



Shared Regulatory Services – Cardiff, Vale of Glamorgan & Bridgend Council. Pet Shop Licence – Conditions of Licence

1. Licence Display

The Licence issued by the Authority, or a copy of the licence, must be suitably displayed or made available to the public at all times.

2. All records of the below must be kept, maintained and made available when requested by an authorised officer at any reasonable time.

3. Accommodation

- 3.1 Animals must at all times be kept in accommodation and environment suitable for their species with respect to their size, temperature, lighting, ventilation and cleanliness and not exposed to draughts. All accommodation must be kept in good repair.
- 3.2 If animals are displayed outdoors, they must have protection appropriate to their species.
- 3.3 Housing must be constructed of non-porous materials or be appropriately treated.
- 3.4 In order to control the spread of disease, and to prevent injury, animals must not be kept in housing in such a way that they can be disturbed by other animals or by the public.
- 3.5 All livestock for sale must be readily accessible and easy to inspect, with cages sited so that the floor of the cage is readily visible.
- 3.6 Accommodation must be cleaned as often as necessary to maintain good hygiene standards.
- 3.7 Where accommodation is on a tiered system, water, food, or other droppings must not be allowed to enter the lower housing and ventilation must be checked frequently.



- 3.8** All accessories provided in the accommodation must be suitable for the species.

N.B When designing accommodation, consideration must be given to using systems, which would allow removal of the animals in the case of an emergency. This provision would not usually apply to aquariums and ponds.

4. Exercise Facilities

- 4.1** Suitable and sufficient facilities must be available where appropriate.

N.B For puppies, where required, a covered exercise area of at least 2.46 sq metres (26sq ft) must be provided. Exercise areas must have a minimum height of 1.8 metres (6ft) to facilitate adequate access by staff for cleaning.

5. Register of Animals

- 5.1** A livestock purchase register must be maintained for all livestock. A sales register must be maintained for:
- Puppies;
 - Kittens;
 - Psittacines;
 - Species contained in the Schedule to the Dangerous Wild Animals Act 1976 (as modified)

N.B This can be by cross-reference to an invoice file. The purpose of the register is to ascertain the source of livestock and for emergency contact of the purchaser. The name, address and telephone number of the purchaser must be obtained and recorded.

6. Stocking Numbers and Densities

- 6.1** The maximum numbers of animals to be stocked on the premises will be governed by the accommodation available, as stated in the density lists detailed in the schedules given by the licensing authority and its guidance notes. No other animals, other than those specified in the licence, may be stocked or sold without prior written approval from the licencing authority.



7. Health, Disease and Acclimatisation

- 7.1 All stock for sale must be in good health and free from obvious parasitic infestation as far as can be reasonably determined without veterinary inspection.
- 7.2 Any sick or injured animal must receive appropriate care and treatment without delay. Inexperienced staff must not treat sick or injured animals unless under appropriately experienced supervision.

N.B "Care and Treatment" may include euthanasia but under **NO** circumstances may an animal be euthanized other than in a humane and effective manner. In case of any doubt, veterinary advice must be sought.

- 7.3 Facilities must be provided to isolate any sick animals.

N.B For ornamental fish, in-line UV treatment or other sterilising devices effectively provide a means of isolating individual tanks in multiple tank systems. They must be of proper size, and maintained in accordance with manufacturers recommendations.

- 7.4 All animals must receive appropriate inoculations where required for the species, as advised by a veterinary surgeon. Veterinary advice must be sought wherever necessary.
- 7.5 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 must be sought.
- 7.6 All animals must be allowed a suitable acclimatisation period before sale.
- 7.7 All reasonable precautions must be taken to prevent the outbreak and spread of disease. No animal which is suffering from, or could reasonably be suspected of having come into contact with any other animal suffering from any infectious or contagious disease, or which is infested with parasites, shall be brought into or kept on the premises unless effectively isolated.
- 7.8 Individual litters of puppies and kittens must be kept separate from other litters.



