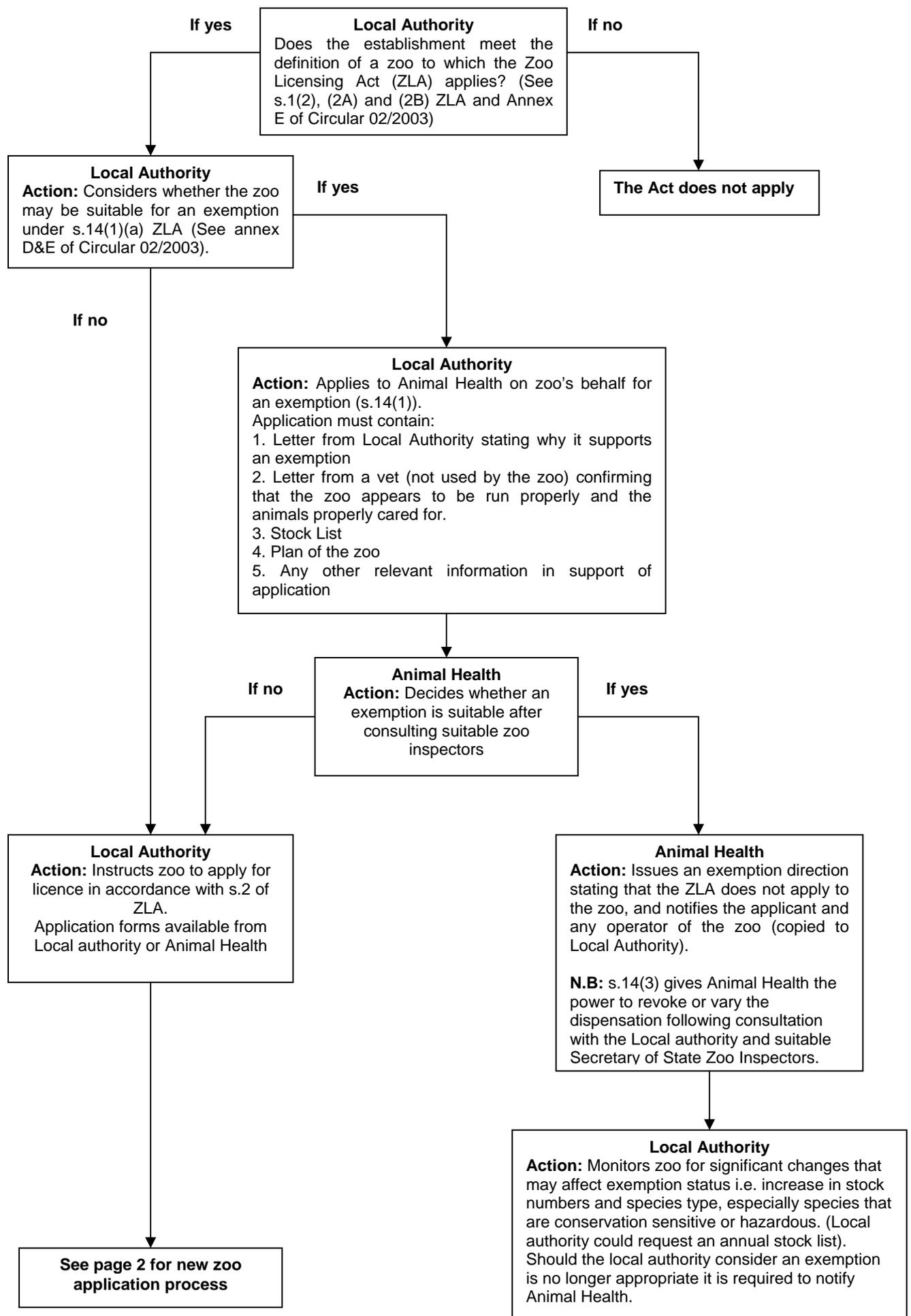


Zoo Licensing Act Guidance Flow Charts

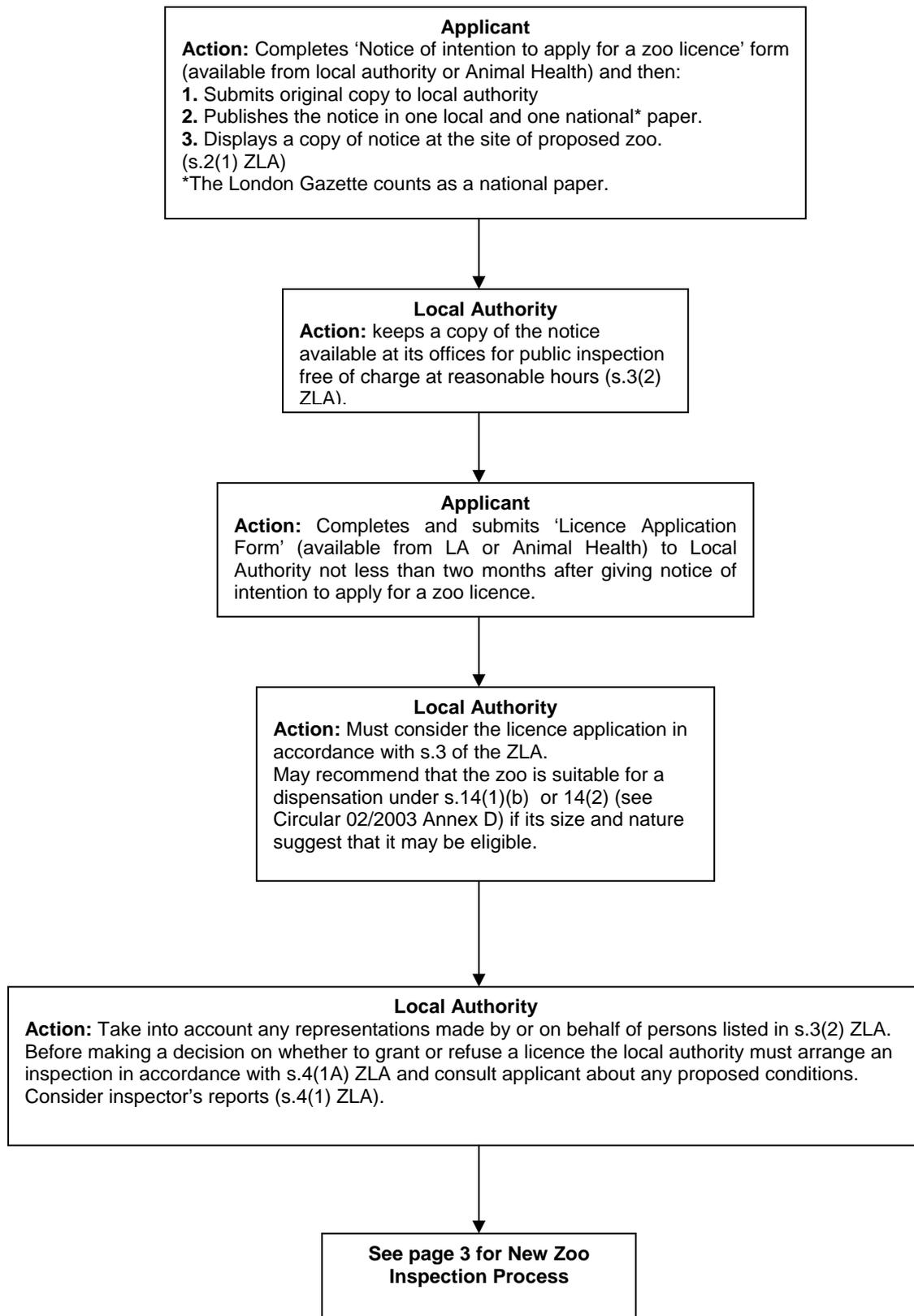
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