



VETERINARY CENTRE LICENCE - APPLICATION PROCEDURE -

1. The applicant should obtain an application form for completion and a copy of the Conditions for Licensing of Veterinary Centres for reference from the AVA website (<http://www.ava.gov.sg>). The applicant is advised to familiarize with the Animals and Birds (Veterinary Centres) Rules which can be viewed from the AVA website at http://www.ava.gov.sg/NR/rdonlyres/8FA86AD7-F5C8-487C-B636-DD7F304A9DAE/8408/Attach16_legislation_AB_VetCentres_rules.pdf or obtained from:

Legal Publishing:

Tel: 68269691

Email: legalpub@toppanleefung.com

Website: www.toppanleefung.com/webshop

2. The application form with the following relevant documents should be submitted:

a) 2 copies of the layout plan of the premises

b) Business profile (Computer printout from Registry of Companies & Businesses). In the case that the applicant is not listed as a Director of the company, an authorization letter from one of the listed Directors for the applicant to act on behalf of the company must be produced.

c) Letter of approval from other relevant authorities, depending on the type of premises:

(i) HDB's commercial premises (eg. HDB Shops, Shopping Centres etc.) - *need HDB, URA and LTA's approval*

(ii) JTC industrial premises - *need URA, JTC, FSSD and LTA's approval*

(iii) Private commercial and industrial premises - *need URA, FSSD and LTA's approval*

Note: (1) Urban Redevelopment Authority (URA) – for all changes of use of premises to veterinary centres. However, if a premise has been approved by URA previously, no further approval is required.

(2) Land Transport Authority (LTA) – for all premises to cater for vehicle parking except premises of less than 150 sq m of floor space,

(3) Housing and Development Board (HDB), JTC Corporation (JTC)

(4) Fire Safety and Shelter Department (FSSD) – for all premises except HDB premises. Premises that have undertaken addition/alteration works would require a fresh approval.

(5) BCA and NEA's clearances are not required.

d) MEDISAVE contribution (self-employed) – Letter of confirmation of Medisave payment status from CPF Board or other relevant supporting documents.

e) Copy of current Veterinary Surgeon Licences of Manager and other veterinary surgeons practicing in the veterinary centres. *The manager of the veterinary centre is required to be a currently licensed veterinary surgeon who has practiced for more than a year in Singapore.*

f) Payment of \$350 (enclose cheque made payable to "AVA" or GIRO application form with Part I duly completed and signed)

3. If the application and the relevant documents are in order, an inspection visit will be arranged with the Centre. In-principle approval may be given for the veterinary centre to commence business after inspection on case-by-case basis.

4. Following the site inspection, a decision would be conveyed to the applicants in about 1 week (7 working days).

5. Veterinary Centre Licences are valid for one year. Renewal notices will be issued one month before the expiry of the last Licence. Inspection may be carried out before a renewal of the licence. However, applicants are to ensure that their Centres' Licences are valid at all times.

6. National Environment Agency has classified used sharps and needles as biohazardous wastes. The biohazardous wastes are required to be disposed of by licensed hospital waste contractors. You may view the following website for more information on the classification and control of biohazardous waste, and list of the licensed biohazardous waste collectors:

http://app2.nea.gov.sg/topics_toxicwastecontrol.aspx#CONTROL_OF_BIOHAZARDOUS_WASTES

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