



COMHAIRLE NAN EILEAN SIAR

PET ANIMALS ACT 1951 LICENSING NOTES

Why do I need a Licence?

1. [The Pet Animals Act 1951](#) stipulates that any business or persons selling pet animals requires to be licensed by the local authority. This includes all commercial selling of pet animals, including pet shops and businesses selling animals over the internet.

2. What conditions will be applied?

The conditions are attached to the application form and will form part of the licence if granted.

3. Eligibility criteria?

Applicants for a pet shop licence must not be disqualified from keeping animals.

4. What are the licence requirements?

Local authorities must have regard to the following when considering an application for a pet shop licence:

- that animals will be kept in suitable accommodation, for example in regards to temperature, size, lighting, ventilation and cleanliness
- adequate food and drink will be provided to the animals and they will be visited at suitable intervals
- that any mammalian animals will not be sold too young
- that steps are taken to prevent disease spreading among the animals
- that adequate fire and emergency provisions are in place.

Conditions can be attached to a licence to ensure that the above are complied with.

6. Who will be consulted?

All applications will be submitted to the Police for an opinion as to whether or not the applicant is a fit person to hold the licence. Where the activity is wholly or mainly to be carried out in premises, the Fire Authority will also be consulted. If a new licence application, the Planning Service will also be asked for an opinion on the suitability of the premises.

7. What is the fee?

The Fees are on the Current Fees and Charges Sheet or available from <http://www.cne-siar.gov.uk/feesandcharges/environmentalhealth.asp>

8. How long will my licence last?

An issued licence expires at the end of a calendar year (31 December). Therefore depending on when you apply in the year, will determine the length of your licence.

9. When do I need to renew my licence?

An issued licence expires at the end of a calendar year (31 December). You should apply for a licence renewal at least 6 weeks before this (mid November).

10. Am I committing an offence if I do not obtain a licence?

Yes if you are conducting an activity which requires to be licensed and you do not obtain the licence then you are committing an offence.

11. What if I make a false statement on my application form?

If you make a statement which you know to be false or recklessly make any statement which is false you will be guilty of an offence.

12. What do I do next?

You should complete the application form for a licence which is also attached to these notes and send the application for the licence to the Director of Development Department at the address shown on the form. The Comhairle then has a period of up to three months to determine your Licence



COMHAIRLE NAN EILEAN SIAR

Pet Animals Act 1951

CONDITIONS FOR LICENCE TO KEEP A PETS SHOP

1. ACCOMMODATION

- 1.1 Animals must at all times be kept in accommodation suitable with respect to construction, size, temperature, lighting, ventilation and cleanliness.
- 1.2 Animals must not be exposed to draughts and must be kept in an environment suitable to the species. If animals are displayed outdoors, they should have protection appropriate to their species.
- 1.3 Housing must be constructed of non-porous materials or be appropriately treated.
- 1.4 Animals must not be kept in housing in such a way that they can be interfered with by other animals or the public.
- 1.5 All livestock, for sale, must be readily accessible and easy to inspect.
- 1.6 Accommodation must be cleaned as often as necessary to maintain good hygiene standards, consistent with the rate of stock turnover.
- 1.7 Where accommodation is on a tiered system, water, food or other droppings must not be allowed to enter the lower housing.
- 1.8 All accessories provided in the accommodation must be suitable for the species.

2. EXERCISE FACILITIES

- 2.1 Facilities must be available where appropriate.

3. REGISTER OF ANIMALS

- 3.1 A livestock purchase register must be maintained for all livestock. A sale register must be maintained for:-
 - a) Puppies
 - b) Kittens
 - c) Psittacines
 - d) Species contained in the Schedule to the Dangerous Wild Animals Act 1976 (as modified)

4. STOCKING NUMBERS AND DENSITIES

The maximum numbers of animals to be stocked on the premises will be governed by the accommodation available as defined by the stocking density lists detailed in the schedules attached to these licence conditions.

