



# South Staffordshire Council

## SECTION 1

### APPLICATION FORM FOR RENEWAL OF AN EXISTING LICENCE

[Note - Section 6(1) of the Zoo Licensing Act 1981 (as amended) requires that an application for renewal of a zoo licence must be sent to the local authority not later than 6 months before the due expiry date of the licence. Since a re-inspection of the zoo is also required by that date (except where a direction has been issued by the secretary of State under section 14 of the Act) the application should preferably be made at least 8 months before the expiry date in order to allow sufficient time for re-inspection to be arranged and carried out.]

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 .....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) and that the zoo is being operated in accordance with the terms of the licence issued to me/us on

.....[insert date of issue].



## **Data Protection – what you need to know**

### **Data Controller/Data Protection Officer**

South Staffordshire District Council of The Council Offices, Wolverhampton Road, Codsall, WV8 1PX (telephone number 01902 696000) is the 'controller' of your personal data. Our 'Data Protection Officer' is Lorraine Fowkes. She can be contacted at the Council via the number above or by email [dpo@sstaffs.gov.uk](mailto:dpo@sstaffs.gov.uk).

### **Purpose of processing**

As an organisation we process the personal data that you provide on this form to enable us to register your application for a licence to consult with interested parties if necessary and thereafter determine your application.

### **Legal basis**

We process your personal data will be either that it is necessary for us to do so to perform a task carried out in the public interest or it is the exercise of official authority vested in us.

## **Recipients**

We may share your information with officers within regulatory services and other officers within the Council; councillors here at South Staffordshire District Council and parish councillors; Staffordshire County Council and other enforcement agencies.

## **Retention**

We will store your information for 2 years after the licence expires or 2 years after the business ceases trading where the licence requires annual or regular renewal.

## **Your rights -in brief**

If we process your personal data you may, depending on your circumstances have a right of access to it; to correct inaccurate information; to restrict our processing of it or to have your personal data erased.

## **General**

The provision of information reasonably required by us from you is a statutory requirement. If you choose not to provide the required information we will be unable to progress and/ or determine your application.

## **Complaints**

Please speak to the Data Protection Officer in the first instance but if you have any concerns about the way we have processed your personal information then you can contact the Information Commissioner.