

# Licensing

## **Animal-Based Licensing (including pet shops, riding establishments, wild animals, dangerous animals, dog breeders and animal boarders)**

Animal licensing is compulsory to help regulate the sale of pet animals, protecting individuals from dangerous animals and protecting the wellbeing of animals in a variety of establishments. The process of an application for animal licensing and the information that is required is determined by; Animal Registration Limitation 1980, Pet Animals Act 1951 and Riding Establishments 1964. The following list determines the legal bases of the licensing application.

- Pet Animal Act 1951 – This is required for; Dog breeders and pet shops.
- Animal Boarding Establishment Act (1963) – This is required for; Animal boarders.
- Riding establishment Act 1964 – This is required for; riding Establishments.
- Animal Licencing Act (2006) – This is required for; Wild Animals.
- Animal Licencing Policy – This is required for; Dangerous Animals.

You need to be aware that when you submit a licensing application to us, the application, plans and any related documents or comments that you send to us are retained for a 6 year period from the date of application and expiry date.

The retention of all data that is provided to the 'Licensing' section will be determined by Oadby and Wigston Borough Councils retention policy. A copy of the retention schedule is available on the Council's website.

The information that you provide with a licensing application will be processed by Oadby and Wigston Council, which is the 'data controller' for the purposes of the Data Protection Act.

The information that you provide for a licensing application, including personal data, will be used to deal with your animal or establishment licencing application.

### **Information collected:**

- Name
- Address
- Telephone number(s)
- Email address

### **Agencies we might share the information with:**

- Police
- Health agencies
- Regulatory bodies



- Government bodies

**Purpose for processing:**

- Service delivery
- Safety provision
- Evidence for court proceedings
- Fraud / prosecution purposes
- Prevention or detection of crime

**Lawful basis for processing:**

- Legal Obligation

**Driving-Based Licensing (including driver and vehicle applications, refused applicants and operator applications)**

Licensing applications received by Oadby and Wigston Borough Council will grant licences (if applicable) to drivers and vehicles, permitting them to safely drive member of the public. The process of a driver or vehicle application and the information that is required is determined by the:

- Town Police Causes Act- Only required for; Driver Application (new and renewal), rejected/refused application and operations applications.
- Statutory Requirement 1847 – Only required for; Vehicle Application Hackney/ private hire and operators application.
- Immigration Act 2015 – Only required for; Driver Application (new and renewal) and rejected/refused applications.
- Local Government Miscellaneous provisions Act 1976 – All

You need to be aware that when you submit a licensing application to us, the application, plans and any related documents or comments that you send to us are retained for a 6 year period from the date of application and expiry date. The retention of all data that is provided to the 'Licensing' section will be determined by Oadby and Wigston Borough Councils retention policy. A copy of the retention schedule is available on the Council's website.

The information that you provide with a licensing application will be processed by Oadby and Wigston Council, which is the 'data controller' for the purposes of the Data Protection Act.

The information that you provide for a licensing application, including personal data, will be used to deal with your driver, vehicle or operators applications



### **Information collected:**

- Name
- Address
- Email
- Telephone
- Report of refusal letter (This is only required for; rejected/refused applicants)
- V5 (This is only required for; Vehicle Application Hackney/private hire)
- HPI check (This is only required for; Vehicle Application Hackney/private hire)
- Driver badge number (This is only required for; Vehicle application Hackney/Private hire)
- Medical DP20 Driving certificates (This is only required for; Driver application (new and renewal), and rejected/refused applicants)
- National Health Number (This is only required for; Driver application (new and renewal) and rejected/refused applicants)
- DBS details - not kept after badge issued. (This is only required for; driver applications (new and renewal), rejected/refused applicants and operations application.)
- Passport details (This is only required for; Driver application (new and renewal) and rejected/refused applicants)
- Driving licences (This is required only for; Driver application (new and renewal) and rejected/refused applicants)
- Competency test paper (This is only required for; Driver applications (New and renewal) and rejected/refused applicants)
- Photograph of applicant (This is only required for; Driver applications (New and renewal) and rejected /refused applicants)

### **Agencies we might share the information with:**

- Police
- Health agencies
- Regulatory bodies
- Government bodies

### **Purpose for processing:**

- Service delivery
- Safety provision
- Evidence for court proceedings
- Fraud / prosecution purposes



### **Lawful basis for processing:**

- Legal Obligation

### **Money Collection-Based Licensing (including gaming and bingo applications, betting shops, small society lotteries, street collections, street trading and house-to-house collections)**

Money collection applications refer to a licence being permitted by Oadby and Wigston Borough Council (when applicable) to allow organisations to deal and operate bingo, betting and small society lottery institutions. Money collection also relates to an activity in which money is collected without compensation by appealing to the public. Oadby and Wigston Borough Council will licence individuals for street collections, street trading and house-to-house collections. The process of an application and the information that is required is determined by the:

- Gambling Act 2005
- Miscellaneous Provisions Act 1916
- Local Government Miscellaneous Act 1982
- House to House Collections Act 1939

You need to be aware that when you submit a licensing application to us, any related documents or comments that you send to us are retained for at least an 18 month period from the date of application and expiry date. The retention of all data that is provided to the 'Licensing' section will be determined by Oadby and Wigston Borough Councils retention policy. A copy of the retention schedule is available on the Council's website.