5. HEALTH, DISEASE AND ACCLIMATISATION

- 5.1 All stock sold must be in good health as far as can be reasonably determined without veterinary inspection.
- 5.2 Any sick or injured animal must receive appropriate care and treatment without delay.
- 5.3 Veterinary advice should be sought whenever necessary.
- 5.4 Any animal with an obvious, significant abnormality which would materially affect its quality of life, must not be offered for sale. When in doubt, veterinary advice should be sought.
- 5.5 All animals must be allowed a suitable acclimatisation before sale.
- 5.6 The facility to isolate sick animals must be provided.
- 5.7 All reasonable precautions must be taken to prevent the outbreak and spread of disease. No animal which is suffering from or could be reasonably suspected of having come into contact with any other animals suffering from, any infections or contagious disease, or which is infested with parasites, shall be brought into or kept on the premises unless effectively isolated.
- 5.8 Puppies and kittens, where permitted by the terms of this licence, must be kept separate from other litters.
- 5.9 All necessary precautions must be taken to prevent the introduction to the premises, and harborage, of rodents, insects and other pests.

6. FOOD AND DRINK

- 6.1 Animals must be supplied with adequate amounts of food and drink appropriate to their needs and at suitable intervals.
- 6.2 All food must be suitable for the species concerned.
- 6.3 Food and drink receptacles must be constructed and positioned to minimise faecal contamination.

6.4 A sufficient number of receptacles must be provided and cleaned at regular intervals.

7 FOOD STORAGE

7.1 All food, excluding live foods, intended for feeding to livestock on the premises, must be stored in impervious closed containers.

7.2 The containers and equipment used for feeding must be kept in a clean condition.

8 OBSERVATION

8.1 All livestock must be attended to at regular intervals, appropriate to the species and in no circumstances less than daily.

9 EXCRETA AND SOILED BEDDING

9.1 All excreta and soiled bedding must be stored in impervious containers with close fitting lids.

9.2 Excreta and soiled bedding should be removed from the premises on a regular basis, at least weekly and disposed of to the satisfaction of the Highland Council in accordance with current regulations and good waste management practice.

9.3 All containers must be kept in a clean condition.

10 TRANSPORTATION

10.1 On receiving stock, the licensee must make every effort to ensure that it is transported in a suitable manner.

10.2 Any livestock received or consigned shall be transported according to the Regulations laid down by the Welfare of Animals (Transport) (Scotland) Regulations 2006 or other relevant legislation.

11 TRANSPORTATION CONTAINERS

11.1 Livestock must be transported or handed to purchasers in suitable containers.

12 SALE OF LIVESTOCK

12.1 All stock sold must be in good health as far as can be reasonably determined without veterinary inspection.

12.2 No mammal shall be sold, unweaned or, if weaned, at an age at which it should not have been weaned.

12.3 In the case of non mammals, they must be capable of feeding themselves.

12.4 No animal should be sold to any person under the age of 16 years who is unknown to the retailer unless that person is accompanied by a parent or legal guardian or provides appropriate written consent. Subsequent sales to a juvenile less than sixteen years (but over twelve years of age) who is known to the retailer can be carried out in the absence of a parent or legal guardian or appropriate written consent, provided that the retailer is satisfied as far as possible that:-

(i) the parent/guardian would not object to the acquisition;

(ii) the juvenile is sufficiently knowledgeable as to the needs, care and nature of the species acquired.

(iii) the juvenile's intention towards the acquisition is consistent with the well-being of the animal concerned

12.5 This licence permits the keeping of the undernoted categories of animals:-

13 DANGEROUS WILD ANIMALS

13.1 When dangerous animals are kept, the cages must be of a secure construction appropriate to the species. A fine wire mesh, glass or plastic safety barrier must be incorporated into the cage system

13.2 Licensees selling animals on the Schedule to the Dangerous Wild Animals Act should inspect the purchaser's licence to keep such an animal and inform the issuing authority of the details of the purchase.

14 PET CARE ADVICE

14.1 PTIA (Pet Trade and Industry Association) pet care leaflets or other similar written instructions should be made available to customers where appropriate at the time of purchase.

14.2 Purchasers of accessories should, where necessary, be given proper advice as to their maintenance and use.

14.3 The PTIA pet store manual or other appropriate reference books must always be available for use by staff.

15 STAFF TRAINING AND LIVESTOCK KNOWLEDGE

15.1 No animals should be stocked or sold unless the staff (or a member of the staff) is familiar with the care and welfare of that animal.

