

Animal Health and Welfare (Scotland) Act 2006

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

Application for a Licence to operate an Animal Welfare Establishment

This application form must be fully completed and submitted electronically, together with all required supporting documentation and the appropriate fee, using our Civic & Miscellaneous licensing [online submission form](#) Further information is also available on our website at www.edinburgh.gov.uk

Applications will not be accepted or processed without the appropriate application fee.

Should it be necessary to request another agency or veterinary surgeon to conduct an inspection, this will be recharged to the applicant.

ALL QUESTIONS MUST BE ANSWERED IN TYPESCRIPT OR BLOCK CAPITALS

IF YOU HAVE NOTHING TO RECORD, YOU MUST STATE "NOT APPLICABLE" OR "NONE"

THE SCOTTISH GOVERNMENT HAS ISSUED GUIDANCE NOTES FOR [ANIMAL WELFARE ESTABLISHMENTS](#). BEFORE COMPLETING THIS FORM, PLEASE READ THE GUIDANCE NOTES CAREFULLY AS WELL AS THE GENERAL AND SPECIFIC LICENCE CONDITIONS APPLICABLE TO YOUR APPLICATION

CHECKLIST	
Please ensure you have uploaded the following additional documentation with your completed application form and fee	
please tick ✓:	
Copy of your current Public Liability Insurance document – and where necessary your Employers Public Liability Insurance	Yes <input type="checkbox"/> No* <input type="checkbox"/>
Copy of your current Risk Assessment	Yes <input type="checkbox"/> No* <input type="checkbox"/>
Layout Plan of premises to be licenced	Yes <input type="checkbox"/> No* <input type="checkbox"/>
*If you have answered No to any of the above, please provide reasons below	

APPLICATION TYPE*please tick ✓:*

	New licence	<input type="checkbox"/>	Existing licence no:
	Renewal of an existing licence	<input type="checkbox"/>	
	Variation of an existing licence	<input type="checkbox"/>	

PREMISES TO BE LICENCED

Type of Premises:	<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Private dwelling
	<input type="checkbox"/>	Charitable premises		
	<input type="checkbox"/>	Other - <i>please provide a description below</i>		
Name of premises/Trading name				
Address of premises				
Postcode				
Contact phone no				
Contact email address				
Trading Days		Operating hours (<i>24hr format</i>)		

APPLICANT DETAILS - *to be completed ONLY if the licence is to be held by an individual*

First name/s	
Surname	
Date of Birth	Place of Birth
Home address	
Postcode	
Contact phone no	
Contact email address	

TO BE COMPLETED ONLY IF THE APPLICANT IS NOT AN INDIVIDUAL – i.e. Company, Partnership or Sole Trader

please tick ✓:

Registered Charity

Charity Number

Limited Company

Company number

Partnership

Name of Charity

Company or Partnership name

Registered Address

Postcode

Contact no

Contact email address

PLEASE PROVIDE DETAILS OF ALL DIRECTORS/PARTNERS – Company or Partnership applicants only

First name/s

Surname

Designation

Date of Birth

Place of Birth

Home address

Postcode

Contact phone no

Contact email address

First name/s

Surname

Designation

Date of Birth

Place of Birth

Home address	
Postcode	
Contact phone no	
Contact email address	
First name/s	
Surname	
Designation	
Date of Birth	Place of Birth
Home address	
Postcode	
Contact phone no	
Contact email address	
<i>Please provide details of any further directors or partners on a separate sheet</i>	

DAY TO DAY MANAGER – <i>please provide details of anyone appointed to manage the business on a day to day basis (note this person will also be named on the licence document)</i>	
First name/s	
Surname	
Designation	
Date of Birth	Place of Birth
Home address	
Postcode	
Contact phone no	
Contact email address	

DISQUALIFICATIONS – to be completed for all applicants

Has the applicant, or any person named on this application ever been disqualified under the Animal Health and Welfare (Scotland) Act 2006 from:

please tick ✓:

Owning or keeping animals (or both)	No	<input type="checkbox"/>	Yes*	<input type="checkbox"/>
Dealing in animals	No	<input type="checkbox"/>	Yes*	<input type="checkbox"/>
Transporting animals	No	<input type="checkbox"/>	Yes*	<input type="checkbox"/>
Working with or using animals	No	<input type="checkbox"/>	Yes*	<input type="checkbox"/>
Providing any service relating to animals (including, in particular, for their care) which involves taking possession of animals	No	<input type="checkbox"/>	Yes*	<input type="checkbox"/>
Taking possession of animals for the purpose of an activity in respect of which a disqualification mentioned above is imposed	No	<input type="checkbox"/>	Yes*	<input type="checkbox"/>
Taking charge of animals for any, or any other purpose	No	<input type="checkbox"/>	Yes*	<input type="checkbox"/>

