



Elmbridge Borough Council

... bridging the communities ...

Environmental Services
Civic Centre, High Street
Esher, Surrey KT10 9SD
Telephone: 01372 474750
Fax: 01372 474915
DX: 36302 Esher

Email: envhealth@elmbridge.gov.uk
Website: www.elmbridge.gov.uk

Notice of Intention to Apply for a Zoo Licence Zoo Licensing Act 1981

Privacy Notice

Who we are and what we do

Elmbridge Borough Council is the 'Controller' of any personal data that you provide to us. For further information please see our [corporate privacy policy](#).

What we need

We require your contact details. We may also require you to provide information about any criminal offences.

Why we need it

We need this data in order to process your application. If you do not provide this information the application cannot be processed.

What we do with it

The information that you provide will be held by the Council and will be accessed by authorised Council employees. We will use your data to monitor compliance with your licence and to carry out our enforcement duties. We may share your personal data with other public bodies for the purposes of investigation, to protect public funds and to prevent and detect fraud.

Whilst we make the name and address of your establishment publicly accessible, we do not publish your personal data.

How long we keep it

Your personal data will be removed from our database in line with our retention policy. This is 6 years after the licence has expired, if we grant it. If we do not grant it, the period is 6 years from the date of the final decision on your application.

What are your rights?

The law gives you a number of rights to control what personal and sensitive information is used by us and how it is used by us. Please refer to our [corporate privacy notice](#).



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(1) I/We (name of applicants)
of
.....
..... (address of applicant(s))

hereby give notice that in not less than 2 months after publication in one local paper and one national paper of a notice of intention to make an application for a licence to operate a proposed Zoo at

.....
.....
..... (insert situation of Zoo)

(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 approximate number in each group

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..... (continue on separate sheet if necessary)

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).

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.....
.....
.....

(Note: continue on separate sheet if required or alternatively a plan showing the proposed layout of the Zoo should be submitted).

Maintenance and Wellbeing

(Give brief details of arrangements to be made for the animals' maintenance and wellbeing, including information about the provision, storage and preparation of food and arrangements for veterinary care, including preventative measures).

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**(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)

(i) Senior administrative staff under director/manager

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(ii) Other administrative staff

.....

(iii) Keeper staff

.....

(iv) Maintenance staff

.....

(v) Others

.....

(c) Section 2(2)(c) - Visitors and Motor Vehicles

(i) Approximate number of visitors who are to be accommodated each day
.....

(ii) Type and size of car parking facilities
.....

(iii) Safari Parks – approximate number of vehicles to be accommodated
each 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. If preferred this information may be submitted in the form of an annotated drawing or plan).

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