

DATA PROTECTION ACT 1998 - YOUR PERSONAL DATA

Dundee City Council respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be used to process the application in terms of the Act stipulated on this form. Your data may be disclosed to Tayside Police and other Council departments involved in the processing of the application and elected members when considering the application. The data (with the exception of details of any convictions) will also be kept in a register which is open to public inspection. Dundee City Council is the registered Data controller. Any queries regarding the processing of your personal data by Dundee City Council should be directed to the Principal General Services Officer, on (01382) 434000. A copy of the Council's Data Protection Policy can be obtained by writing to the Principal General Services Officer, 21 City Square, Dundee DD1 3BY.

Date: _____ Signature _____
Applicant/Agent

Address of Agent (if any) _____

Lodging of Application

This application can be lodged at the Licensing Office, 18 City Square or Dundee House, North Lindsay Street, Dundee.

The Licensing Office cannot accept cash payments or payment by card. Cheques are accepted. Anyone lodging a form here and wishing to pay by cash or card will be issued with an invoice which will have to be paid at Dundee House.

All forms of payment can be accepted at Dundee House.

The fee is £60 which is non-refundable.

NOTES

1. DVLA Licence details are required by Tayside Police to complete background checks on the applicant.
2. National Insurance Number

You can find this on payslips or letters from the Department for Works & Pensions or HM Revenue & Customs.

We may need to see proof of your identity and National Insurance Number.

3. Unique Tax Reference Number

Persons who operate their own business must register as self employed with HMRC within 3 months of setting up the business or they may be subject to a fine. Applicants will be issued with a 10 Digit Unique Tax Reference (UTR) Number that will remain with them for life. You will require to lodge original correspondence from HMRC which quotes your 10 digit UTR when lodging the application. If you do not have this your application will be processed but will not be considered competent until such time as correspondence from HMRC is produced. It takes HMRC no more than six weeks to issue the UTR. If after your background checks are back you have still to produce your UTR you will be given a temporary licence only. This will run for a maximum period of six weeks and will then expire. This will afford you a final chance to register with HMRC. Thereafter if you have not produced the UTR your application will go before the next available Licensing Committee at which members will be asked to decide if your application is incompetent. If they decide that the application is not competent it will not be considered and will fall. If you still wished to proceed with your application you would need to apply again and pay the fee. There is no appeal to the Sheriff in these circumstances. You can register as self employed in person at the Tax Office at the Greenmarket, Dundee or by telephoning 0845 302 1484.

Anyone who works for another individual or company and who are not self employed ie they receive a wage and are liable to pay tax through the PAYE system need not register with the Inland Revenue but will have to submit evidence to this effect i.e. a payslip or P60.

PET ANIMALS ACT 1951

**LIST OF SPECIES AND MAXIMUM PERMITTED NUMBERS OF ANIMALS
(IN TERMS OF CONDITION 19)**

| | | <u>To be completed by Applicant</u> | <u>For Office Use Only</u> |
|----------------|---|---|--------------------------------|
| Type of Animal | Species | Maximum Number Likely to be Kept | Maximum Number Permitted |
| A | Dogs and Cats | | |
| B | Smaller domesticated mammals eg rabbits, gerbils, hamsters, rats and mice | | |
| C | Larger domestic mammals eg goats, pot bellied pigs | | |
| D | Primates | | |
| E | Other mammals | | |
| F | Parrots, Parakeets and Macaws | | |
| G | Other Birds | | |
| H | Reptiles | | |

| | | <u>To be completed by Applicant</u> | <u>For Office Use Only</u> | |
|-----------------------|---|---|---|---|
| Type of Animal | | Species | Maximum Number Likely to be Kept | Maximum Number Permitted |
| I | Amphibians | | | |
| J | Fish | | | |
| K | Insects | | | |
| L | Other species as allowed by the Local Authority | | | |

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR A PET ANIMALS LICENCE

NOTICE IS HEREBY GIVEN that application has been made on
to Dundee City Council for a Pet Animals Licence in respect of premises at

to open between the hours of and on

by:- **NAME AND
HOME ADDRESS**

**DIRECTORS' NAMES
AND ADDRESSES**
(if appropriate)

**NAME AND ADDRESS OF
DAY TO DAY MANAGER**
(if appropriate)

Any objections or representations in relation to the application should be made to the Depute Chief Executive (Support Services), Dundee City Council, 21 City Square within 28 days of the above mentioned date. Objections or representations should be made in accordance with the following provisions, namely:-

1. Any objection or representation relating to an application for the grant or renewal of a licence shall be entertained by the Licensing Authority if, but only if, the objection or representation -
 - (a) is in writing;
 - (b) specifies the grounds of the objection or, as the case may be, the nature of the representation;
 - (c) specifies the name and address of the person making it;
 - (d) is signed by him or on his behalf;
 - (e) was made to them within 28 days of whichever is the later or, as the case may be, latest of the following dates:-
 - (i) where public notice of the application was given in a newspaper, the date when it was first so given;
 - (ii) where Dundee City Council have required the applicant to display the Notice again from a specified date; that date;
 - (iii) in any other case, the date when the application was made to them.
2. Notwithstanding (1)(e) above, it shall be competent for a Licensing Authority to entertain an objection or representation received by them before they may take a final decision upon the application to which it relates if they are satisfied that there is sufficient reason why it was not made in the time required.
3. An objection or representation shall be made for the purposes of (1) above if it is delivered by hand within the time there specified to the Licensing Authority or posted (by registered or recorded post) so that in the normal course of post it might be expected to be delivered to them within that time.
4. Dundee City Council shall send a copy of the objection or representation to the applicant.

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

CERTIFICATE OF COMPLIANCE

PET ANIMALS

I,

applicant for a Pet Animals Licence, hereby certify that a Notice has been posted at or near the premises at

from _____ to _____

containing such information as is required by paragraph 2(3) of Schedule 1 to the above Act.

*Where the said Notice was removed, obscured or defaced during the above mentioned period, I took reasonable steps for its protection and replacements as follows:-

(give details and circumstances)

Date: _____ Signature: _____

* Delete if not applicable