*If you have answered Yes to any of the above, please provide details below

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ANIMALS TO BE HELD IN WELFARE ESTABLISHMENT – please state the exact species

Animal Species		Maximum number of animals intending to be kept
Dogs	<input type="checkbox"/>	
Cats	<input type="checkbox"/>	
Rabbits	<input type="checkbox"/>	
Guinea Pigs	<input type="checkbox"/>	
Equine – e.g. Horses, Donkeys Ponies etc	<input type="checkbox"/>	
Other* - please specify below	<input type="checkbox"/>	

ANIMAL ACCOMMODATION & FACILITIES - Describe the premises to be licensed or quarters used to accommodate animals detailing the following

	Description
	Size (dimensions) of quarters
	Type of construction
	Exercise facilities and arrangements
	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	
How do you propose to minimise disturbance from noise	
Do you keep and maintain a register of animals	Yes <input type="checkbox"/> No <input type="checkbox"/>

VETERINARY SURGEON/PRACTITIONER DETAILS - - *Please provide the details of your current veterinary surgeon and/or practice*

Name of usual Veterinary Surgeon	
Company name	
Address	
Postcode	
Telephone no	
Emergency contact no	
contact email address	

PUBLIC LIABILITY INSURANCE

Do you have public liability insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/> *	<i>*Please provide explanation below</i>
Please provide the following details of the policy		
Insurance company		
Policy number		
Period of cover		
Amount of cover (£)	£	
*Please state what steps you are taking to obtain such insurance		

DECLARATION – to be completed by all applicants:

I/We certify that the information given is correct to the best of my knowledge and belief.

I/We acknowledge receipt of a copy of the General and Specific Conditions that the Council will attach to grants of this type of licence. I/We agree that any licence granted to me should incorporate these conditions.

I/We understand that the Information supplied on this form may be held on computer and that in the processing of this application, background enquiries will be made which may include reference to personal data held on computer.

Signature of Applicant / Agent (*select from list*)

Date

Print name

CORRESPONDENCE DETAILS – *please provide details of where all correspondence relating to this application should be sent*

Full name

Correspondence address

Postcode

contact phone no

email address

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GENERAL CONDITIONS

Licence Display

1. A copy of the licence must be clearly and prominently displayed on any premises on which the licensable activity is carried on.
2. Any website operated by the licence holder in respect of the licensable activity must clearly and prominently display:
 - a. the name of the licence holder
 - b. the number of the licence holder's licence
 - c. the name of the licensing authority that granted the licence

Records

1. The licence holder must ensure that all the records that the licence holder is required to keep as a condition of the licence are either:
 - a. available for inspection by an inspector in a visible and legible form at any premises specified in the licence at which the licensable activity is carried on
 - b. if not kept at such premises, are kept in a manner in which they can be readily made available to an inspector
2. Where any records that the licence holder is required to keep as a condition of the licence are stored in electronic form they must be stored in a form from which they can readily be produced in a visible and legible form
3. The licence holder must keep all such records for at least three years beginning with the date on which the record was created
4. Where records are not kept at any premises specified in the licence at which the licensable activity is carried on, the licence holder must promptly make such records available (whether in electronic format or otherwise) for inspection upon request by an inspector

Number of Animals

The total number of animals kept for the activity at any time must not exceed the maximum that is reasonable taking into account the facilities and numbers of employed staff and volunteers on any premises on which the licensable activity is carried on.

Staffing

1. Sufficient numbers of people who are competent for the purpose must be available to provide a level of care that ensures that the welfare needs of all the animals are met
2. The licence holder or a designated manager and any staff employed to care for the animals must be competent to identify the normal behaviour of the species for which they routinely care and to recognise signs of, and take appropriate measures to mitigate or prevent, suffering, injury, disease, or abnormal behaviour
3. Volunteers who assist in relation to the licensable activity must only undertake tasks for which they have been suitably trained
4. The licence holder must provide and ensure the implementation of a written training policy for all staff members and volunteers who care for the animals