- 7.9** All necessary precautions must be taken to prevent harbourage, or the introduction to the premises, of rodents and other pests.

N.B ‘Rodent’ and ‘Insect’ excludes livestock for sale or for feeding.

8. Food and Drink

- 8.1** Animals must be supplied with adequate amounts of food and drink, appropriate to their needs, and at suitable intervals.
- 8.2** All food must be suitable for the species concerned.
- 8.3** Food and drink receptacles must be constructed and positioned to minimise faecal contamination and spillage.
- 8.4** A suitable and sufficient number of receptacles must be provided and cleaned at regular intervals.

9. Food Storage

- 9.1** All food, excluding live foods intended for feeding to livestock on the premises, must be stored in impervious closed containers.
- 9.2** The containers and equipment used for feeding must be kept in a clean and sound condition.

10. Observation

- 10.1** All livestock must be attended at regular intervals, at least once daily, appropriate to the species. It is recommended that a system of recording observation is maintained.
- 10.2** Any animals found to be deceased during inspections must be removed immediately, records must be maintained of;
- Species lost;
 - Amount of animals lost;



- c) Date of loss;
- d) Removal, disposal/collection of carcass method and receipts where applicable

11. Excreta and Soiled Bedding

- 11.1** All excreta and soiled bedding must be kept in a hygienic manner and stored in impervious containers with close fitting lids – away from direct sunlight.
- 11.2** Excreta and soiled bedding must be removed from the premises on a regular basis, at least weekly disposed of to the satisfaction of the appropriate local authority, and in accordance with current legislation and good waste management practice.
- 11.3** All containers must be kept in a clean condition.

12. Transportation

- 12.1** When receiving stock, the licensee must make every effort to ensure that it is transported in a suitable safe manner. It is advisable (recommended) to record the registration number of vehicles transporting livestock.
- 12.2** Any livestock received or consigned shall be transported according to the regulations laid down in current legislation, such as the Welfare of Animals (Transport) Order 1997.

N.B For air transportation, the IATA live animals regulations must be followed as a minimum legal standard.

13. Transportation Containers

- 13.1** Livestock must be transported or handed to purchasers in suitable containers.

14. Sale of Livestock

- 14.1** No mammals shall be sold unweaned or, if weaned, at an age at which it should not have been weaned.



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

15. Dangerous Wild Animals

15.1 When dangerous wild 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.

15.2 Shared Regulatory Services (namely the authority to which the business resides) must be notified in writing in the event that the pet shop wishes to offer for sale any animal, which is listed in the Schedule to the Dangerous Wild Animals Act.

15.3 When a sale is made of an animal, which is listed in the Schedule to the Dangerous Wild Animals Act, the licensee shall within 7 days give written details of the sale to Shared Regulatory Services, such details to include the type of animal and the name and address of the purchaser.

16. Pet Care Advice

16.1 Pet care leaflets or other similar written instructions must be made available to customers free of charge at the time of purchase, in addition to any offer to purchase pet care books or leaflets.

16.2 Purchasers must be given proper advice on the care of the animal, and where necessary, on maintenance and use of accessories.

16.3 Appropriate reference materials must always be available for use by staff.

N.B Details of organisations, which may be able to provide further advice, can be obtained from the licensing authority.

17. Staff Training and Livestock Knowledge



- 17.1** No animal should be stocked or sold unless the staff (or at least one member of the staff) is familiar with the care and welfare of the animals stocked and has a recognised qualification or suitable experience.
- 17.2** In respect of new applications (not renewals), at least one member of staff working at the licensed premises must hold City and Guilds Pet Store Management Certificate, or some other appropriate qualification, or must be in the course of training, and obtain the qualification within two years of holding the licence.
- 17.3** The licensee must formulate a written training policy for all permanent staff, and will be required to demonstrate that systematic training is carried out.

N.B Details of organisations, which may be able to provide further advice on training, can be obtained from the licensing authority.

