

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

**Application form for a Zoo Licence**  
**(New Zoos, Existing Zoos subject to a Direction in terms of Section 6(1)(b) of**  
**the Act)**

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

*[insert name and address of intended applicant(s)]*

in accordance with and following publication of, the notice of intention on

.....  
..... in .....

and .....

*[insert the date of publication of the notice of intention and the names of one local and one national newspaper in which the notice appeared]*

hereby apply to the **Aberdeenshire** Council

*[insert name of local authority for the area within which the whole or major part of the zoo is situated]*

for a licence to operate the zoo referred to in that notice.

2. Any significant changes in the information supplied in paragraph 2 of the notice to the local authority of intention to apply for a licence for the proposed zoo to be set out below.

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.....  
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3. Additional matters – set out below any other matters (if any) which you would like to bring to the attention of the local authority.



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

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

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

Date: .....

NOTE: In terms of Section 2 of the Zoo Licensing Act 1981, this application form may not be submitted to the local authority until **2 months after** submission of the required notice of intention to make application for a zoo licence to the local authority; of publication of that intention in one local and one national newspaper; and of exhibition of a copy of the press notice at the site of the proposed zoo.

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> <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>
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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.gsi.gov.uk](mailto:zoos.branch@defra.gsi.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.”