- 15.2 Notwithstanding the general terms of 15.1 above, where exotic species such as reptiles, birds and aquatics are kept, evidence of competency should be demonstrated by the possession of a certificate gained through attendance at suitable training acceptable to the Council.
- 15.3 The licensee must formulate a written training policy for all permanent staff and will be required to demonstrate that systematic training is carried out.

16 FIRE AND OTHER EMERGENCY PRECAUTIONS

- 16.1 Suitable emergency precautions and procedures shall exist and be made known to all staff, including arrangements for evacuation of livestock.
- 16.2 A notice should be displayed at the front of the premises advising the use of the emergency telephone number '999' should a justifiable situation arise.
- 16.3 When pet shops are sited within other premises, the licensee or keyholders must have access at all times to the premises containing the livestock, the terms of such access being approved as suitable by the licensing authority.

17 THE LICENCEHOLDER OR HIS REPRESENTATIVE MUST ALLOW ANY AUTHORISED OFFICER OF THE COMHAIRLE AND ANY PERSON ACCOMPANYING HIM, FREE ACCESS TO THE PREMISES FOR THE PURPOSES OF ASCERTAINING IF THE ABOVE CONDITIONS ARE PROPERLY OBSERVED.

Note: Any contravention of the conditions of this licence renders the licensee liable on summary conviction, to a fine or to imprisonment to a term not exceeding three months or to both a fine and imprisonment.

Informative Note - this is not a licence condition

The Fire (Scotland) Act 2005 introduced a new fire safety regime for the majority of non-domestic premises, however it includes all Licensed Premises in Scotland. Fire safety measures are not controlled through licensing, responsibility for enforcement of general fire safety lies with the local fire and rescue authority. The Act requires any person having control of premises which fall within the scope of the new legislation to carry out a fire safety risk assessment, produce an emergency evacuation strategy and take appropriate fire safety measures. The process of Fire Safety Risk Assessment should be ongoing and the duty holder is required to ensure that the premises are fit for purpose for the proposed use."

Further information is available from the following website <http://www.infoscotland.com/firelaw>. If you have any questions or concerns regarding fire safety please contact the local Fire Office on 01851-705855.

SCHEDULE 1

STOCKING DENSITIES – CAGED ANIMALS

TYPE	FLOOR AREA (SQ CM)		
	LENGTH (CM)	SINGLE	EACH ADDITIONAL
PARROTS, PARRAKEETS, BUDGERIGAR, ETC			
African Grey		1250	625
Amazon	Up to 35	1000	500
	35-40	1250	625
	Over 40	2000	750
Budgerigar		650	200
Cockatiel		1000	250
Cockatoo	Up to 35	1250	625
	35 - 40	2000	1000
	Over 45	2750	1325
Lovebird		750	200
Macaw	Up to 40	1250	625
	40 - 60	2250	1000
	Over 60	3750	1200
Parrakeet (including Conure, Kakariki, Rosella)	Up to 25	1000	250
	25 - 35	1000	250
	Over 35	1400	450
Parrot (including Caique, Pronus, Senegal, Meyer's)	Over 35	1500	750
Parrotlet		400	200
Hanging Parrot		450	250
Lories and Lorikeets	Up to 22.5	800	250
	Over 30	2000	500
SEEDEATERS			
Canary		650	250
Cardinal		1000	250
Dove and Pigeon	Up to 22.5	450	250
	Over 22.5	1250	625
Finch (including Mannikin, Silverbill Sparrow, Waxbill)	Up to 12.5	650	100
	12.5–17.5	750	150
	Over 17.5	1000	200
Grossbeak		1000	200
Quail	Up to 15	450	250
	15 - 20	650	375
	Over 20	1000	500
Weaver	Up to 15	650	150
	Over 15	1000	200
Whydah (male with full tail)*	Up to 40	1000	200
	Over 40	2000	275
*female and male in non-breeding plumage as Weaver			
TYPE	FLOOR AREA (SQ CM)		
	LENGTH (CM)	SINGLE	EACH ADDITIONAL
SOFTBILLS			
Barbet	Up to 20	1250	275
	Over 20	1400	450
Bulbil, Fruitsucker		1000	250
Fairy Bluebird, Oriole		1250	250
Jay, Jay-Thrush (Laughing Thrush)	Up to 25	1500	250
	25 - 35	2000	500
Magpie	Over 35	4000	1000
Mynah hill		1500	250
Pekin robin, Mesia		1000	200
Starling (including small mynahs)	Up to 20	1000	250
	Over 20	1500	375
Tanager, Sugar Bird	Up to 15	1000	250
	Over 15	1000	250
Thrush (incl Shama)		1000	375
Toucan		3750	1000
Toucanette, Aracari		2000	625
Touraco		2000	625
Zosterops		750	100