Suitable Environment

1. All areas, equipment, and appliances to which the animals have access must present minimal risks of injury, illness and escape and must be constructed in materials that are robust, safe, and durable, in a good state of repair and well maintained
2. If the licensable activity is carried on from premises at which animals are kept, such premises must provide an environment suitable to their species and condition (including health status and age) with respect to:
 - a. their behavioural needs
 - b. its situation, space, air quality, cleanliness, and temperature
 - c. the water quality (where relevant)
 - d. noise levels
 - e. light levels
 - f. ventilation
3. Animals must be kept clean and comfortable
4. Where appropriate for the species:
 - a. opportunities for toileting must be provided, and
 - b. a toileting area must be provided if the licensable activity is carried on from premises at which animals are kept
5. Procedures must be in place to ensure that:
 - a. accommodation in any premises from which the licensable activity is carried on and in which animals are kept is capable of being thoroughly cleaned and disinfected
 - b. any equipment within the accommodation is cleaned as often as necessary
 - c. good hygiene standards are maintained
6. The animals must be transported and handled in a manner (including for example in relation to housing, temperature, ventilation, and frequency) that protects them from suffering, injury and disease
7. If the animals are kept in premises from which the licensable activity is carried on, all the animals must be easily accessible to staff and for inspection and there must be sufficient light for the staff to work effectively and observe the animals
8. All resources must be provided in a way (for example as regards frequency, location, and access points) that minimises competitive behaviour or the dominance of individual animals
9. The animals must not be left unattended in any situation or for any period likely to cause them distress

Suitable Diet

1. The animals must be provided with a suitable diet in terms of quality, quantity and frequency and any new feeds must be introduced gradually to allow the animals to adjust to them
2. Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed
3. Feed and drinking water provided to the animals must be unspoilt and free from contamination
4. Feed and drinking receptacles must be capable of being cleaned and disinfected, or disposable
5. If the animals are kept in premises from which the licensable activity is carried on, constant access to fresh and clean drinking water must be provided in a suitable receptacle for the species that require it
6. Where feed is prepared on any premises from which the licensable activity is carried on, there must be hygienic facilities for its preparation, including a working surface, hot and cold running water, and storage

Enrichment and training of animals

If the animals are kept in premises from which the licensable activity is carried on, active and effective environmental enrichment must be provided to the animals in inside and any outside environments.

Animal handling interactions

1. All people responsible for the care of the animals must be competent in the appropriate handling of each animal to protect it from suffering, injury, or disease
2. If the animals are kept in premises from which the licensable activity is carried on, the animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals
3. No animals from a social species may be isolated or separated from others of their species for any longer than is necessary

Protection from suffering, injury and disease

1. Written procedures must:
 - a. be in place and implemented covering:
 - i. feeding regimes
 - ii. cleaning regimes
 - iii. transportation
 - iv. the prevention of, and control of the spread of, disease
 - v. monitoring and ensuring the health and welfare of all the animals
 - vi. except in relation to fish, the death or escape of an animal (including the storage of carcasses)
 - b. be in place covering the care of the animals:
 - i. following the suspension or revocation of the licence
 - ii. during an emergency
 - iii. following an emergency

2. All people responsible for the care of the animals must be made fully aware of these procedures before they attend to any animal in the course of the licensable activity
3. If animals are kept in premises from which the licensable activity is carried on, appropriate isolation, in separate self-contained facilities, must be available for the care of sick, injured or potentially infectious animals
4. All reasonable precautions must be taken to prevent and control the spread among the animals and people of infectious diseases, pathogens and parasites
5. All excreta and soiled bedding for disposal must be stored and disposed of in a hygienic manner and in accordance with any relevant legislation
6. Sick or injured animals must receive prompt attention from a veterinary surgeon or, in the case of any sick or injured fish, an appropriately trained person and the advice of that veterinary surgeon or that trained person must be followed
7. Where necessary, animals must receive preventative treatment by an appropriately competent person in consultation with a veterinary surgeon
8. The licence holder must register with a veterinary surgeon and the contact details of that veterinary surgeon must be readily available to all staff on any premises on which animals are kept and from which the licensable activity is carried on
9. Prescribed medicines must be stored safely and securely to safeguard against unauthorised access, at the correct temperature, and used in accordance with the instructions of the veterinary surgeon
10. Medicines other than prescribed medicines must be stored, used and disposed of in accordance with the instructions of the manufacturer or veterinary surgeon
11. Cleaning products must be suitable, safe and effective against pathogens that pose a risk to the animals and must be used, stored and disposed of in accordance with the manufacturer's instructions and used in a way which prevents distress or suffering of the animals
12. No person may euthanise an animal except a veterinary surgeon, a person acting under supervision of a veterinary surgeon, a person who has been authorised by a veterinary surgeon as competent for such purpose or:
 - a. in the case of fish, a person who is competent for such purpose
 - b. in the case of equines and species generally regarded as farmed livestock, a person who is competent, and who holds a licence or certificate which is relevant to the species, for such purpose
13. except where the purpose of the euthanasia is to end suffering that has arisen suddenly and unexpectedly and to arrange for such a person to euthanise the animal would prolong the suffering
14. All animals must be checked at least once daily and more regularly as necessary for any signs of suffering, injury, disease or abnormal behaviour and vulnerable animals must be checked more frequently
15. Any signs of suffering, injury, disease or abnormal behaviour must be recorded and if necessary, the advice of a veterinary surgeon (or in the case of fish, of an appropriately competent person) must be sought and followed

