

Environmental Health - Licensing
 King's Court, Chapel Street, King's Lynn,
 Norfolk PE30 1EX
 Tel: (01553) 616200; fax: (01553) 768999 ;
 DX 57825 KING'S LYNN

Borough Council of
**King's Lynn &
 West Norfolk**



Application Form for Renewal of an Existing Licence

Zoo Licensing Act 1981 (as amended)

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)

Name of licence holder:

Registered address of Licence Holder

Tel No/s:

Email address

Website address

Being the holder/s of a licence to operate:

Name of licensed zoo premises:

Address of Licensed Premises:

Tel No/s:

hereby apply to the Borough Council of Kings Lynn & West Norfolk for the renewal of the licence which is due to expire on the:

Date of Expiry

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:

Date of Issue

Note: A fee is payable in respect of the application under the Act. (Cheques should be made payable to BCKLWN).

I declare that the above information is complete and true to the best of my knowledge and belief.

Signature:

Date :

Print Name :

Capacity:

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Zoo Licensing Act 1981.

Your data will be used for this specific purpose and may be passed to such third parties, including Council departments and other agencies where there is lawful authority to do so, including for the purposes of preventing or detecting fraud or other crimes.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

Your personal information will be kept for as long as you require a licence and for a period after the service is terminated. You can find more information about our retention policy on the [privacy notice](https://www.west-norfolk.gov.uk/privacy) page which can be found at the following link <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](https://www.west-norfolk.gov.uk/dataprotection) page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>

If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner, website: https://ico.org.uk/](https://ico.org.uk/).

If you have any queries please do not hesitate to contact us by email to EH&HLicensing@west-norfolk.gov.uk or by contacting

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Borough Council of King's Lynn & West Norfolk
King's Court, Chapel Street
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