

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

Application for a licence to carry on the activity of providing home boarding for dogs

Standard applicant profile section 1

1	Reference number	
1.1	Licence Number	
1.2	Your reference	

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

2	Agent					
2.1	Are you an agent acting on behalf of the applicant	Yes		No		If no go to 3
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	Applying as a business or organisation, including a sole trader	Yes		No		
3.7	Applying as an individual	Yes		No		

4	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			
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 address - The address required of you by law to receive all communication			
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			

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

5	Type of Application		
5.2	Type of Application	New	Renewal
5.3	Existing licence number		
5a	Animals to be accommodated for home boarding		
5.5	Maximum number of dogs		
5b	Further information about the applicant		
5.6	Date of birth		

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 rooms used to accommodate the dogs, 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		
7.10	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		

9	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	Is there another key holder?	Yes	No	If yes please include details in the Additional Information section at 12.1

10	Public liability insurance			
10.1	Do you have public liability insurance?	Yes	No	If no, go to question 10.6
If yes, please provide details of the policy below				
10.2	Insurance company			
10.3	Policy number			
10.4	Period of cover			
10.5	Amount of cover (£5million minimum required)			
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
11.5	Having custody of animals?	Yes	No
11.6	Has the applicant, or any person who will have control or management of the establishment, been disqualified or convicted of any offences under the: Animal Welfare Act 2006 Animal Welfare (Scotland) Act 2006 Dangerous Dogs Act 1991	Yes	No

	Any other legislation listed in Schedule 8 of the LAIA Regulations 2018		
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		
Please check local guidance notes and conditions for any additional information which may be required			
12.1	Additional information which is required or may be relevant to the application		

Standard payment and declaration section

13	Payment		
13.1	Payment must be made in full at the time of making the application		
13.2	Confirmation of when and how payment made, including payment reference number, if applicable		

14	Statutory Guidance		
All applicants to tick that they have read the applicable statutory guidance and conditions			
14.1	Home Boarding for Dogs		

15	Standard Operating Procedures (SOP)		
See guidance attached from the City of London referenced by the number in the second column.			
Please attach the following documents with your application			
15.1	4.3 Staff Training Policy		
15.2	5.5 Cleaning & Hygiene SOP		
15.3	7.1 Enrichment & socialisation SOP		
15.4	7.5 Written procedure for dogs under 1 year of age		
15.5	8.2 Policy for new dogs		
15.6	8.2 Welfare of resident cats SOP		
15.7	9.1 i) feeding regimes		
	9.1 ii) cleaning regimes		

15	Standard Operating Procedures (SOP)	
	See guidance attached from the City of London referenced by the number in the second column.	
Please attach the following documents with your application		
	9.1 iii) transportation	
	9.1 iv) prevention of & control of spread of disease	
	9.1 v) monitoring and ensuring health and welfare of animals	
	9.1 vi) death of escape of animal	
15.8	10.1 & 10.2 Written Emergency Plan – see attached guidance	
15.9	16.3 SOP where child under 16 resides at home	
15.10	18.2 Preventive Healthcare Plan	
N.B. Records that will be examined by the Inspecting Officer are also outlined in the attached guidance.		

16	Additional Information	
	Please attach the following Information	
16.1	A plan of the premises	
16.2	Insurance policy (minimum £5million)	
16.6	Qualifications	
16.7	Training records	

17	Declaration	
17.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
17.2	<p>I am aware of the provisions of the relevant Act, Regulations and Statutory Guidance. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.</p> <p>I understand that a person authorised by the Council will inspect the premises before a licence is issued.</p> <p>I understand that a person authorised by the council may inspect the premises either by appointment or unannounced at any reasonable time.</p> <p>I understand that a person authorised by the council may take photographs or video footage whilst carrying out inspections or visits to the premises.</p> <p>I am aware that a fee is payable for this licence application.</p> <p>I accept that all veterinary fees incurred by the authority in respect to the licence application will be recoverable at cost.</p>	

	<p>I accept that in the event of my application being refused I withdrawn it, I will not be refunded the application fee or any part thereof under any circumstances.</p> <p>I apply under the above legislation to carry on the activity of Animal Boarding at the above premises.</p> <p>I accept that on occasion the council has to provide information to third parties in response to requests made under the Environmental Information Regulations 2004, Data Protection Act 1998 and Freedom of Information Acts.</p>	
17.3	Ticking this box indicates you have read and understood the above declaration	
17.4	Signature	
17.5	Full Name	
17.6	Capacity/Position of Signatory	
17.7	Date	