Emergencies

1. If animals are kept in premises, other than domestic premises, from which the licensable activity is carried on:
 - a. a written emergency plan, acceptable to the licensing authority, must be in place, known and available to all the staff on the premises

- b. such a plan must be followed where necessary to ensure appropriate steps are taken to protect all animals on the premises (without risking human life) in case of fire, breakdowns of essential heating, ventilation and aeration or filtration systems or other emergencies
2. Any such emergency plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police
 3. External doors and gates must be lockable
 4. If animals are kept in premises from which the licensable activity is carried on, a designated key holder with access to all animal areas must at all times be within reasonable travel distance of those premises and available to attend in an emergency

SPECIFIC CONDITIONS – OPERATING AN ANIMAL WELFARE ESTABLISHMENT

Interpretation

1. In this schedule—

- “animal welfare establishment” means the place or places within the areas of the local authority at which the licensable activity of operating an animal welfare establishment is carried on,
- “prospective keeper” means a person who seeks to become the keeper of the animal (or, where it is proposed that there be more than one keeper of the animal, one of such persons).

Records and Advertisements

2.(1) A register must be maintained for all the animals or, in the case of animals (not including dogs and cats) kept in groups where it is not practicable to keep individual records, all the groups of such animals, in the animal welfare establishment which must include—

- (a) the species of the animal (where known),
- (b) the animal’s sex (where known),
- (c) (except in the case of fish) the animal’s age (where known),
- (d) details of any veterinary treatment (where known),
- (e) the date on which the animal was received by the licence holder,
- (f) the date on which the animal was rehomed or otherwise released from the animal welfare establishment (if applicable),
- (g) the site of the animal’s release into the wild (if the animal is so released), and
- (h) the date of the animal’s death (if applicable).

(2) Where an animal is undergoing any medical treatment it may only be supplied as a pet to a prospective keeper if—

- (a) details of, and the reasons for, the treatment are communicated to the prospective keeper of the animal prior to any agreement being concluded with that person for the supply of that animal, and
- (b) a veterinary surgeon advises that the animal is in a suitable condition to be supplied to a person as a pet from the animal welfare establishment.

(3) Any advertisement for the rehoming of an animal must—

- (a) include the number of the licence holder’s licence,
- (b) specify the local authority that issued the licence,
- (c) if the animal being advertised is a dog, cat or horse, include a recognisable photograph of the animal, and
- (d) (except in the case of fish) display the age of the animal being advertised (where known).

Rehoming pet care advice

3.—(1) Any equipment and accessories being provided with an animal must be suitable for the animal.

(2) Prospective keepers must be provided with information on the appropriate care of the animal including in relation to—

- (a) feeding,
- (b) housing,
- (c) handling,
- (d) husbandry,
- (e) the life expectancy of its species,
- (f) the provision of suitable accessories, and
- (g) veterinary care.

(3) A suitably trained person must be available to provide advice to prospective keepers about the animals made available for rehoming.

(4) Any new keeper (or at least one new keeper where there is more than one new keeper of the animal) to whom an animal is being rehomed must be informed of, where known, the age, sex and veterinary record of the animal.

Release of animals into the wild

4.—(1) An animal that has been kept at the animal welfare establishment must only be released into the wild in an area that is suitable for its species.

(2) An animal that has been kept at the animal welfare establishment must only be released into the wild if it is able to feed and fend for itself.

Dangerous wild animals: duty to notify

5. The licence holder must notify the licensing authority of any dangerous wild animals held in the animal welfare establishment.

Suitable accommodation

6.—(1) Animals must be kept in housing which minimises stress including from other animals and the public.

(2) Where members of the public can view or come into contact with the animals, signage must be in place to deter disturbance of the animals.

(3) Dangerous wild animals (if any) must be kept in secure accommodation that is lockable and appropriate for the species.