

Document Checklist for Selling Animals as Pets



Written procedures are required as a minimum standard for holding an animal activities licence. Failure to have these written procedures in place and to a suitable standard not only invalidates your licence, but it will also invalidate any business insurance you have as you will be in breach of your licence conditions.

Below is a list of the documents you need for this licence type, along with some brief guidance about the sort of thing the Council and DEFRA expect to be included in your procedures. The procedures should be written in accordance with the DEFRA guidance, conditions and the guidance below.

Standard Operating Procedures

- ☐ **Preventative Healthcare Plan/ Biosecurity Risk Assessment (signed by applicant's registered veterinarian).**

This is a risk assessment of disease control and prevention.

- ☐ **Staff Training Policy**

This document should set out how often you do training or Continual Professional Development, what kind of training/CPD you will undertake and how it is recorded. There should be a process of reviewing training needs each year.

- ☐ **Cleaning procedure**

This document should detail all cleaning that is carried out across the premises

- ☐ **Feeding procedure**

This should outline the frequency of feeding, water provision and how often it is changed or topped up. It should also detail record keeping of consumption of food and water, how often these records should be kept and where the records need to be made.

- ☐ **Disease control and prevention procedure**

This procedure should explain how you ensure disease is controlled and prevented on your premises.

- ☐ **Transport Procedure**

This document should outline how often you transport animals and how you transport them safely in accordance with good welfare practice and law.

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☐ **Monitoring and Ensuring health and Welfare of Animals Procedure**

This document should outline how often animals are checked, where observation records are kept and how often they should be filled out.

☐ **Death and Escape of Animals Procedure**

☐ **Written Emergency Plan covering:**

- Fire (evacuation, firefighting equipment, how animals are evacuated and kept safe during the emergency, smoke & CO detector locations/ testing & fire drills, escape routes and how animals are secured safely during an evacuation)
- Loss of utilities
- Breakdown of vehicle/ accident/ traffic jams during animal transport
- Alternative accommodation provision in the event of premises becoming uninhabitable.

Other Documents

☐ **Site plan of premises**

This does not have to be to scale but it should show how the premises is laid out and give measurements.

☐ **Public Liability Insurance Certificate**

☐ **List of staff qualifications**

☐ **Staff training records for each member of staff (including volunteers)**

Licence holders and all staff must have a training record and development plan. There must be some form of appraisal/ review process for each member of staff.

☐ **DBS Certificate**

A basic Disclosure and Barring Certificate is required to be supplied with an application. Applications are not considered without it. The cost and process of obtaining one is to be completed by the applicant.

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Activity Specific Documents

- ☐ **Live vertebrate prey feeding procedure (where live food may need to be fed to reptiles)**

Where is live feeding carried out? In what circumstances is live feeding considered? Who is responsible for carrying out live feeding? Where is it recorded? What is the procedure for notifying a potential purchaser of an animal who has had to be live fed?

- ☐ **Dangerous Wild Animals Procedure which covers risk assessments and advising customers of DWA licensing requirements.**

There should be some form of leaflet given to a customer before they consider purchasing a DWA which sets out the customers responsibilities under the act. They must have a licence in place prior to purchase, and it is the seller's responsibility to check this.

- ☐ **Envenomation Procedure (where venomous animals are kept/sold)**

There must be a written procedure around anti-venom, procedures for the event of a sting/ bite from a venomous species, what the response procedure is for such an event.

- ☐ **Care sheets for each species sold.**

These are sheets which are to be given to the customer with each sale of livestock, appropriate to the species sold. They should outline the 5 animal welfare needs, and specific care requirements for each species

- ☐ **List of species, quantity, size of animals to be stocked.**

- ☐ **Animal accommodation details.**

Type of enclosure, measurements, substrates, enrichment etc.

- ☐ **Stocking densities per enclosure calculations.**

This is the calculation for how many of each type of animal will be housed in each cage/tank/ unit according to the DEFRA rules outlined in the guidance and dependent on whether the higher or minimum standards are to be met. For animals who are shop 'pets'/ housed permanently on the premises, the higher standards accommodation measurements must be met, otherwise they cannot stay on the premises.