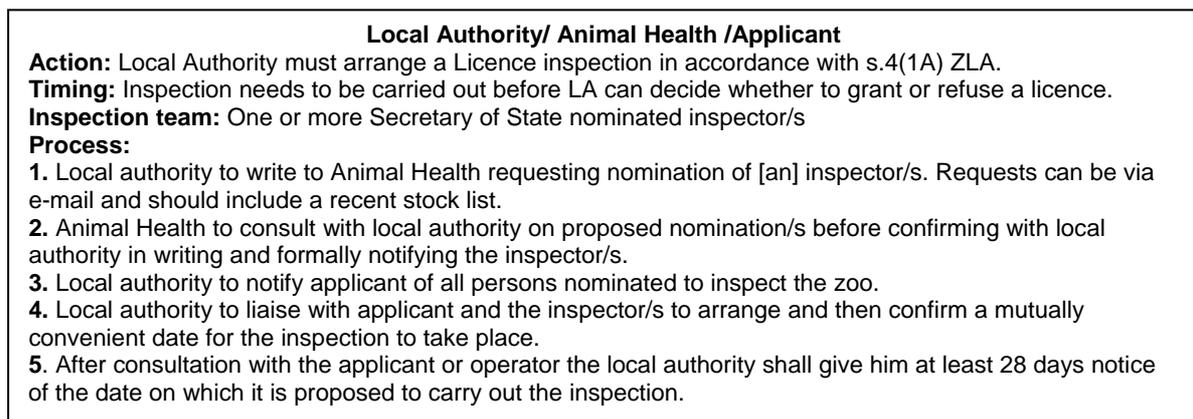
1. New Zoo – Considerations.



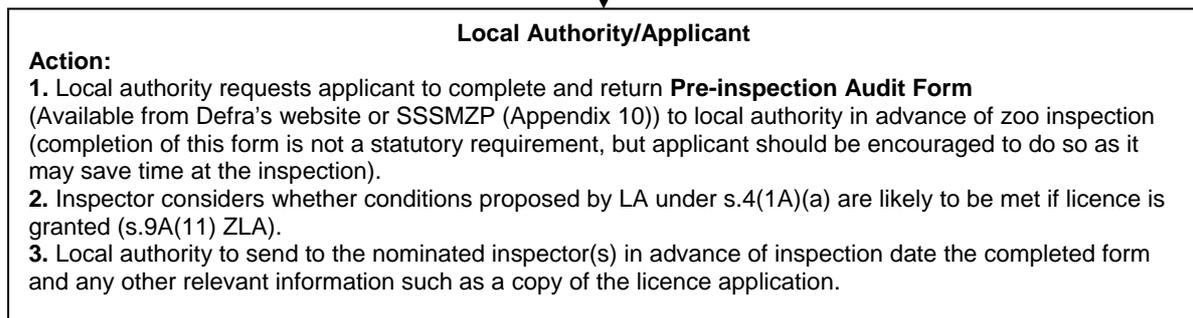
2. New Zoo Application.



