

Applying for a new Pet Shop Licence

Status of this Leaflet

This is not statutory guidance and does not form any part of the *Enforcement Policy* (which is available separately). The leaflet does not replace the Act or any statutory guidance or conditions issued under it, so reference should always be made to that before submitting applications.

General

A pet shop licence authorises a person to keep a pet shop. The keeping of a pet shop means the carrying on at a premises of any nature (including a private dwelling) of a business of selling animals as pets, and as including references to the keeping of animals in any such premises as aforesaid with a view to their being sold in the course of such a business to members of the public, as described in the *Pet Animals Act 1951*.

Internet sales of animals also require licensing.

A licence can run for a maximum period of 12 months and despite when in the year the application is made, all licenses must expire on 31st December of each year.

Requirements for a Pet Shop Licence:

A completed application form

The application form can be completed online, downloaded from this website or you can contact Environmental Health on 0161 770 2244 and a copy can be sent out via the post. You will need to bring, post or email your application form to the address listed below. Once we receive your application it will be checked to ensure that it is complete.

Proof that the required fee has been paid (see fees list)

Your licence fee can be paid by phone or online with a credit/debit card or by a cheque made payable to Oldham MBC.

An inspection by an authorised officer to ensure the licence conditions have been met (see pet shop licence conditions)

Upon receipt of the completed application form, a visit will be made to the premises by an authorised officer from the Animal Welfare team. He/She will be checking for compliance against the licensing conditions and other legislation including the *Animal Welfare Act 2006*. If the inspector considers the applicant's procedures and premises to be suitable, the licence will be issued. A copy of the licence must then be displayed in a prominent position at the premises.

The officer will be pleased to offer any advice or give any help if you are unsure as to how to meet your legal obligations.

Gaining a Pet Shop Licence

It is vital that you read the licence conditions for pet shops for this Local Authority. You will be inspected against these conditions and risk not being licensed if you do not meet each of them.

Please also ensure you are aware of other surrounding legislation such as the *Animal Welfare Act 2006*, the *Welfare of Animals (Transport) (England) Order 2006* and the *Health and Safety at Work etc. Act 1974*. If you do not meet these legal requirements, you may not be licensed.

All licence applications will be considered within 28 days of receipt by the LA of the completed application form and payment of the appropriate fee. All applicants will be contacted within that time in order to discuss the application and arrange the inspection.

Qualifications

As part of the licence conditions, you or at least one member of staff working at the licensed premises must hold the *City and Guilds Pet Store Management Certificate*, or some other appropriate qualification, or must be in the course of training to take the examination within 2 years of the licence application.

Children

It is an offence under the *Animals Welfare Act 2006* to sell an animal to an individual aged under 16.

Planning Restrictions

If you do not have the correct planning permissions in order to carry out your business, you may not be granted a licence.

It is therefore suggested that you contact the Council's Planning Office should you fall within this situation to discuss your options with them. Failure to do so may result in enforcement action being taken against you for not complying with your planning conditions.

For further information or advice please contact:

In person or in writing: Economy, Place and Skills Directorate
Environmental Health & Registrars
Chadderton Town Hall
Middleton Road
Chadderton
Oldham
OL9 6PP

By Phone: 0161 770 2244

By Fax: 0161 770 4500

Email: environmentalhealth@oldham.gov.uk