



Elmbridge Borough Council

... bridging the communities ...

Environmental Services
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Zoo Licensing Act 1981

Application for a Zoo Licence

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Whilst we make the name and address of your establishment publicly accessible, we do not publish your personal data.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

Other
administrative
staff

Keeper Staff

Maintenance
Staff

Others (please
specify)

(c) Section 2(2)(c): Visitors and motor vehicles

Approximate
number 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. (NB: This information may be submitted in the form of an annotated drawing or plan, if preferred)

Accommodation

(NB: 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 premises should be submitted

Maintenance and Well-Being

Give brief details of arrangements to be made for the animals' maintenance and well-being, including information about the premises, storage and preparation of food, and arrangements for veterinary care, including preventive measures.

Details of Insurance Policy held Company: _____
Policy No: _____
Expiry Date: _____ Amount: _____

I apply for a Licence under the Zoo Licensing Act 1981, in respect of which I enclose:

- (1) The standard application fee
We will accept payment by credit/debit card (by phone or in person) or cheque payable to "Elmbridge Borough Council".
- (2) The policy or other evidence of insurance.

I confirm I shall pay the veterinary surgeon's inspection fee plus an administration charge.

(Read the following statement carefully before signing it. A false statement may render you liable to prosecution).

I declare my answers to the above questions to be correct in every respect.

Usual signature: _____ Date: _____

If signing on behalf of
a Body Corporate, state
Appointment held: _____

