept on the premises at any one time? (Dog breeders - attach a list of breeding bitches with name, age, description and chip number)	
How many litters are bred annually?	
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?	

Section 8b: Whelping/Queening/Kindling Accommodation

If you have more than one type of accommodation, provide information on each. If required attach a separate sheet of paper.

Question	Answer
State the type of accommodation and the number of each used for birthing. E.g. whelping boxes, nesting box, rooms, etc.	
State the material each type of birthing accommodation is made from.	
What are the dimensions of each accommodation? Height, depth and width	
What bedding is supplied within the accommodation?	

Section 8c: Other animals on the premises

Question	Answer
How many other animals are kept on the premises?	
What is the purpose of these animals? E.g. Stud, pets etc.	
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?	

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?	

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
Detail any relevant qualifications and certificates held by everyone named in this application or employed by the business. Provide copies with the application	
Describe any relevant experience held by everyone named in this application or employed by the business.	

Section 13: Previous licence refusals and offences

Question	Answer
Please provide details if anyone named in this application has ever been disqualified under the Animal Health and Welfare (Scotland) Act 2006 from: <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 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:

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

- to publish a public animal licensing register with only the minimum necessary information including business name and date of expiry. Publishing supports transparency, public confidence to verify licensed providers and supports compliance with animal welfare legislation. If you have any questions or concerns regarding the inclusion of your information in the public animal licensing register, you may contact us at environmentalhealth@midlothian.gov.uk
- 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"