



Zoo Licence Procedure Notes

- Fill in the notice of intent form and send to the Licensing Team (office address 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.
- Within two months of submitting your notice you will need to send in the completed application along with the fee (See Webpage for details) (this does not include the required inspection fees that will be payable at a later date prior to the licence being issued).
- An inspection date will be organised with you and an appropriate Officer and Secretary of State nominated vet will attend.
- Providing everything is satisfactory with the inspection and agreements have been made where necessary you will then need to pay the inspection fees.
- Once the inspection fee has been received your licence will be issued.

**Please note a list of all fees is available on the
www.shropshire.gov.uk website**

Licensing Office Address

Licensing Team
Public Protection
Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
Shropshire SY2 6ND



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)

Zoo Licensing Act 1981 - section 2

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 appropriate 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 (i.e. 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:

Licensing Team
Public Protection
Shirehall
Abbey Foregate
Shrewsbury
Shropshire SY2 6ND



web: www.shropshire.gov.uk
Tel.: 0345 678 9026

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)

Zoo Licensing Act 1981

1. I/We

(insert name and address of applicants)

hereby give notice that in not less than two months after 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 8.30am and 5.00pm Monday to Thursday or 8.30am and 4.30pm on Friday

Signed:

Date:



Application for Zoo Licence

Zoo Licensing Act 1981 - section 2

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

1. I/We

Name:

Address:

In accordance with, and following publication of, the notice of intention on:

In:

and:

Hereby apply to Shropshire Council for a licence to operate the zoo referred to in that notice.

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.

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.

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

I enclose the current Fee (See Webpage for details) (cheques made payable to Shropshire Council)

Signed:

(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.