N.B. All birds should be housed in accommodation which allows the full spreading of wings.

SCHEDULE 2**STOCKING DENSITIES – SMALL MAMMALS**

SPECIES	MINIMUM FLOOR AREA*		MINIMUM CAGE HEIGHT (CM)
	SINGLE	EACH ADDITIONAL	
Mice	200	50	20
Hamsters	300	75	20
Gerbils	300	75	20
Rats	500	125	20
Guinea Rigs	700	175	20
Rabbits	2000	500	50
Kittens	2000	500	50
Puppies	10000	2500	50

*Minimum floor areas apply to young stock. For adult stock offered for sale the dimensions should be doubled. For advice on the age of stock, you are advised to contact the veterinary surgeon.

N.B. The range of behavioural opportunities for many of the animals listed in the above Schedule will be increased by enriching the environment with such accessories as shredded paper, pieces of wood, toilet rolls, lengths of piping etc.

The installation of shelving in rabbit cages is particularly beneficial to rabbits as they like to spend a lot of time off the cage floor.

SCHEDULE 3**STOCKING DENSITIES – ORNAMENTAL FISH**

It is virtually impossible to determine the quantity of fish to be kept in tank purely on a weight/volume or numbers of fish/volume.

The variation in system design, husbandry techniques and types of fish involved would render any such method too simple to be useful or too complicated to be practical.

The maintenance of water quality standards is essential and is a simple but effective way to determine stocking densities.

WATER QUALITY CRITERIA (1mg/litre – 1ppm)		
COLD WATER		
* Dissolved Oxygen	- min	6 mg/litre
* Free Ammonia	- max	0.02 mg/litre
Nitrite	- max	0.2 mg/litre
Nitrate	- max	50 mg/litre above ambient tapwater
TROPICAL FISH		
* Dissolved Oxygen	- min	6 mg/litre
* Free Ammonia	- max	0.02 mg litre
Nitrite	- max	0.2 mg litre
Nitrate	- max	50 mg/litre above ambient tapwater
TROPICAL MARINE SPECIES		
*Dissolved Oxygen	- min	5.5 mg/litre
*Free Ammonia	- max	0.01 mg/litre
Nitrite	- max	0.125 mg/litre
Nitrate	- max	40 mg/litre – this is an absolute figure; it does not relate to ambient tapwater
*pH (tropical marine only)	- min	8.1

*These parameters should be checked first. Only if a problem exists with these tests is it necessary to check nitrite and nitrate levels.

SCHEDULE 4**STOCKING DENSITIES – OTHER SPECIES**

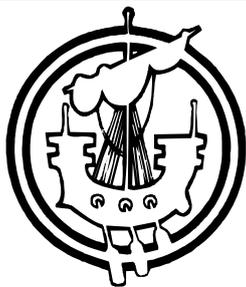
Accommodation must be provided appropriate to size, age and type of species.

Further advice may be obtained from organisations such as the Pet Trade and Industrial Association, the Universities' Federation for Animal Welfare, The British Herpetological Society etc.

The Association of District Councils, 26 Chapter Street, London, SW1P 4NB, Tel: 0171 233 6868

The British Veterinary Association, 7 Mansfield Street, London, W1M 0A7 Tel: 0171 636 6541

The Pet Trade and Industry Association Limited, 103 High Street, Bedford, MK40 1NE Tel: 01234 273933



COMHAIRLE NAN EILEAN SIAR

Pet Animals Act 1981

APPLICATION FOR A LICENCE TO KEEP A PESHOP

For application fee please refer to application fees leaflet (All fees are non-refundable)

Please refer to the relevant guidance notes prior to completing this form.

