

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

**Application for a licence to provide or arrange for the
provision of boarding for cats or dogs**

Please complete all the questions as indicated on the form.
If you have nothing to record, please state "Not applicable" or "None"

1	Reference number	
1.1	Payment reference number	

2a	Agent				
2.1	Are you an agent acting on behalf of the applicant	Yes		No	If no, go to 3.1
2b	Further information about the Agent				
2.2	Name				
2.3	Address				
2.4	Email				
2.5	Main telephone number				
2.6	Other telephone number				

3	Applicant details				
3.1	Name				
3.2	Address				
3.3	Email				
3.4	Main telephone number				
3.5	Other telephone number				
3.6	Are you applying as a business or organisation, including a sole trader	Yes		No	If yes, go to 4.1
3.7	Are you applying as an individual	Yes		No	If yes, go to 3.8 then 5.1
3.8	Date of birth				

4a	Applicant Business				
4.1	Is your company registered with companies house	Yes		No	If no, go to 4.3
4.2	Registration Number				
4.3	Is your business registered outside the UK				
4.4	VAT Number				
4.5	Legal status of the business				

4a	Applicant Business	
4.6	Your position in the business	
4.7	The country where your head office is located.	
4b	Business Address – This should be your official or registered address	
4.8	Building name or number	
4.9	Street	
4.10	District	
4.11	City or Town	
4.12	County or administrative area	
4.13	Post Code	
4.14	Country	

5a	Type of Application						
5.1	Commercial Boarding		Home Boarding		Day Care		
5.2	Type of Application		New		Renewal		
5.3	Existing licence number (if applicable)						
5b	Animals to be accommodated						
5.4	Cats		Yes/No		Maximum number		
5.5	Dogs		Yes/No		Maximum number		

6	Premises to be licensed	
6.1	Name of premises/trading name	
6.2	Address of premises	
6.3	Telephone number of premises	
6.4	Email address	
6.5	Do you have planning permission for this business use?	Yes/No

7	Accommodation and facilities	
7.1	Details of the quarters used to accommodate animals, including number, size and type of construction	
7.2	Exercise facilities and arrangements	
7.3	Heating arrangements:	
7.4	Method of ventilation of premises	
7.5	Lighting arrangements (natural & artificial)	
7.6	Water supply	
7.7	Facilities for food storage & preparation	
7.8	Arrangements for disposal of excreta, bedding and other waste material	
7.9	Isolation facilities for the control of infectious diseases	

7	Accommodation and facilities	
7.10	Fire precautions/equipment and arrangements in the case of fire	
7.11	Do you keep and maintain a register of animals?	Yes/No
7.12	How do you propose to minimise disturbance from noise?	

8	Veterinary surgeon	
8.1	Name of usual veterinary surgeon	
8.2	Company name	
8.3	Address	
8.4	Telephone number	
8.5	Email address	

9a	Emergency key holder	
9.1	Do you have an emergency key holder?	Yes/No If no, go to 10.1
9.2	Name	
9.3	Position/job title	
9.4	Address	
9.5	Daytime telephone number	
9.6	Evening/other telephone number	
9.7	Email address	
9.8	Add another person?	Yes/No If no, go to 10.1
9b	Emergency key holder 2	
9.9	Name	
9.10	Position/job title	
9.11	Address	
9.12	Daytime telephone number	
9.13	Evening/other telephone number	
9.14	Email address	

10	Public liability insurance	
10.1	Do you have public liability insurance?	Yes/No If no, go to 10.6
10.2	Insurance company	
10.3	Policy number	
10.4	Period of cover	
10.5	Amount of cover (£)	
10.6	Please state what steps you are taking to obtain such insurance	

11	Disqualifications and convictions	
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:	
11.1	Keeping a pet shop?	Yes/No
11.2	Keeping a dog?	Yes/No
11.3	Keeping an animal boarding establishment?	Yes/No
11.4	Keeping a riding establishment?	Yes/No

11	Disqualifications and convictions	
11.5	Having custody of animals?	Yes/No
11.6	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
11.7	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
11.8	If yes to any of these questions, please provide details,	

12	Additional details	
12.1	Additional information which may be relevant to the application	

Declaration

13	Model Licence Conditions & Guidance	
	All applicants must tick to confirm that they have read the model licence conditions & guidance	
13.1	Animal Boarding	

14	Additional Information	
	Please attach copies of the following documents (where applicable)	
14.1	A plan of the premises	
14.2	Insurance policy	
14.3	Operating procedures	
14.4	Risk Assessments (including Fire)	
14.5	Infection control procedure	
14.6	Qualifications	
14.7	Training records	

15	Declaration	
15.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
15.2	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.	
15.3	Signing this box indicates you have read and understood the above declaration	
15.4	Full Name	
15.5	Capacity	
15.6	Date	