18. Fire and other Emergency Precautions

- 18.1** Suitable emergency precautions and written procedures must exist and be made known to all staff, including arrangements for the evacuation of livestock
- N.B The general maxim of “people first” is good advice.
- 18.2** Entrances and exits must be clear of obstructions at all times.
- 18.3** Suitable fire fighting equipment must be provided, maintained, regularly serviced and sited as advised by officers of the South Wales Fire Service and in consultation with the licensing authority.
- 18.4** The licensee, or a designated key holder, must at all times be within reasonable distance of the premises and available to visit the oremise in case of an emergency.

N.B A reasonable distance would, in normal conditions, be interpreted as no more than 20 minutes travelling time.

- 18.5** A list of key holders must be lodged with the local police and the licensing authority.



- 18.6** In the interests of animal welfare, the following notice must be displayed at the front of the shop. "In case of an emergency, dial 999". The number of the local police station must also be displayed.
- 18.7** When pet shops are sited within other premises, the licensee or key holders must have access at all times to the premises containing the livestock.
- 18.8** All electrical installations and appliances must be maintained in a safe condition.

N.B It is strongly recommended that smoke and residual current detectors or other similar devices are installed and maintained regularly.

Pet Shop Guidance Notes

1. Any person aggrieved by any condition imposed by the licensing authority on a pet shop licence may appeal to the Magistrates Court and the court may give such directions with respect to the condition as they think proper.
 2. If any condition subject to which this licence is granted is contravened or not complied with, the person to whom the licence is granted shall be guilty of an offence and liable on summary conviction to a fine not exceeding £500.00 and/or to a term of imprisonment of up to three months.
 3. Any person wishing to open a pet shop is advised to approach the licensing authority to discuss the proposals and requirements of the licence. It should be noted that no new application will be granted unless at least one member of staff who will be working at the premises holds the City & Guilds Pet Store Management Certificate or some other appropriate qualification, or must be in the course of training, and obtain the qualification within two years of the licence being granted.
- 4. Further Recommendations.**
- 4.1 Sale of Livestock:** - 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 written consent.



Subsequent sales to a juvenile less than 16 years (but over 12 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 that;

- a. The parent/guardian would not object to the acquisition.
- b. The juvenile is sufficiently knowledgeable as to the needs, care and nature of the species acquired.
- c. The juvenile's intention towards the acquisition is consistent with the wellbeing of the animal concerned.

4.2 Application for a licence: - Although not provided for in the Act, it is recommended that applicants consult the licensing authority prior to submitting an application.

4.3 Trade Association: - Licensees are recommended to apply for membership of an appropriate trade organisation. These can be a useful source of advice on all matters relating to the running of a pet shop and the care and treatment of individual animals.

4.4 Boarding of Animals: - No pet shop should be used for the purpose of boarding any species of animal for which they are not licensed to sell. If it is intended to board cats and dogs, suitable and sufficient accommodation must be provided.

4.5 Categories of animals which a pet shop may be licensed to keep: -

- 1) Dogs and Cats (Puppies and Kittens)
- 2) Smaller domestic mammals e.g. rabbits, guinea pigs, gerbils, hamsters, rats, mice, chinchillas, chipmunks or ferrets.
- 3) Larger domestic mammals e.g. goats, pot-bellied pigs.
- 4) Primates e.g. marmosets.
- 5) Other mammals.
- 6) Parrots, parakeets and macaws.
- 7) Other birds.
- 8) Reptiles.
- 9) Amphibians.
- 10) Fish and aquatic invertebrates.



11) Other vertebrates.

5. The maximum number of animals to be stocked on the premises will be governed by the accommodation available, as stated in the density lists details in the following schedules. No other animals, other than those specified in the licence, may be stocked without prior written approval from the licensing authority.