3. New Zoo Licence Inspection Process.



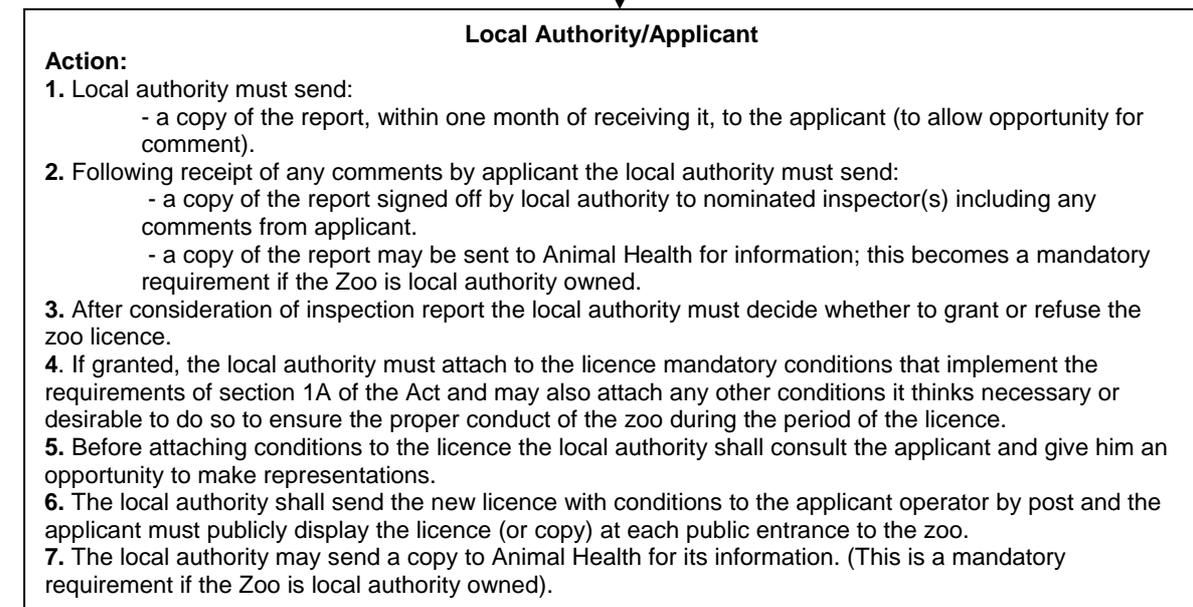
In advance of inspection



Inspection

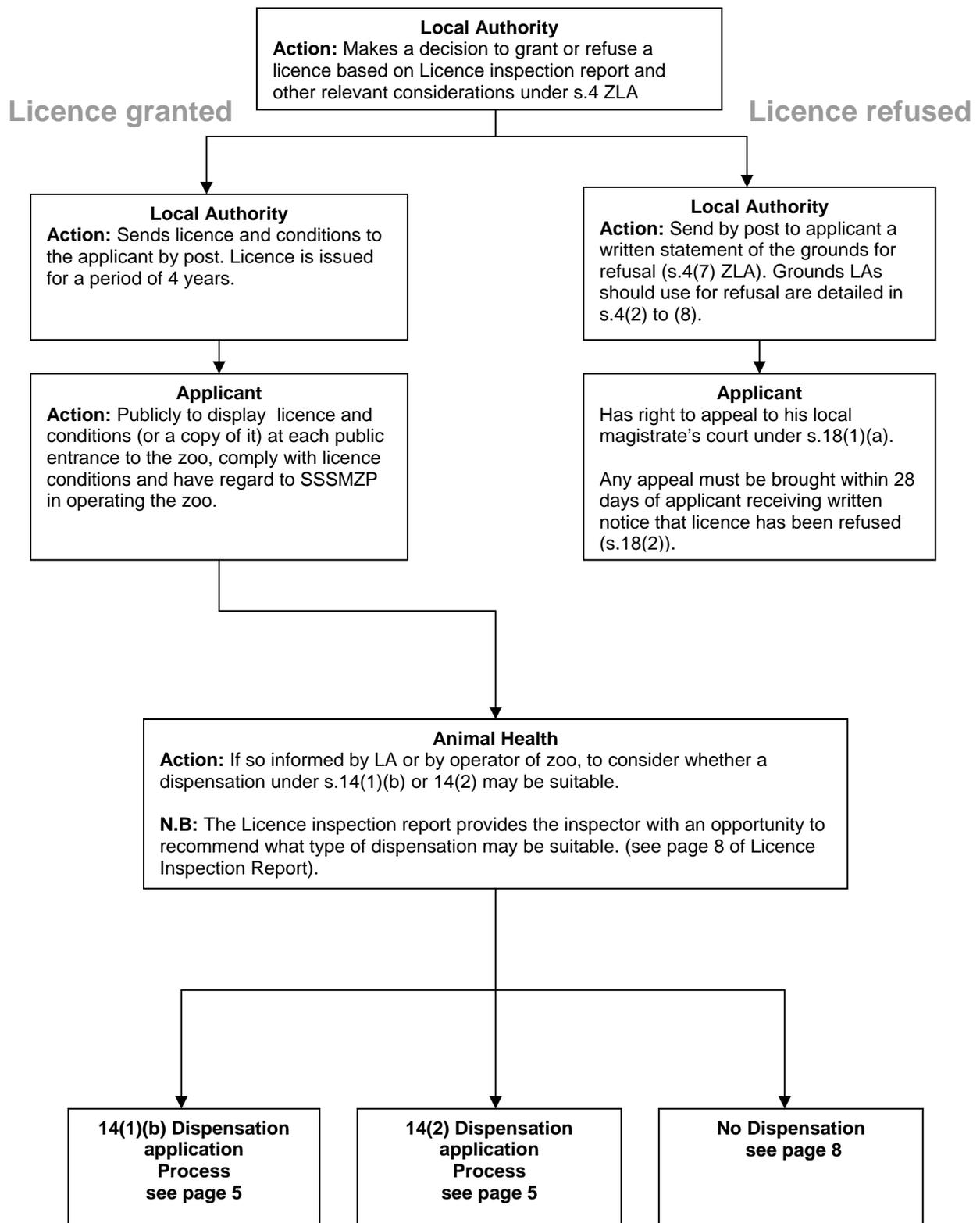


Following inspection



See page 4 for Grant or refusal of licence

4. Grant or Refusal of New Licence.



5. Applications for Dispensations for a New Zoo under s.14(1)(b) and 14(2) ZLA.

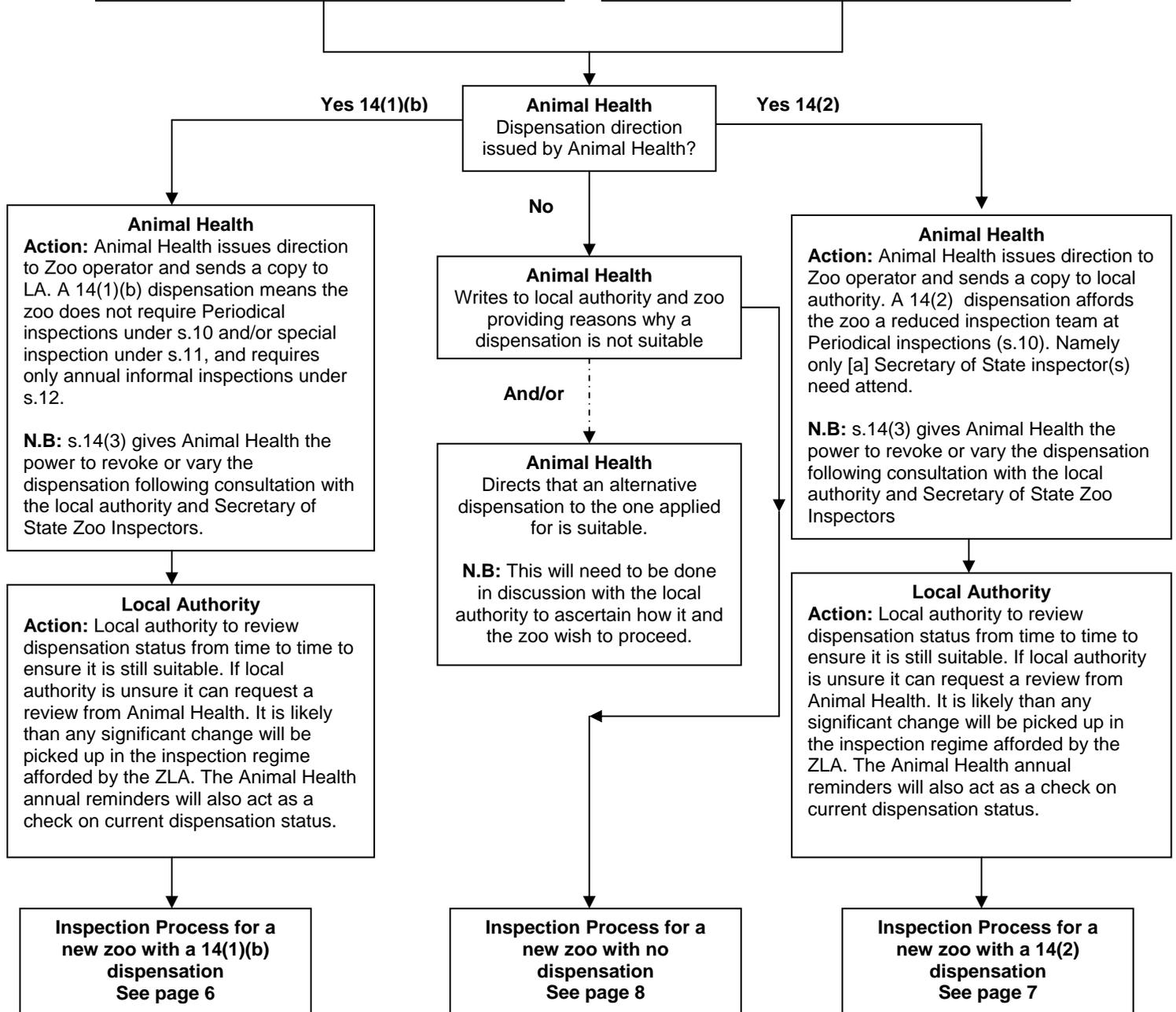
14(1)(b) Dispensation

