



ZOO LICENCE PROCEDURE NOTES

- Fill in the notice of intent form and send to your nearest Licensing Department (office addresses detailed below). Also fill in the site notice form and display on the premises, this will also need to be advertised in a local newspaper and a national newspaper. Please note this needs to be done at least two months prior to opening.
- Once the Licensing Department has received your application an acknowledgment letter will be issued advising you about what will happen next and how to proceed.
- An inspection will be organised with the appropriate Officers and Veterinary Surgeons.
- Providing everything is satisfactory with the inspection and agreements have been made where necessary the application form will need to be completed and sent with the fee of £350 + the fee for the veterinary inspection to the Licensing Department.
- Once the application and fee have been received your licence will then be issued.

Licensing Office Addresses				
Central Licensing Shirehall Abbey Foregate Shrewsbury SY2 6ND	North Licensing Edinburgh House New Street Wem SY4 5DB	North Licensing Castle View Oswestry SY11 1JR	South Licensing Westgate Bridgnorth WV16 5AA	South Licensing Stone House Corve Street Ludlow SY8 1DG

ZOO LICENSING ACT 1981, s 2

Form for notice to local authority of intention to apply for a zoo licence (new zoos and existing zoos subject to a direction under s 6(1)(b) of the Act)

1. I/We

[insert name and address of applicants]

Hereby give notice that in not less than two months after publication in one local and one national newspaper of a notice of intention to make an application for a licence to operate a proposed zoo at:

[insert situation of zoo]

I/We intend to make an application for a licence to the Shropshire Council.

2. The particulars with regard to the proposed zoo and its operation, as required by section 2(2) of the Act, are as follows:

(a) Section 2(2)(a)-animals

Taxonomic category of order and approximate number in each group

[Note – As an alternative to listing on this form a proposed stock list may be attached]

Accommodation

Give brief details of the animal accommodation to be provided (ie the number, type, approximate size and security of enclosure, including confined quarters during the night and winter, and the grouping of animals).

[Note – If preferred, this information may be submitted in the form of annotated drawings or plans. In any event, a plan showing the proposed layout of the zoo should be submitted]

Give brief details of arrangements to be made for the animals' maintenance and well-being, including information about the provision, storage and preparation of food, and arrangements for veterinary care, including preventative measures.

(b) Section 2(2)(b)-staff

Staff numbers and categories

Give details of the numbers and categories of staff to be employed in the zoo.

(c) Section 2(2)(c)-visitors and motor vehicles

(i) Approximate number of visitors to be accommodated per day

(ii) Type and size of car-parking facilities (if any)

(iii) Safari Parks – Approximate number of vehicles which are to be accommodated per day

(d) Section 2(2)(d)-access

Give details of the approximate number and position of the means of access to be provided to the premises.

[Note – If preferred this information may be submitted in the form of an annotated drawing or plan]

Signed

Date

ZOO LICENSING ACT 1981

Form for notice of intention to apply for a zoo licence (new zoos subject to a direction under s 6(1)(b) of the Act)

1. I/We

[insert name and address of applicants]

Hereby give notice that in not less than two months after the publication of this notice I/we intend to make application to the Shropshire Council for a licence to operate a proposed zoo at:

[insert situation of zoo]

2. A written notice of the intention to make application for a zoo licence, giving details about the proposed zoo, has been sent to the said Council. This may be inspected, free of charge, at the offices of the Council at Shirehall, Abbey Foregate, Shrewsbury SY2 6ND between the hours of 08:30am and 05:00pm Monday to Thursday or 08:30am and 04:30pm on Friday.

Signed

Date



**APPLICATION FOR ZOO LICENCE
Zoo Licensing Act 1981**

Application form for a Zoo Licence (new zoos and existing zoos subject to a direction under Section 6(1)(b) of the act)

<p>1. I / We</p> <p>of</p>
<p>In accordance with, and following publication of, the notice of intention on:</p> <p>in</p> <p>and</p> <p>Hereby apply to Shropshire Council for a licence to operate the zoo referred to in that notice.</p>
<p>2. Any significant changes in the information supplied in paragraph 2 of the notice to the local authority of intention to apply for a licence for the proposed zoo to be set out below.</p>
<p>3. Additional matters – set out below any other matters (if any), which you would now like to bring to the attention of the local authority.</p>

I declare that I have checked the information given on this application form and to the best of my knowledge and believe it is correct.

I enclose the current fee of £350 + Veterinary inspectors fee (Cheques made payable to Shropshire Council)

SIGNATURE

(Intended Zoo Operator)

DATE

This Authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this Authority for the prevention and detection of fraud. The Authority may also share this information with other bodies administering public funds for these purposes.

Please return the completed form and fee to the address below:

**Licensing Department
Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND**

FOR OFFICIAL USE ONLY

ORDER NO:

Date of Inspection

Recommendation

.....

Date reported to Council, and Decision.....

No. of Licence issued

Entered in Register:

Date:

Ref: