

Animal Welfare Document List – Selling Animals as Pets.

Mandatory:

- **Written Training Policy** for all staff (no staff – keep a log of continuous professional development).
- **Written procedure for Feeding Regime**
- **Written procedure for Cleaning Regime**
- **Written procedure for Transportation**
- **Written procedure for the Prevention of, and Control of the Spread of Disease.**
- **Written procedure for Monitoring and Ensuring the Health and Welfare of all Species.**
- **Written procedure for the Death or Escape of any Species** (including the storage of dead animals).
- **Written Procedure in place covering the care of the animals following the Suspension or Revocation of the Licence or during and following an emergency.** There must be a Plan for extrication and housing arrangements for all species.
- **Written Emergency Plan/Risk Assessment** available on the premises. To include a contingency plan for fire or breakdown of essential heating, ventilation, aeration and filtration system. Must cover arrangements for emergency evacuation, housing, husbandry, loss of services such as power and water. Emergency evacuation must detail how animals, staff and public are evacuated. Identify designated fire assembly points, holding areas for animals and which cannot be evacuated – such as aquaria and ponds. List of any species under DWA and specific plan for safe removal and rehousing in an emergency. Emergency telephone list including fire service and Police.
- **A Floor Plan of the Premises** this will be entered on the licence.
- **Schedule of Animals.** Numbers and species to be kept.

Other Documents to be kept:

- **Procedure provided to staff in case of an incident** involving any venomous animal and a visitor or staff member. Details of staff competency in animal care and sufficient staff numbers.
- **Monitoring of equipment and appliances** accessible to animals to minimise risk of injury, illness and escape. Housing and equipment to be adequate to ensure thorough cleaning and good hygiene standards. Programme for pest control.
- **Records of any live prey fed** – written justification to be available for inspectors, agreed by senior staff and on veterinary advice.

See Pre-Inspection Guidance Selling animals as pets - procedures and Records to be kept (on website: [Animal Welfare and Business Licences - Fenland District Council](#)) for further details and the records to be kept and checked during inspection.

Schedule 2. [The Animal Welfare \(Licensing of Activities Involving Animals\) \(England\) Regulations 2018 \(legislation.gov.uk\)](#)

Schedule 3. [The Animal Welfare \(Licensing of Activities Involving Animals\) \(England\) Regulations 2018 \(legislation.gov.uk\)](#)