Local Authority
Action: Applies to Animal Health for this dispensation for zoo in question.
 Application must contain:
 1. Letter from local authority stating why it supports an exemption
 2. Letter from a vet (not used by the zoo) confirming that the zoo appears to be run properly and the animals properly cared for.
 3. Stock List
 4. Plan of the zoo
 5. Any other relevant information in support.

14(2) Dispensation

Zoo Operator
Action: Applies direct to Animal Health for this dispensation.
 Application must contain:
 1. Letter from operator requesting a dispensation
 2. Current Stock list
 3. Plan of the premises
 4. Any other relevant information in support.

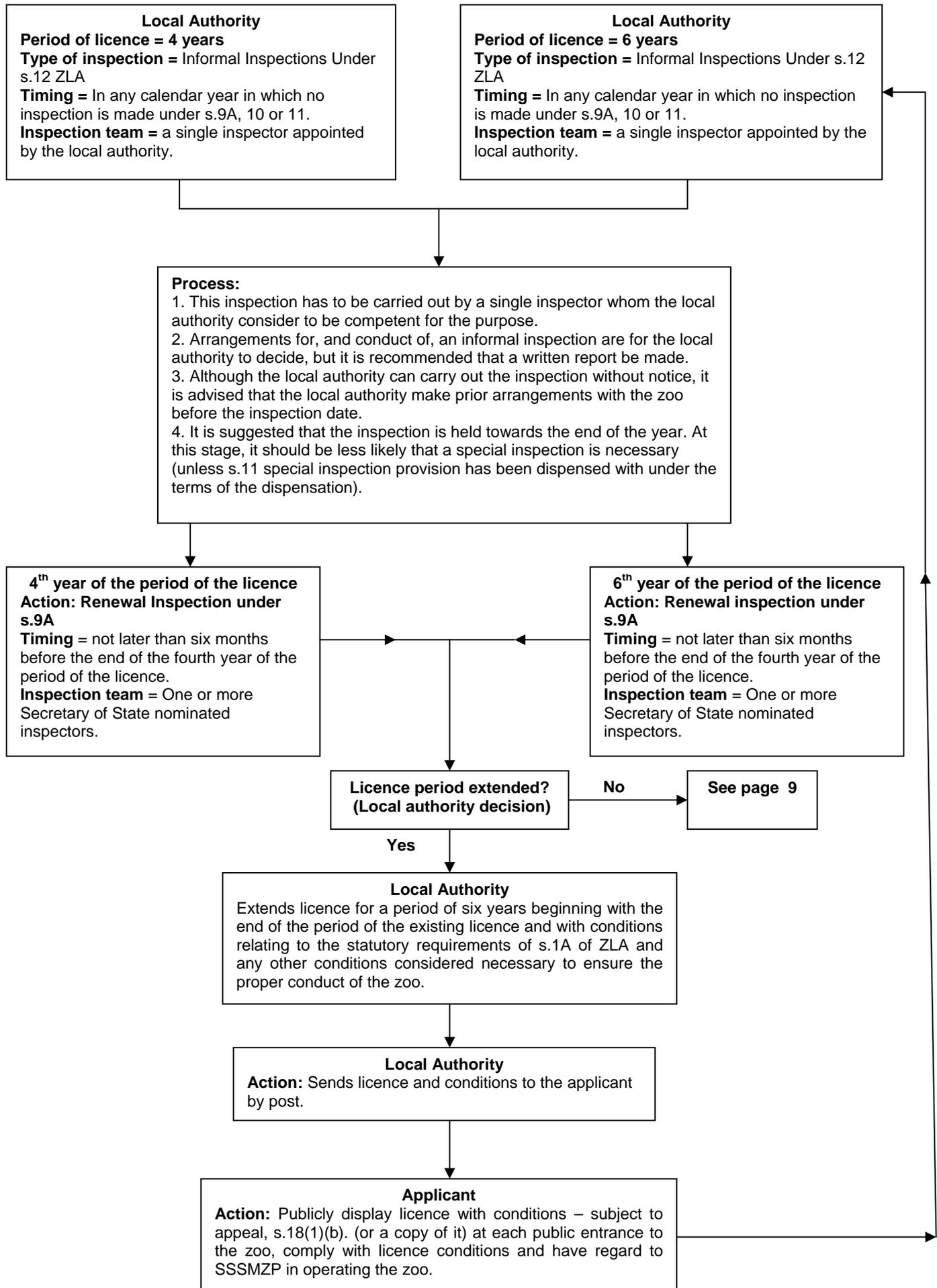
 NB: Animal Health will seek written confirmation from local authority that it supports the request.



