



**FORM FOR NOTICE TO LOCAL AUTHORITY OF INTENTION TO APPLY FOR A ZOO LICENCE
(NEW ZOOS AND EXISTING ZOOS SUBJECT TO A DIRECTION UNDER SECTION 6(1)(b) OF THE
ACT)**

[Note. This is the notice which applicants seeking a licence for a new zoo (or applicants subject to a direction under Section 6(1)(b) of the Act) are required to give to the local authority in accordance with Section 2(1) of the Act.]

ZOO LICENSING ACT 1981 SECTION 2

1. I / We
..... *[insert name of intended applicant/s]*

hereby give notice that in not less than 2 months after publication in one local newspaper 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 such a licence to
[insert name of local authority for the area within which the whole or major part of the zoo is to be situated]

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 or order and approximate number in each group.

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[Note. As an alternative to listing on this form a proposed stock list may be attached]

[b] Section 2(2)(b) – Staff numbers and categories

Give details of the numbers and categories of staff to be employed in the zoo:

Senior administration staff

Other administrative staff

Keeper staff

Maintenance staff

Others (please specify)

[c] Section 2(2)(c) – Visits and motor vehicles

Approximate numbers 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 [note – if preferred this information may be provided in the form an annotated drawing or plan].

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[e] Section (2A) – Conservation measures

Please specify and provide details of how the conservation measures referred to in Section 1A of the Zoo Licensing Act 1981, as amended by the Zoo Licensing Act 1981 Amendment (Scotland) Act Regulations 2003 are being or will be implemented at the zoo.

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Signed [intended zoo operator] Date

When completed, return to:

Protective Services
Governance
Aberdeen City Council
Business Hub15
3rd Floor South
Marischal College
Broad Street
Aberdeen AB10 1AB

Tel: 03000 200 292
Email: Commercial@aberdeencity.gov.uk

Your Data: Animal Licences

How we use your information

When you apply for an Animal Licence Aberdeen City Council keeps a record of the information you provide. You will require and animal licences if you carry out or possess any of the following:

- Animal boarding establishment;
- Animal welfare establishment;
- Breeding of dogs, cats or rabbits;
- Dangerous wild animals;
- Performing animals;
- Pet sellers;
- Rehoming animals;
- Riding establishment; and
- Zoo

We use your information and any supporting documentation you provide to process and determine your application.

We are required to keep a register of which is available for public inspection. This will include a record of your application and will display the name and address of your business, the date of issue of your licence and the expiry date of your licence. If your animal business is registered at your home address, we will not publish your address details on the register.

While undertaking our statutory function in relation to animal health and welfare we will keep records of the interactions we have with your business.

Who we share information with

The information you provide may be used in relation to other statutory functions of the Protective Services (Environmental Health and Trading Standards) and may be shared with other Council Services.

In order to assess your application, we are required to carry out checks on the animals and facilities in your premises. For the purposes of animal welfare checks your information will be shared with our third-party veterinarian for the purposes of carrying out these checks. Our third-party contractors will only use your personal information provided to them to undertake the required checks and to fulfil their contractual obligations to the Council.

How long we keep your information for

If your application is successful we will keep your information for as long as you continue to hold a relevant licence. If you cease to hold a licence, we will keep your information for seven years from the expiry date. If your application is withdrawn or refused your application and related documents will be retained for a period of 2 years from the date of withdrawal or refusal.

The records we hold about your animal establishment for regulatory purposes will be kept for 7 years from the last date of action in relation to your business.

Your rights

You've got legal rights about the way the Council handles and uses your data, which include the right to ask for a copy of it, and to ask us to stop doing something with your data. [See more information about all of the rights you have](#). You also have the right to make a complaint to the [Information Commissioner's Office](#). They are the body responsible for making sure organisations like the Council handle your data lawfully.

Our legal basis

Aberdeen City Council is the Data Controller for the information you provide. Wherever we process personal information we have to make sure we have a legal basis for doing so in data protection law. We understand our basis for processing your personal data is that undertaking this activity is part of our statutory role and public task.

In doing so, the Council is also likely to process special categories of personal data. The Council understands our legal basis for doing so is that it is necessary for reasons of public interest in the area of public health.