

Environmental Services Civic Centre, High Street Esher, Surrey KT10 9SD Telephone: 01372 474750 Fax: 01372 474915 DX: 36302 Esher Email: envhealth@elmbridge.gov.uk Website: www.elmbridge.gov.uk

Zoo Licensing Act 1981

**Application for a Zoo Licence** 

# **Privacy Notice**

### Who we are and what we do

Elmbridge Borough Council is the 'Controller' of any personal data that you provide to us. For further information please see our <u>corporate privacy policy</u>.

### What we need

We require your contact details. We may also require you to provide information about any criminal offences.

### Why we need it

We need this data in order to process your application. If you do not provide this information the application cannot be processed.

### What we do with it

The information that you provide will be held by the Council and will be accessed by authorised Council employees. We will use your data to monitor compliance with your licence and to carry out our enforcement duties. We may share your personal data with other public bodies for the purposes of investigation, to protect public funds and to prevent and detect fraud.

Whilst we make the name and address of your establishment publicly accessible, we do not publish your personal data.

### How long we keep it

Your personal data will be removed from our database in line with our retention policy. This is 6 years after the licence has expired, if we grant it. If we do not grant it, the period is 6 years from the date of the final decision on your application.

### What are your rights?

The law gives you a number of rights to control what personal and sensitive information is used by us and how it is used by us. Please refer to our <u>corporate privacy notice</u>.



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# **Application for a Zoo Licence**

Please complete using **block capitals**.

Application for:	New Licence* / Renewal of Licence * (*tick appropriate box)
Name of applicant	
Private address (or, if a Body Corporate, name	
of Body and address of Registered Office)	Tel No
Name and address of premises where	
animals are to be kept	Tel No.

The additional particulars with regard to the zoo and its operation required by Section 2(2) of the Zoo Licensing Act 1981 are as follows:

### (a) Section 2(2)(a): Animals

Please list on the attached sheet the species of animals kept (NB: Alternatively, a current stock list, giving scientific name and number as appropriate, may be attached.)

## (b) Section 2(2)(b): Staff

Give details of the numbers and categories of staff to be employed on the premises:

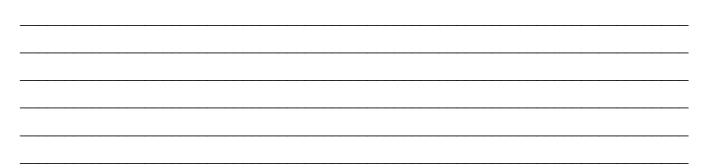
Senior		
administrative	 	
staff under		
Director/Manager	 	

Other administrative staff	
Keeper Staff	
Maintenance Staff	
Others (please specify)	
(c) Section 2(2)	(c): Visitors and motor vehicles
Approximate number of	
visitors who are to be accommodated per day	
Type and size of car parking	
facilities (if any)	
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. (NB: This information may be submitted in the form of an annotated drawing or plan, if preferred)



### Accommodation

(NB: 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 premises should be submitted

### Maintenance and Well-Being

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

Details of Insurance Policy held	Company:	
	Policy No:	
	Expiry Date:	Amount:

I apply for a Licence under the Zoo Licensing Act 1981, in respect of which I enclose:

- (1) The standard application fee We will accept payment by credit/debit card (by phone or in person) or cheque payable to "Elmbridge Borough Council".
- (2) The policy or other evidence of insurance.

I confirm I shall pay the veterinary surgeon's inspection fee plus an administration charge.

(Read the following statement carefully before signing it. A false statement may render you liable to prosecution).

I declare my answers to the above questions to be correct in every respect.

Usual signature:	Date:	
-		

If signing on behalf of a Body Corporate, state Appointment held: \_\_\_\_\_

Type of Animal	Scientific Name	Number (where appropriate)

Continued overleaf.....

Type of Animal	Scientific Name	Number (where appropriate)