6. Inspection process for Zoo with a 14(1)(b) ZLA Dispensation.

New Zoo

Existing Zoo



7. Inspection process for zoo with a 14(2) ZLA Dispensation.

New Zoo

Existing Zoo

Period of licence = 4 years

Period of licence = 6 years

Periodical Inspection under s.9A and 10 (excluding s.10(4)(a) and (b))

Timing = during the first year of a licence and not later than six months before the end of the fourth year of the period of the licence.

Inspection team = One or more Secretary of State inspectors.

Informal Inspections Under s.12

Timing = In any calendar year in which no inspection is made under s.9A, 10 or 11.

Inspection team = a single inspector appointed by the local authority.

Periodical Inspection under s.9A and 10 (excluding s.10(4)(a) and (b))

Timing = during the third year of a licence and not later than six months before the end of the sixth year of the period of the licence.

Inspection team = One or more Secretary of State inspectors.

Informal Inspections Under s.12

Timing = In any calendar year in which no inspection is made under s.9A, 10 or 11.

Inspection team = a single inspector appointed by the local authority.

Prior to Periodical Inspections

1. Local authority requests Animal Health to appoint [a] Secretary of State inspector(s). Request should include a current stock list for the zoo.
2. Animal Health appoints a suitable Secretary of State inspector(s) and notifies the local authority and the inspector(s) in writing.
3. Local authority notifies zoo operator of name(s) of inspectors. There is no statutory provision in these inspections for the operator to object to the nominated inspector for these inspections, however Animal Health will give consideration to valid objections.
4. Local authority arranges a mutually convenient inspection date and must give the zoo operator at least 28 days notice of the date of the inspection.
5. Local authority requests applicant to complete and return Pre-inspection audit form.
6. Local authority to send appointed inspector(s) in advance of the inspection date the completed form and any other relevant information such as copies of previous inspection reports.

Periodical Inspections

Inspector(s) carry out inspection on date agreed using the Inspection report form at Appendix 11 of SSSMZP (available from Animal Health). The inspection shall extend to all features of the zoo directly or indirectly relevant to the health, welfare and safety of the public and the animals, including measure for prevention of the escape of animals. The inspectors shall require the production of all records kept by the operator in pursuance of conditions of the licence requiring the conservation measures referred to in section 1A(f) to be implemented at the zoo, and the operator shall produce records. Representatives of the operator not exceeding three may accompany the inspectors on the inspection and the inspectors may require the attendance of the zoo vet.

There is no statutory entitlement for the local authority to be formally represented at the inspection. The local authority is, however, encouraged to have a representative in attendance at the same time in respect of their responsibilities for zoos under the Health and Safety at Work etc Act 1974.

Following Periodical Inspections

1. SofS Inspector(s) should send the local authority a completed inspection report within 28 days of inspection, or notify them if report will be delayed beyond 28 days.
2. Local authority must send a copy of the inspection report, within one month of receiving it, to the zoo operator (to allow opportunity for comment).
3. Following receipt of any comments by the zoo operator the Local authority must send:
 - a copy of the report to Secretary of State inspector(s) including any comments from the zoo operator and a copy of the zoo licence (with conditions).
 - a copy of the report, and licence with conditions may also be sent to Animal Health for information. This becomes a mandatory requirement if the zoo is local authority owned.
4. In the case of an 'interim' periodical inspection the Local authority after consideration of the inspection report must decide whether the zoo should remain licensed and if so whether the licence should be altered (i.e. to add or amend conditions on the licence), or whether a zoo closure direction should be issued.
5. In the case of a 'renewal' periodical inspection the Local authority after consideration of the inspection report must decide whether the licence period should be extended and if so whether the licence conditions should be amended or added to, or whether it should refuse to extend/renew the licence.

