

**The Animal Welfare (Licensing of Activities Involving Animals) Regulations
2018**

**Application for a licence to operate an animal boarding
establishment**

1	Standard applicant profile section
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Please complete all the questions in the form.
If you have nothing to record, please state "Not applicable" or "None"

2	Type of Application				
2.1	Commercial Boarding		Home Boarding		Day Care
2.2	Type of Application		New		Renewal
2.3	Existing licence number				
2a	Animals to be accommodated				
	Animals to be accommodated				
2.4	Cats		Yes/No	Maximum number	
2.5	Dogs		Yes/No	Maximum number	
2b	Further information about the applicant				
2.6	Date of birth				

3	Premises to be licensed	
3.1	Name of premises/trading name	
3.2	Address of premises	
3.3	Telephone number of premises	
3.4	Email address	
3.5	Do you have planning permission for this business use.	Yes/No

4	Accommodation and facilities	
4.1	Details of the quarters used to accommodate animals, including number, size and type of construction	
4.2.	Exercise facilities and arrangements	
4.3	Heating arrangements:	
4.4	Method of ventilation of premises	
4.5	Lighting arrangements (natural & artificial)	
4.6	Water supply	
4.7	Facilities for food storage & preparation	
4.8	Arrangements for disposal of excreta, bedding and other waste material	
4.9	Isolation facilities for the control of infectious diseases	
4.10	Fire precautions/equipment and arrangements in the case of fire	
4.11	Do you keep and maintain a register of animals?	Yes/No
4.12	How do you propose to minimise disturbance from noise?	

5	Veterinary surgeon		
5.1	Name of usual veterinary surgeon		
5.2	Company name		
5.3	Address		
5.4	Telephone number		
5.5	Email address		

6	Emergency key holder			
6.1	Do you have an emergency key holder?	Yes / No	If no, go to 7.1	
6.2	Name			
6.3	Position/job title			
6.4	Address			
6.5	Daytime telephone number			
6.6	Evening/other telephone number			
6.7	Email address			
6.8	Add another person?	Yes / No	If yes, 6.2 to 6.8 will be repeated	

7	Public liability insurance			
7.1	Do you have public liability insurance?	Yes / No	If no, go to question 7.6	
	If yes, please provide details of the policy			
7.2	Insurance company			
7.3	Policy number			
7.4	Period of cover			
7.5	Amount of cover (£m)			
7.6	Please state what steps you are taking to obtain such insurance			

8	Disqualifications and convictions			
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:			
8.1	Keeping a pet shop?	Yes/No		
8.2	Keeping a dog?	Yes / No		
8.3	Keeping an animal boarding establishment?	Yes/No		
8.4	Keeping a riding establishment?	Yes/No		
8.5	Having custody of animals?	Yes/No		
8.6	Has the applicant, or any person who will have control or management of the establishment, been convicted of any offences under the Animal Welfare Act 2006?	Yes/No		
8.7	Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	Yes / No		
8.8	If yes to any of these questions, please provide details,			

9	Additional details			
	Please check local guidance notes and conditions for any additional information which may be required			
9.1	Additional information which is required or may be relevant to the application			

Data Protection Notice

How we will use your information

Your information will be used so that we can administer your application in accordance with the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018. Under Article 6(1) (e) of the General Data Protection Regulations, we are permitted to use data for our tasks; data protection law describes this legal basis for handling your information. It will be used by North Warwickshire Borough Council and our partners to deliver and improve services and fulfil our statutory duties. We will not disclose any personal information to any other third parties unless required or allowed to do so by law. Read more about how we use personal data on our privacy notice page. Or write to the council at: North Warwickshire Borough Council, The Council House, South Street, Atherstone, Warwickshire. Telephone: 01827 715341.

Register

Guidance has been issued by DEFRA encouraging local authorities to publish a list of licenced premises and the star rating awarded on their website and so it is North Warwickshire Borough Council's intention to do so.

On occasions the council receives enquiries concerning licensed premises. Usually the reason for the enquiry is to check that a licence is held before using a provider, as this ensures that certain standards and conditions are met; giving the enquirer confidence that they have selected the right provider for them.

Enquirers will be directed to the list on our website and on occasions a copy of the list may be provided.

If you do not want your details to appear on the list please tick this box.

Standard payment and declaration section

1	Payment
1.1	Payment must be made at the time of making the application
1.2	Payment methods – phone 01827 715341 or by cheque made payable to North Warwickshire Borough Council

2	Additional Information	
	Please attach the following Information	
2.1	A plan of the premises	
2.3	Insurance policy	
2.4	Operating procedures	
2.5	Risk Assessments (including Fire)	
2.6	Infection control procedure	
2.6	Qualifications	
2.7	Training records	

3	Declaration	
3.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
3.2	I am aware of the provisions of the relevant Act and model licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.	
3.3	Ticking this box indicates you have read and understood the above declaration	
3.4	Full Name	
3.5	Capacity	
3.6	Date	