The information that you provide with a licensing application will be processed by Oadby and Wigston Council, which is the 'data controller' for the purposes of the Data Protection Act.

The information that you provide for to licensing, including personal data, will be used to deal with your application.

### **Information collected (For all applications):**

- Name
- Address
- Telephone number(s)
- Email addresses

### **Agencies we might share the information with:**

- Police



- Health agencies
- Regulatory bodies
- Government bodies

**Purpose for processing:**

- Service delivery
- Safety provision
- Evidence for court proceedings
- Fraud / prosecution purposes

**Lawful basis for processing:**

- Legal Obligation

**Hairdressing, Tattoo, Acupuncture, Ear Piercing and Micro Blading.**

Hairdressing licencing is the required action to wash, cut, curl, or arrange the hair in a licenced establishment. For other licences (Tattoo, Acupuncture, Ear piercing and Micro blading) the licence is required to insure the wellbeing of individuals. The licences is there is to protect members of the public from the transmission of blood borne viruses such as HIV, Hepatitis B, Hepatitis C and other infections. Persons carrying out skin piercing, tattoo, acupuncture, ear piercing and micro blading must comply with these by-laws. The process of a licensing application and the information that is required is determined by:

- Leicestershire Act 1985
- Registration of Business Premises
- Local Government Miscellaneous Act 1982

You need to be aware that when you submit a licensing application to us, the application, plans and any related documents or comments that you send to us are retained for a 6 year period from the date of application and expiry date. The retention of all data that is provided to the 'Licensing' section will be determined by Oadby and Wigston Borough Councils retention policy. A copy of the retention schedule is available on the Council's website.

The information that you provide with a licensing application will be processed by Oadby and Wigston Council, which is the 'data controller' for the purposes of the Data Protection Act.

The information that you provide for a licensing application, including personal data, will be used to deal with your application.



### **Information collected:**

- Name
- Address
- Telephone number(s)
- Email address – Only required for; Hairdressing, Tattoo persons, Acupuncture premises, Ear piercing premises, Ear piercing Persons and Micro Blading.
- Qualifications – Only required for; Hairdressing, Tattoo persons, Acupuncture persons, Ear piercing person and Micro Blading.

### **Agencies we might share the information with:**

- Police
- Health agencies
- Regulatory bodies
- Government bodies

### **Purpose for processing:**

- Service delivery
- Safety provision
- Evidence for court proceedings
- Fraud / prosecution purposes
- Health and wellbeing

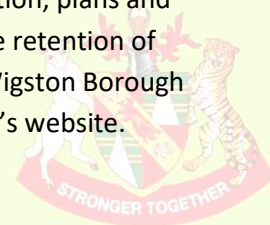
### **Lawful basis for processing:**

- Legal Obligation

## **Personal Licences, Temporary Event Notices, DPS Application Vary, Premises Licence/Transfer Variation, Club licence and Appeals.**

Oadby and Wigston Borough Council have the authority to grant a licence to a particular individual or business. The process of an application and the information that is required is determined by common practice, and licensing Act 2003.

You need to be aware that when you submit a licensing application to us, the application, plans and any related documents or comments that you send to us are retained for 7 years. The retention of all data that is provided to the 'Licensing' section will be determined by Oadby and Wigston Borough Councils retention policy. A copy of the retention schedule is available on the Council's website.



The information that you provide with a licensing application will be processed by Oadby and Wigston Council, which is the 'data controller' for the purposes of the Data Protection Act.

The information that you provide for a licensing application, including personal data, will be used to deal with your application.

**Information collected:**

- Name
- Address
- Telephone numbers(s)
- Email address
- Qualification
- Basic DBS
- Personal licence Details
- DP licence details

**Agencies we might share the information with:**

- This will list relevant agencies
- Police
- Health agencies
- Regulatory bodies
- Government bodies

**Purpose for processing:**

- This will list reasons for processing
- Service delivery
- Safety provision
- Evidence for court proceedings
- Fraud / prosecution purposes

**Lawful basis for processing:**

- Legal Obligation



## **Scrap Metal and Collectors Licence**

A scrap metal licence is required for the buying or selling of scrap metal, this includes any product, article or assembly which is made from or contains metal and is broken, worn out or regarded by its last holder as having reached the end of its useful life. We deal with applications and collate data as determined by the:

- Scrap Metal Dealers Act 2013
- Miscellaneous Provisions Act 1916

The retention of all data that is provided to the 'Licensing' section will be determined by Oadby and Wigston Borough Councils retention policy. A copy of the retention schedule is available on the Council's website.

The information that you provide with a licensing application will be processed by Oadby and Wigston Council, which is the 'data controller' for the purposes of the Data Protection Act.

The information that you provide for a licensing application, including personal data, will be used to deal with your scrap metal licence application.

### **Information collected:**

- Name
- Address
- Telephone number(s)
- Email address

### **Agencies we might share the information with:**

- Police
- Health agencies
- Regulatory bodies
- Government bodies

### **Purpose for processing:**

- Service delivery
- Safety provision
- Evidence for court proceedings
- Fraud / prosecution purposes
- To comply with legislation





**Lawful basis for processing:**

- Legal Obligation