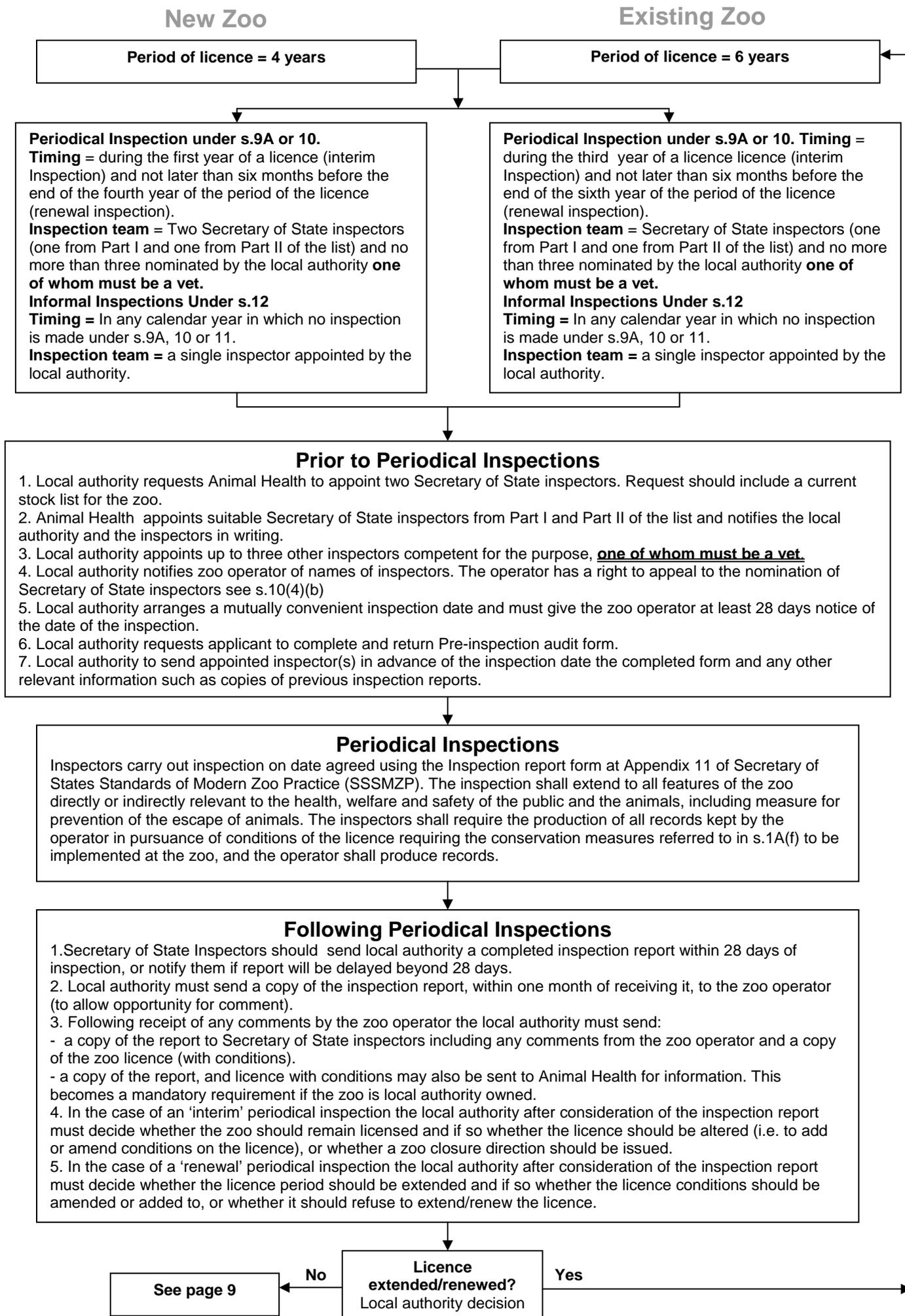
See page 9

No

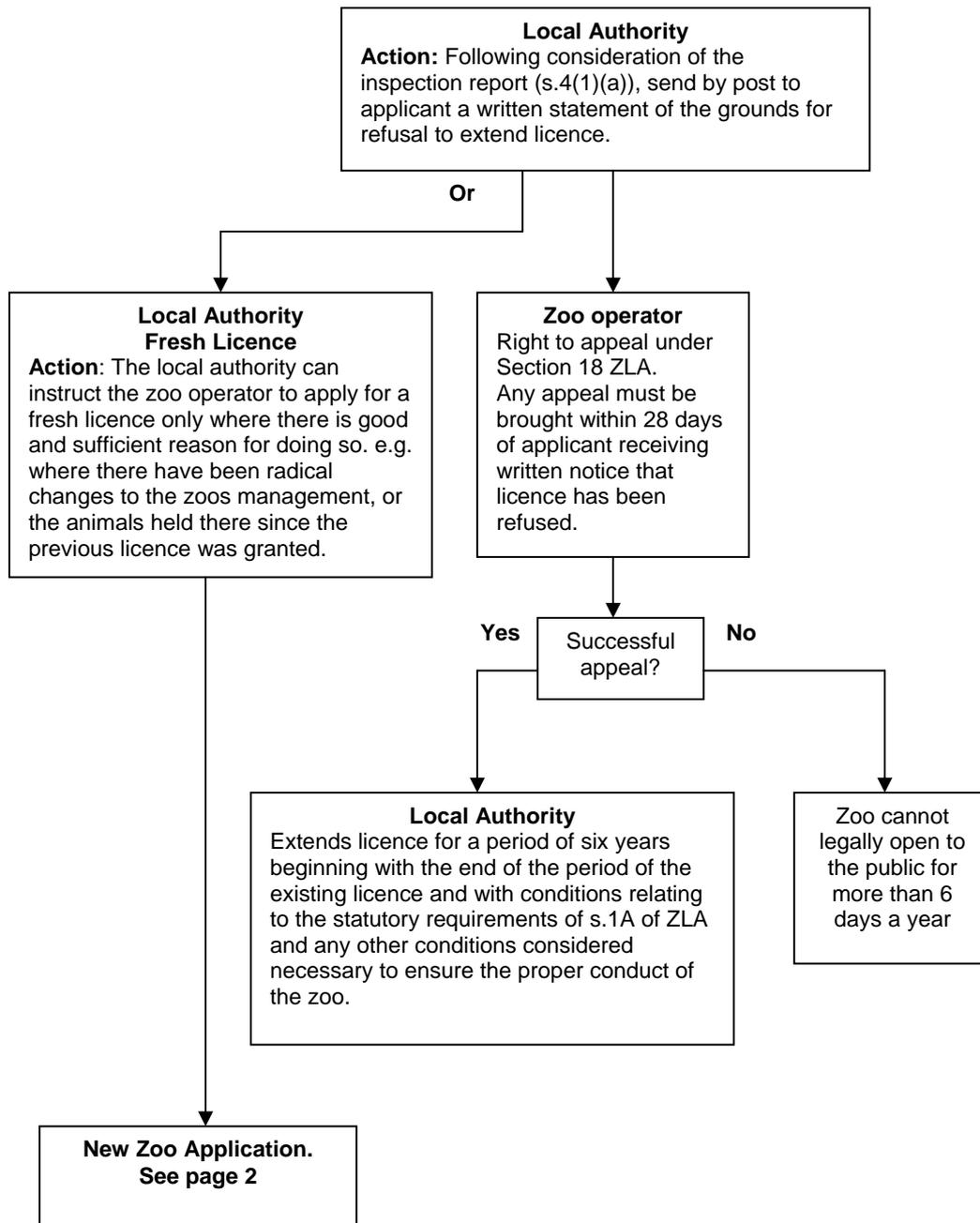
Licence extended/renewed?
Local authority decision

