

**Zoo Licensing Act 1981**  
**The Zoo Licensing Act 1981 Amendment (Scotland) Regulations 2003**

**Application form for Renewal of an Existing Zoo Licence**

1. In accordance with Section 6(1) of the Zoo Licensing Act 1981 (as amended)

I/We.....  
.....  
.....  
.....

*[insert name and address of Licence holder(s)]*

being the holder(s) of a licence to operate

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

*[insert name of zoo]*

hereby apply to the **Aberdeenshire** Council

*[insert name of local authority which issued existing zoo licence]*

for renewal of the licence which is due to expire on ..... *[insert expiry date]*

2. I/We confirm that I/We possess a copy of the current edition of the Secretary of State's standards of modern zoo practice (dated September 2004) (as amended in March 2010) and that the zoo is being operated in accordance with the terms of the licence issued to me/us on ..... *[insert date of issue]*.

3. I/We have been, or will be, implementing the conservation measures at Annex A (a copy is attached), by

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4. Please set out any additional matters, which you would like to bring to the attention of the local authority.

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**I/We declare that I/We have read the terms of this application form, any related guidance and the privacy notice. I/We declare that the particulars given by me/us on this form are correct to the best of my/our knowledge and belief.**

**Please complete the above Declaration before dating and signing the application form.**

**IF YOU HAVE ANY QUERIES REGARDING COMPLETION OF THIS FORM, OR REQUIRE FURTHER ASSISTANCE, PLEASE CONTACT:**

Aberdeenshire Council, Legal and Governance: Tel: 01261 813320.

Signed:.....(intended Zoo Operator)

Date: .....

Please submit the completed form to the undernoted address, together with the appropriate fee.

**Aberdeenshire Council  
Legal & People  
Viewmount  
Arduthie Road  
Stonehaven  
AB39 2DQ**

**PRIVACY NOTICE**

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN.

Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

- The processing of your application for a Zoo Licence
- The determination of your application for a Zoo Licence
- The issue of any Zoo Licence Granted
- Inclusion on the Register of Zoo Licences available for public inspection
- Ensuring compliance with the terms of your Zoo Licence
- The processing of any complaints made in respect of your Zoo Licence
- The determination of any complaints made in respect of your Zoo Licence

Your Information is:

Being collected by Aberdeenshire Council

The legal Basis for collecting the information is:

| Personal Data     |   | Special categories of personal data   |   |
|-------------------|---|---|---|
| Legal Obligations | X | Processing is necessary for one of the Conditions in Part 2 of Schedule 1 to the Data Protection Act 2018 referring to substantial public interest in terms of paragraph 6 thereof as processing is necessary for the exercise of a function conferred on a person by an enactment or rule of law | X |

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

*If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.*

Your information will be shared with the following recipients or categories of recipient:

|  |  |
|--|--|
| <ul style="list-style-type: none"><li>• <i>Police Scotland</i></li><li>• <i>Scottish Fire &amp; Rescue Service</i></li><br/><li>• <i>Environmental Health</i></li><li>• <i>Planning Services</i></li><li>• <i>Some information will also be shared with the Public as part of the online processing of applications for Zoo Licences or investigation of complaints/reviews of licences and via the Register of Zoo Licences</i></li></ul> | <ul style="list-style-type: none"><li>• <i>The Council's nominated vets</i></li><li>• <i>Building Standards</i></li><li>• <i>The Scottish Government</i></li><li>• <i>Civic Licensing Standards Officers</i></li></ul> |
|--|--|

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

*NOT APPLICABLE*

The retention period for the data is:

- (1) Where an application for the grant or renewal of a zoo licence is refused by the Business Services' Licensing Sub-Committee (or relevant Area Committee) information relating to that licence, permit or permission will be retained for a period of two years from the **date of refusal** and thereafter will be destroyed
- (2) In any other case, information relating to a zoo licence will be retained for a period of two years from the date the licence, permit or permission **ceases to have effect** and will thereafter be destroyed

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
  - (i) Performance of a Public Task; or
  - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.



## Useful Information available to Applicants

- **The Zoo Licensing Act 1981 Amendment (Scotland) Regulations 2003**  
This can be found at  
[http://www.opsi.gov.uk/legislation/scotland/ssi2003/ssi\\_20030174\\_en.pdf](http://www.opsi.gov.uk/legislation/scotland/ssi2003/ssi_20030174_en.pdf)
- **Secretary of State's Standards of Modern Zoo Practice.** This can be found at: <http://www.defra.gov.uk/wildlife-countryside/gwd/index.htm> .  
Hard copies are also available from Defra.
- **Zoos Forum Handbook.** This can be found at:  
<http://www.defra.gov.uk/wildlife-countryside/gwd/zoosforum/index.htm> .  
Hard copies are available from Defra
- There may also be useful information in the **Government Circular Guidance 02/2003 on the Zoo Licensing Act 1981 (Amendment)(England and Wales) Regulations 2002**, which is the English Equivalent to the 2003 Regulations referred to above for Scotland.  
This can be found at <http://www.defra.gov.uk/wildlife-countryside/gwd/zoo.htm#circular>

### **Contacts**

Zoo Licensing Policy Team  
DEFRA  
1/10  
Temple Quay House  
2 The Square  
Temple Quay  
Bristol  
BS1 6EB

Telephone: 0117 372 8209  
E-mail: [zoos.branch@defra.gov.uk](mailto:zoos.branch@defra.gov.uk)

Aberdeenshire Council  
Legal & People  
Viewmount  
Arduthie Road  
Stonehaven  
AB39 2DQ

E-mail: [licapps@aberdeenshire.gov.uk](mailto:licapps@aberdeenshire.gov.uk)

## Appendix A

### “Conservations Measures for Zoos

**1A.** The following are conservation measures to be implemented in zoos in accordance with this Act:-

- (a) participating in at least one of the following:-
  - (i) research from which conservation benefits accrue to species of wild animals;
  - (ii) training in relevant conservation skills;
  - (iii) the exchange of information relating to the conservation of species of wild animals;
  - (iv) where appropriate, breeding of wild animals in captivity; and
  - (v) where appropriate, the repopulation of an area with, or the reintroduction into the wild of, wild animals;
- (b) Promoting public education and awareness in relation to the conservation of biodiversity, in particular by providing information about the species of wild animals kept in the zoo and their natural habitats;
- (c) Accommodating their animals under conditions which aim to satisfy the biological and conservation requirements of the species to which they belong, including:-
  - (i) Providing each animal with an environment well-adapted to meet the physical, psychological and social needs of the species to which it belongs; and
  - (ii) Providing a high standard of animal husbandry with a developed programme of preventative and curative veterinary care and nutrition;
- (d) Preventing the escape of animals and putting in place measures to be taken in the event of any escape or unauthorised release of animals;
- (e) Preventing the intrusion of pests and vermin into the zoo premises; and
- (f) Keeping up-to-date records of the zoo’s collection, including records of:-
  - (i) The number of different animals;
  - (ii) Acquisitions, births, deaths, disposals and escapes of animals;
  - (iii) The causes of any such deaths; and
  - (iv) The health of the animals.”