

Nicola Hesketh  
Project and Information CoOrdinator

**Our Ref: FOI3801/NH/01**  
**Please ask for: Nicola Hesketh**  
**Direct dial: 01827 709 587**  
**E-mail: FOImailbox@tamworth.gov.uk**

[name redacted]  
Ornamental Aquatic Trade Association Ltd  
1st Floor Office Suite, Wessex House  
Westbury  
Wiltshire  
BA13 3JN

9<sup>th</sup> March 2016

Dear [name redacted]

### **Freedom of Information – Request for Information**

With regards to your recent enquiry for information held by the Authority under the provisions of the Freedom of Information Act. Please find the information you requested below with reference in the box to your original enquiry for clarity where multiple answers are required.

#### **Details of Your Request**

*See attachment: Pets Shop Licensing Las Survey 2016-W FOI3801*

**The response to your request as follows:**

**Please see attachment FOI3801**

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Project and Information Coordinator,  
Tamworth Borough Council,  
Marmion House,  
Lichfield Street,  
Tamworth,  
B79 7BZ

Details of Tamworth Borough Council's internal review and complaints procedure are attached, in accordance with the provisions of the Act.

Yours Sincerely

Nicola Hesketh  
Project and Information Coordinator



**ORNAMENTAL AQUATIC TRADE ASSOCIATION LTD**

*“The voice of the ornamental fish industry”*

Wessex House, 40 Station Road, Westbury, Wiltshire, BA13 3JN, UK

Telephone:+44(0)1373 301352 Fax:+44(0)1373 301236

info@ornamentalfish.org www.ornamentalfish.org

**FREEDOM OF INFORMATION REQUEST- PET SHOP LICENSING-JAN 2016**

**Council**

**Name of officer completing questionnaire**

|           |   |  |               |
|-----------|---|--|---------------|
| <b>1.</b> | <b>In total how many pet shops do you license?. One</b>                 |  |               |
|           | <b>Of these how many are licensed to sell: Insert (Number for each)</b> |  |               |
|           | Dogs  |  | Small mammals |
|           | Cats  |  | Reptiles      |
|           | Birds   |  | Fish          |
|           | Primates  |  |               |

|           |   |   |
|-----------|---|---|
| <b>2.</b> | <b>How many pet shops are in private dwellings? (Insert Number)</b> | 0 |
|-----------|---|---|

|           |   |   |            |
|-----------|---|---|------------|
| <b>2.</b> | <b>Who carries out your pet shop licensing visits? (Put X in Box)</b> |   |            |
|           | Environmental Health Officer  |   | Dog Warden |
|           | Licensing Officer   | x | Vet        |
|           | Other   |   |            |

If “Other” please specify who:

|           |   |  |                             |
|-----------|---|--|-----------------------------|
| <b>3.</b> | <b>Upon what do you base your pet shop license conditions? (Put X in Box)</b> |  |                             |
|           | 1992 LGA Guidelines   |  | 2013 Pet Vending Guidelines |
|           | 1998 LGA Guidelines   |  | Pet Care Trust QA standards |
|           | PA Inspection Plan  |  | Other                       |

If “Other” please specify what:

|           |   |  |                               |
|-----------|---|--|-------------------------------|
| <b>4.</b> | <b>How frequently do you conduct licensing visits? (Put X in Box)</b> |  |                               |
|           | Annually  |  | More frequently than annually |
|           | Less frequently than annually   |  |                               |

If not annually please specify:

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

If other please specify most frequent reason:

|           |   |   |    |
|-----------|---|---|----|
| <b>6.</b> | <b>What do you charge annually for a pet shop license? (Insert Cost)</b>  | <b>Up to 250 sq m £161.85</b><br><b>251 to 500 sq m £220.64</b><br><b>501 to 1000 sq m £283.16</b><br><b>Over 1000 sq m £353.10</b> |    |
| <b>7.</b> | <b>Do (or have) those officers licensing pet shops undertake relevant specialist training? (Put X in appropriate Box)</b> | Please answer   |    |
|           |   | Yes   | No |
|           |   | x   |    |

|           |   |  |  |
|-----------|---|--|--|
| <b>8.</b> | <b>Do you ensure the pet shop being licensed is a “business” by checking (Put X in appropriate Box's)</b> |  |  |
|           | they are registered for business rates  |  | that any necessary planning consents for use |
|           |   |  | x  |

|  |  |   |  |  |
|--|--|---|--|--|
|  |  |   | of the premises as a pet shop have been obtained |  |
|  | public liability insurance is in place | x | Other  |  |