Yes

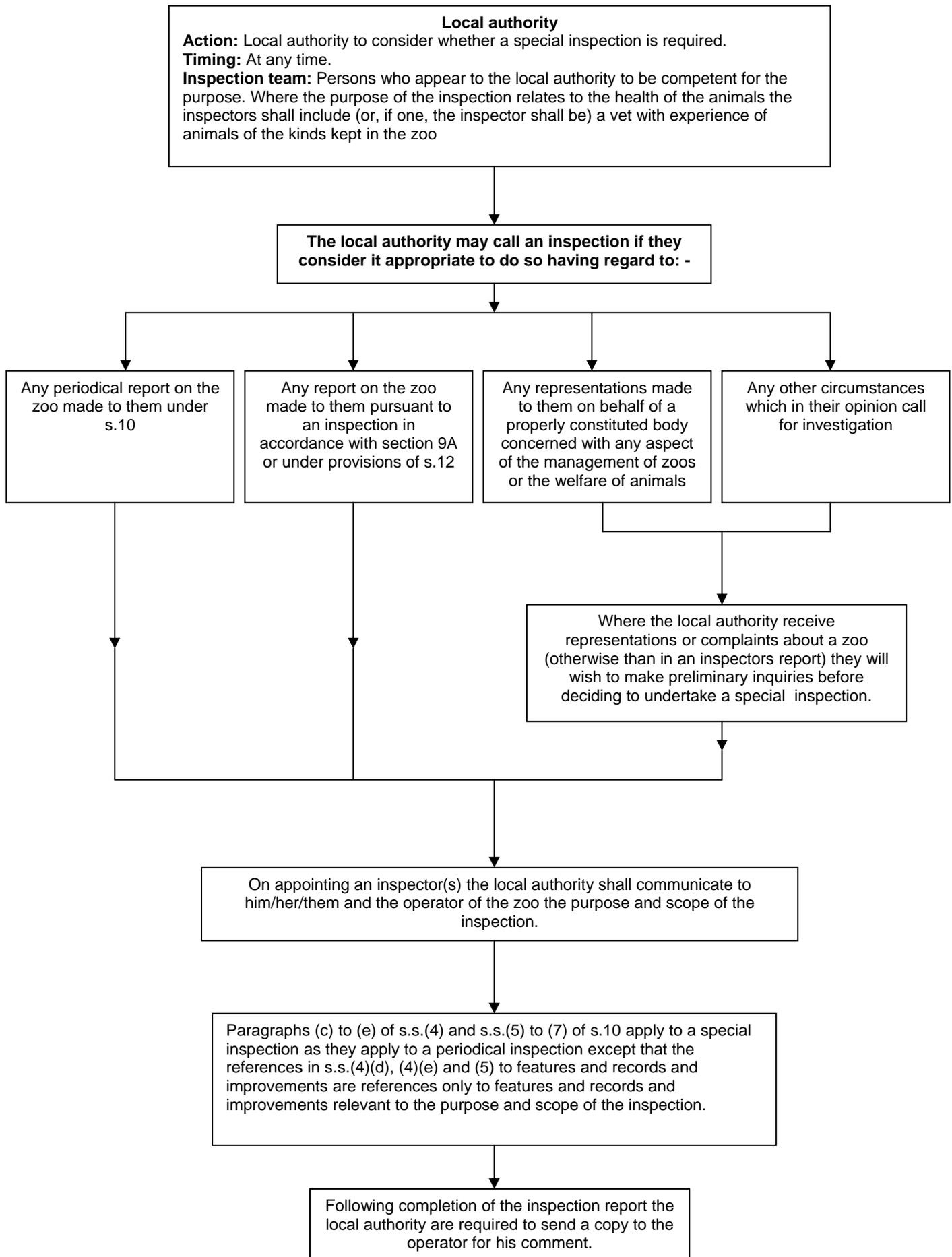
8. Inspection process for zoo without a Dispensation.



9. LA decides not to extend/renew zoo licence.



10. Special Inspections under s.11 ZLA



11. Special Inspections under section 11A ZLA (for a closed zoo under section 16E)