Schedule 1

1.1 Stocking Densities – Cage Birds

- 1.1 "No species of bird shall be housed in accommodation which does not afford that species sufficient space for natural free and full wing stretching and the number of birds housed shall be such that overcrowding does not significantly reduce that freedom. Long tailed birds or birds in full plumage must be provided with properly placed perches and feeding and watering points to prevent that plumage being fouled or otherwise damaged". This refers to the Wildlife and Countryside Act 1981 which should not be contravened (especially Section 8 of the Act).
- 1.2 For perching birds, a sufficient number of perches (as appropriate) must be provided at such a height that the bird can rest its head without its head touching the top, and its tail touching the bottom of the cage.
- 1.3 A quality padded net should be used when catching birds in an Avery.
- 1.4 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, it is advisable to contact a veterinary surgeon.



Schedule 2

2 Stocking Densities – Juvenile Small Mammals

Animals	No of animal s	1-4	5	6	7	8	9	10	Min. Cage height	Min. cage depth
Mice, hamsters, gerbils	Sq.cm.	450	525	600	675	750	825	900	25	25
Rats	Sq.cm.	675	785	900	1010	1125	1235	1350	30	30
Guinea Pigs	Sq.cm.	1350	1570	1800	2020	2250	2470	2700	30	30
Rabbits up to 2kg, kittens, ferrets, chinchillas , chipmunks	Sq.cm.	2250	2625	3000	3375	3750	4125	4500	40	30
Puppies up to age of 12 weeks maximum	Sq.cm.	10,00 0	12,50 0	15,00 0	17,50 0	20,00 0	22,50 0	25,00 0	Double height at shoulder , minimum 50	0.9 metres

(All dimensions are given in Square Centimetres unless otherwise stated)

- 2.1 The range of behavioural opportunities for many of the animals listed in the above schedule will be increased by enriching the environment with accessories.
- 2.2 Raised shelving should be taken into consideration when assessing the total floor area.
- 2.3 Temporary (up to six days) rehousing of adult rabbits in smaller cages than specified above should be considered as acceptable.
- 2.4 The above recommended stocking densities are sufficient for the housing of marmosets. Marmosets must be housed in cages sufficiently large enough to allow for natural movement, such as climbing and swinging.

Schedule 3

3 Stocking Densities – Ornamental Fish

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



- 3.2** The variation in system design, husbandry techniques and types of fish involved would render any such method too complicated to be practical.
- 3.3** The maintenance of water quality standards is essential and is a simple but effective way to determine stocking densities. Water quality testing should be carried out at least once a week in centralised systems and 10% of individual tanks should likewise be tested. Unsatisfactory test results must be recorded in a register together with the corrective action taken. Further tests must be carried out when visual inspection of the tank indicates the need.

Water Quality Criteria

(1mg/litre – 1ppm)

Cold Water

*Dissolved Oxygen	-min	6mg/litre
*Free Ammonia	-max	0.02mg/litre
Nitrite	-max	0.2mg/litre
Nitrate	-max	50mg/litre above ambient tap water

Tropical Fish

*Dissolved Oxygen	-min	6mg/litre
*Free Ammonia	-max	0.02mg/litre
Nitrite	-max	0.2mg/litre
Nitrate	-max	50mg/litre above ambient tap water

Tropical Marine Species

*Dissolved Oxygen	-min	5.5mg/litre
*Free Ammonia	-max	0.01mg/litre
Nitrite	-max	0.125mg/litre
Nitrate	-max	40mg/litre (This is an absolute figure it does not relate to ambient tap water)
*pH	-min	8.1

(Tropical Marine Only)

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

- 3.4** Further advice and guidance on water quality criteria can be obtained from the ornamental Aquatic Trade Association LTD, Unit 5, Narrow Wine Street, Trowbridge, Wiltshire, BA14 8YY.



Schedule 4

4 Stocking Densities – Other Species

- 4.1 Other species should be housed in accommodation appropriate to size, age, and type of species; and to avoid overcrowding. There should be sufficient space for free and natural movement, which should not be restricted by either the size of the accommodation or the number of animals in that holding. Correct temperature for the species must be maintained.
- 4.2 The advice and approval of the licensing authority should be sought wherever there is doubt about a species being sold.

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