From: Foi Enquiries
To: [redacted]
Subject: FOI-16-0218 - Pet Shop Licensing
Date: 08 March 2016 12:29:07
Attachments: Further Information - Right to Review & Appeal.pdf
FOI-16-0218 - Pet Shop Licensing.doc

Dear [redacted]

Thank you for your information request of 12 February 2016. Aberdeen City Council (ACC) has completed the necessary search for the information requested.

Freedom of Information request on pet shop licensing

please find attached a brief questionnaire on pet shop licensing.

a. **One is a pdf which once completed needs to be saved and sent back by email.**
b. **Or you can complete the word version save it and return it by email**

We would be grateful if you or your officers could fill this in and return as soon as possible please.
Please refer to the attached document FOI-16-0218 – Pet Shop Licensing.

We hope this helps with your request.

Yours sincerely,

Anna Buchan
Information Compliance Officer

INFORMATION ABOUT THE HANDLING OF YOUR REQUEST

ACC handled your request for information in accordance with the provisions of the Freedom of Information (Scotland) Act 2002. Please refer to the attached PDF for more information about your rights under FOISA.

Information Compliance Team
Communications and Promotion
Office of Chief Executive
Aberdeen City Council
First Floor Room 24
Town House
Broad Street
ABERDEEN AB10 1AQ

foienquiries@aberdeencity.gov.uk
01224 523827/523602

Tel 08456 08 09 10
(The only charge for this call

will be your phone company's access charge).

www.aberdeencity.gov.uk

[redacted]

[redacted]

FREEDOM OF INFORMATION REQUEST- PET SHOP LICENSING-JAN 2016

Council Aberdeen City

Name of officer completing questionnaire A. Gilchrist

1.	**In total how many pet shops do you licence? 5**			
	Of these how many are licensed to sell: Insert (Number for each)			
	Dogs	Nil	Small mammals	2
	Cats	Nil	Reptiles	3
	Birds	2	Fish	3
	Primates	Nil		

2.	**How many pet shops are in private dwellings?** (Insert Number)	Nil

2.	**Who carries out your pet shop licensing visits?** (Put X in Box)			
	Environmental Health Officer	x	Dog Warden	
	Licensing Officer		Vet	X (biennial)
	Other – **Authorised Officer**			

If "Other" please specify who:

3.	**Upon what do you base your pet shop licence conditions?** (Put X in Box)			
	1992 LGA Guidelines		2013 Pet Vending Guidelines	x
	1998 LGA Guidelines		Pet Care Trust QA standards	
	PA Inspection Plan		Other	

If "Other" please specify what:

4.	**How frequently do you conduct licensing visits?** (Put X in Box)			
	Annually	x	More frequently than annually	
	Less frequently than annually			

If not annually please specify:

5.	**For what other reasons will you visit a pet shop?** (Put X in Box's)			
	Pre booked monitoring visit		Complaints	x
	Unannounced spot checks		Other	

If other please specify most frequent reason:

6.	**What do you charge annually for a pet shop licence?** (Insert Cost)	**£144**	
7.	**Do (or have) those officers licensing pet shops undertake relevant specialist training?** (Put X in appropriate Box)	Please answer	
		Yes	No
		x	

8.	**Do you ensure the pet shop being licensed is a "business" by checking** (Put X in appropriate Boxes)			
	they are registered for business rates	No	that any necessary planning consents for use of the premises as a pet shop have been obtained	No
	public liability insurance is in place	No	Other	No