

Animal Welfare Licencing – Fees						
	Sale of pet animals	Animal rehoming activities	Animal welfare establishments	Breeding of dogs	Breeding of cats	Breeding of rabbits
<b>Proposed Fees</b>	£224.00	£198.00	£229.00	£183.00	£183.00	£183.00
<b>The table below shows how this has been calculated.</b>						
<b>New application/renewal</b>	£224.00	£197.93	£228.38	£182.70	£182.70	£182.70
Receipt and check of application	0.5	0.5	0.5	0.5	0.5	0.5
Process of fee	0.5	0.5	0.5	0.5	0.5	0.5
LA assess fit and proper person	0.5	0.5	0.5	0.5	0.5	0.5
LA arrange compliance inspection	0.5	0.5	0.5	0.5	0.5	0.5
LA compliance inspection	3.00	3.00	4.00	2.5	2.5	2.5
LA arrange vet inspection	0.5	0.5	0.5	0.5	0.5	0.5
Consideration of vet report	0.5	0.5	0.5	0.5	0.5	0.5
Issue of licence	0.5	0.5	0.5	0.5	0.5	0.5
<b>Proposed variation fees</b>	£153.00	£153.00	£183.00	£138.00	£138.00	£138.00
<b>The table below shows how this has been calculated.</b>						
<b>Variation of licence</b>	152.25	152.25	£182.70	£137.03	£137.03	£137.03
Receipt and check of application	0.5	0.5	0.5	0.5	0.5	0.5
Process of fee	0.5	0.5	0.5	0.5	0.5	0.5
LA arrange compliance inspection	0.5	0.5	0.5	0.5	0.5	0.5
LA compliance inspection	2.00	2.00	3.00	1.5	1.5	1.5
LA arrange vet inspection	0.5	0.5	0.5	0.5	0.5	0.5
Consideration of vet report	0.5	0.5	0.5	0.5	0.5	0.5
Re-issue of licence	0.5	0.5	0.5	0.5	0.5	0.5

Note

The licence fee is the same whether 1,2 or 3 year duration

All veterinary/SSPCA fees will be charged back to the licensee

Application for Variation



**THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS)(SCOTLAND) REGULATIONS 2021**

**APPLICATION FOR THE VARIATION**

PLEASE READ GUIDANCE NOTES SUPPLIED BEFORE COMPLETING FORMS

**A. LICENCE DETAILS**

Licence Number .....

Licence Expiry Date.....

Licence Holder .....

**B. APPLICANT DETAILS**

Full Name	.....
Home Address	..... ..... .....
Post Code	.....
Tel. No	.....Mobile.....
Email	.....
Date of Birth	.....Age.....
Place of Birth	.....
<b>C. VARIATION DETAILS</b>	
Description of the proposed variation/s	
..... ..... ..... ..... ..... .....	
<b>D. BUSINESS DETAILS</b>	
Full Name of Business	.....

Address of Registered .....  
or Principal Office

.....  
.....

Post Code .....

Tel. No .....

Email .....

Nature of Business    Firm/Partnership        Limited Company        Organisation   

**Full details of all Directors or Partners of the business (continue on a separate sheet if required)**

Full Name .....

Home Address .....

.....  
.....

Post Code .....

Tel. No .....Mobile.....

Email .....

Date of Birth	.....	Age.....
Place of Birth	.....	
Full Name	.....	
Home Address	.....	
	.....	
	.....	
Post Code	.....	
Tel. No	.....	Mobile.....
Email	.....	
Date of Birth	.....	Age.....
Place of Birth	.....	
Full Name	.....	
Home Address	.....	
	.....	
	.....	
<b>Full details of the employee responsible for the day to day management of the business</b>		
Full Name	.....	
Home Address	.....	

	.....
	.....
Post Code	.....
Tel. No	.....Mobile.....
Email	.....
Date of Birth	.....Age.....
Place of Birth	.....

**Declaration**

I declare that the particulars given by me on this form are true and I hereby make application to Moray Council for the grant or renewal of the licence applied for.

Signature of applicant .....Date .....

Or

Signature of Agent on behalf of applicant .....Date .....

Agents Address .....  
.....

**NB. It is an offence for any person to make any statement which he knows to be false in this application or in connection with the making of this application**

**Data Protection** - The Moray Council / Licensing Board is the data controller for this process. Information about you on this form will be used to process your licensing application. In processing your application, the information may be shared between Council departments, other agencies and the public where necessary and/or in accordance with statute. The Council / Board has a duty to process your information fairly. Information we hold must be accurate, up to date, is kept only for as long as is necessary and is otherwise shared only where we are legally obliged to do so. You have a legal right to obtain details of the information that we hold about you. For full terms please visit [Licensing Privacy Statement](#). For full Data Protection policy, information and rights please see [www.moray.gov.uk/dataprotection](http://www.moray.gov.uk/dataprotection) .



## **GUIDANCE NOTES for Variations**

### **THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS)(SCOTLAND) REGULATIONS 2021**

#### **Disclaimer**

**These notes have been prepared as an outline of the licensing provisions in connection with variations as introduced by the Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021. Whilst every effort has been made to ensure accuracy, these notes are for general guidance only and do not constitute legal advice. It is the responsibility of applicants and licence holders to ensure that they comply with the provisions of the Act, any statutory instruments made thereunder, the conditions outlined in the schedule attached to your licence and any policy/guidance notes issued by the Council.**

#### **INTRODUCTION**

Moray Council can only vary licences under the following conditions;

#### **Variation of a licence on the application, or with the consent, of a licence holder**

1. (1) A licensing authority may at any time vary a licence—
  - (a) on the application in writing of the licence holder, or
  - (b) on its own initiative, with the consent of the licence holder.



(2) Variation of a licence under paragraph (1) means changing the details of a licence other than a standard licence condition and includes—

(a) attachment of a condition to a licence of the same legal effect as if it had been attached under regulation 6(5), if the requirements for attachment of a licence under regulation 6(5) are also met, and

(b) removal of a condition that has been attached to a licence under regulation 6(5) or by way of variation of a licence.

## **GENERAL INFORMATION**

You require to sign and date the declaration at the bottom of the application form. This is a very important part of the form and you should note that it is a criminal offence to make a false declaration for which you can be prosecuted and fined up to £2,500.

Once you have completed the application form please submit it to:

Head of Legal and Democratic Services  
Moray Council  
High Street  
Elgin  
IV30 1BX

*If you have any queries please e-mail [licensing@moray.gov.uk](mailto:licensing@moray.gov.uk) or contact us on 01343 563027.*