

## Application form

If you are concerned by the requirement to be approved, approval can be granted under two conditions:

- the submission of a complete file
- a positive on-site inspection

### *Good to know*

Do several establishments subject to approval have the same address? Each must submit a separate application for approval.

### **Complete your file**

Documents to be attached to the application for approval:

- the [application form \(.doc\)](#) duly completed
- a plan of the premises where the animals will be housed. This scale drawing should show the measurements and function of each area
- a copy of the [contract with a registered veterinarian \(.doc\)](#). This person undertakes to carry out regular checks on the establishment (one visit per quarter if there are up to 20 places for dogs or cats)
- proof of payment of the accreditation fee

As soon as your administrative file is complete, Brussels Environment shall confirm its receipt.

### **Send your application**

This should be sent by post to the following address:

Brussels Environment  
Div. Inspectorat et sols pollués  
Département Bien-être animal  
Site de Tours & Taxis  
Avenue du Port 86C/3000  
1000 Brussels

### **Pay the accreditation fee**

The fees are to be paid onto the following account:

IBAN: BE14 0912 3109 82 83  
Name: Service Public Régional de Bruxelles (SPRB)  
Address: Rue du Progrès 80, 1035 Brussels  
Communication: AGREM + your name

**Wait for the inspection**

The Animal Welfare Department organises an on-site inspection. The final decision is taken within 4 months of receiving your application. This will be either an agreement or a refusal, issued by the competent minister.

**The lifespan of your approval**

If the answer is positive, your approval is valid for a period of 10 years. Post it in your establishment so that it can be seen by everyone.

On the following pages you will find an English translation of the French and Dutch applications.

This English application is only there to help you understand how to fill in the application but you must use the Dutch or French form.

## Application for approval form

*Please complete your application in CAPITAL letters*

*Please attach to this application - the VETERINARY CONTRACT (duly completed) (Annex V)*

- *PROOF OF PAYMENT of approval fees*
- *the SCHEMATIC PLAN of the establishment with details of the function and dimensions of the various premises*

*This request is submitted to the Animal Welfare Department of Brussels Environment.*

### **Application for approval for**

- dog breeding*
- cat breeding*
- boarding for dogs/cats*
- shelter*
- commercial establishment*

### **Types of animals**

- birds*
- aquarium fish*
- small rodents*
- rabbits*
- ferrets*
- amphibians*
- reptiles*
- only aquatic turtles*
- other: .....*



**Establishment**

Surname .....

Address ..... no. .... box .....

Postal code ..... Town / City .....

Website .....

.....

Tel. .... Fax ..... Email .....

Opening days and hours .....

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**Manager**

Surname .....

Address ..... no. .... box .....

Postal code ..... Town / City .....

Tel. .... Fax ..... Email .....

Business registration number (Banque Carrefour Entreprises) (if applicable).....

Environmental permit number (if applicable) .....

Date of validity of the environmental permit .....

**Premises forming part of the establishment**

*Listing of the different premises where the animals are housed*

**Staff composition**

Surname, first name	Tasks	Working time	Any diplomas



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**Information on breeding**

<b>Dog breeding</b>	<b>Maximum capacity</b> (number of breeding females)	<b>Litters per year</b> (maximum number for all breeding females)
Amateur breeding		
Professional breeding		
Commercial breeding		
<b>Breeds bred:</b>		
<b>Cat breeding</b>	<b>Maximum capacity</b> (number of breeding females)	<b>Litters per year</b> (maximum number for all breeding females)
Amateur breeding		
Professional breeding		
Commercial breeding		
<b>Breeds bred:</b>		

**Information about boarding and shelters**

<b>Types of animals</b>	<b>Maximum capacity</b>	<b>Comments</b>
Dogs		
Cats		
Rabbits		
Rodents		
Birds		
Other:		
Other:		
Other:		



**Information relating to commercial establishments**

Intermediary<sup>1</sup> for the sale of cats and/or dogs: YES/NO

*I, the undersigned, applicant and manager of the establishment, declare that the above mentioned data is correct.*

On ..... at .....

*Signature of the manager*

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<sup>1</sup> Article 25 of the Royal Decree of 27 April 2007 laying down the conditions for the approval of animal establishments and the conditions for the sale of animals.