Payment is due at the time you submit your application to the Comhairle

For Official Use only	
Date Lodged	
Paid	
Relationship	
Received by	
Food Cert	
Police	
Fire	
Planning	
Date Granted	
Renewal	
Licence no	

Please Answer every Question in Typescript or black ink and capital letters

1	Type of Licence Application: Initial: <input type="checkbox"/> Renewal: <input type="checkbox"/> Current Licence No: _____ Variation: <input type="checkbox"/>			
	Change in Circumstances: <input type="checkbox"/> Other (i.e. temp/seasonal) <input type="checkbox"/> _____			
Address of premises in respect of which the licence is applied				

To be completed if by applicant.

2	Full Name (include all names & Title):			
	Address and Postcode:			
	Phone: Home		Business:	Mobile:
	Fax:		Email:	
	Age, Date & Place of Birth	Age	Date of Birth	Place of Birth

Details of other individuals involved in the management of the business business (1)

3	Full Name (include all names & Title):			
	Address and Postcode:			
	Phone: Home		Business:	Mobile:
	Fax:		Email:	
	Age, Date & Place of Birth	Age	Date of Birth	Place of Birth

4	Are you or any of your employees disqualified from keeping animals?	
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5	Date requested for the coming into force of the Licence/Renewal	
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6	RELATIONSHIP TO COUNCILLOR OR COMHAIRLE OFFICER	
	Are you or your partner a relative or partner of a Councillor or Comhairle Officer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If yes, please state the name of the relation, the position held in the Comhairle, and explain the relationship?	
	Please note: A "relation" for the purposes of this document is a spouse, partner, child, sister, brother, parent, or parent-in-law of a Member or Officer. In this context 'Officer' shall mean an Officer who is salaried at Assistant Director level or above or any officer directly involved in the decision-making process.	

7	I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.		
	Signature of applicant or agent	Date	
	Agents Address:	Position of applicant in company / partnership, if not otherwise stated:	

NOTE: Any person who, in connection with the making of this application, makes any statement which he knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable on summary conviction, to a fine not exceeding level 4 on the standard scale.

Please ensure you have read the attached guidance notes and have:

- completed every question in block capitals and black ink or typescript
- signed and dated the application
- arranged for the public notice to be displayed at the proposed premises showing the exact 21 days date (if you are uncertain about this date please seek contact us assistance from a member of the licensing staff).

Completed Applications should be returned along with the correct fee to any Comhairle office **or** posted to
 Consumer and Environmental Services
 Development Department
 Comhairle Nan Eilean Siar
 Stornoway
 Isle of Lewis HS1 2BW

If you have any queries regarding this licence please phone: 01851 822694 or email to eh@cne-siar.gov.uk

DATA PROTECTION ACT 1998

Comhairle nan Eilean Siar (the Data Controller) will process the information on this form for the purpose of granting or refusing this application. The information will be disclosed to the Northern Constabulary and Highlands and Islands Fire Brigade Service. It may also be circulated to other Comhairle departments where appropriate and to any other relevant body. It may also be intimated to the H M Revenue and Customs. The information may also be published as part of the Committee Agendas and Minutes and will be held on a public register all of which will be available to members of the public on request.

PET ANIMALS ACT 1951

Schedule of pet animals to be kept at

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Subject to permission being granted by

Comhairle nan Eilean Siar

(to be completed by the applicant)

TYPE OF ANIMALS	PROPOSED NUMBERS	DETAILS OF ACCOMMODATION	INSPECTOR'S COMMENTS
Parrots			
Pigeons			
Other large birds			
Budgerigars, finches and other small birds			
Dogs			
Cats			
Rabbits, cavies, hamsters			
Rats, gerbils and mice			
Tortoises			
Snakes and lizards			
Fish – Tropical, Marine, Coldwater			
Any other species*			

* Please indicate species of animals

Normal times of attendance at the premises when the premises are closed.

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Signed.....

Date.....