

**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 in the form.  
If you have nothing to record, please state "Not applicable" or "None"

<b>APPLICANT INFORMATION</b>
Full Name:
Address:
Post Code:
Contact Number:
Email Address:

<b>REGISTERED BUSINESS INFORMATION (if applicable)</b>
Business Name:
Address of Head Office:
Post Code:
Contact Number:
Company Registration Number:

<b>1a</b>	<b>Type of Application</b>					
1.1	Commercial Boarding		Home Boarding		Day Care	
1.2	Type of Application			New		Renewal
1.3	Existing licence number (if applicable)					
<b>1b</b>	<b>Animals to be accommodated</b>					
1.4	Cats	<b>Yes/No</b>	Maximum number			
1.5	Dogs	<b>Yes/No</b>	Maximum number			
<b>1c</b>	<b>Further information about the applicant</b>					
2.6	Date of birth					

<b>2</b>	<b>Premises to be licensed</b>	
2.1	Name of premises/trading name	
2.2	Address of premises	
2.3	Telephone number of premises	
2.4	Email address	
2.5	Do you have planning permission for this business use.	<b>Yes/No</b>

<b>3</b>	<b>Accommodation and facilities</b>	
3.1	Details of the quarters used to accommodate animals, including number, size and type of construction	
3.2.	Exercise facilities and arrangements	
3.3	Heating arrangements:	
3.4	Method of ventilation of premises	
3.5	Lighting arrangements (natural & artificial)	
3.6	Water supply	
3.7	Facilities for food storage & preparation	
3.8	Arrangements for disposal of excreta, bedding and other waste material	
3.9	Isolation facilities for the control of infectious diseases	
3.10	Fire precautions/equipment and arrangements in the case of fire	
3.11	Do you keep and maintain a register of animals?	<b>Yes/No</b>
3.12	How do you propose to minimise disturbance from noise?	

<b>4</b>	<b>Veterinary surgeon</b>	
4.1	Name of usual veterinary surgeon	
4.2	Company name	
4.3	Address	
4.4	Telephone number	
4.5	Email address	

<b>5a</b>	<b>Emergency key holder</b>		
5.1	Do you have an emergency key holder?	<b>Yes/No</b>	<b>If no, go to 6.1</b>
5.2	Name		
5.3	Position/job title		
5.4	Address		
5.5	Daytime telephone number		
5.6	Evening/other telephone number		
5.7	Email address		
5.8	Add another person?	<b>Yes/No</b>	<b>If no, go to 6.1</b>
<b>5b</b>	<b>Emergency key holder 2</b>		
5.9	Name		
5.10	Position/job title		
5.11	Address		
5.12	Daytime telephone number		

5.13	Evening/other telephone number	
5.14	Email address	

<b>6</b>	<b>Public liability insurance</b>	
6.1	Do you have public liability insurance?	<b>Yes/No</b>
6.2	Please provide details of the policy	<b>If no, go to 6.7</b>
6.3	Insurance company	
6.4	Policy number	
6.5	Period of cover	
6.6	Amount of cover (£)	
6.7	Please state what steps you are taking to obtain such insurance	

<b>7</b>	<b>Disqualifications and convictions</b>	
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:	
7.1	Keeping a pet shop?	<b>Yes/No</b>
7.2	Keeping a dog?	<b>Yes/No</b>
7.3	Keeping an animal boarding establishment?	<b>Yes/No</b>
7.4	Keeping a riding establishment?	<b>Yes/No</b>
7.5	Having custody of animals?	<b>Yes/No</b>
7.6	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?	<b>Yes/No</b>
7.7	Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	<b>Yes/No</b>
7.8	If yes to any of these questions, please provide details,	

<b>8</b>	<b>Additional details</b>	
	Please check local guidance notes and conditions for any additional information which may be required	
8.1	Additional information which is required or may be relevant to the application	

**GENERAL INFORMATION (please read in full):**

Renewal of the licence should be applied for in good time (at least 2 months prior to expiry of your current licence). Failure to renew in advance as suggested may lead to the delay of your application and will affect your ability to operate as a licensed boarding establishment until your application is determined.

**It is an offence to operate a licensable animal activity if you are not in possession of a valid licence.**

**DECLARATION - please sign after reading the following:**

This authority is obliged to protect the public funds that it administers & therefore may use the information provided for the purposes of prevention & detection of crime. This information may also be shared with other bodies responsible for auditing or administering public funds for these purposes. In so far as required such processing will be done in accordance with the Data Protection Act 2018.

**Data Protection Privacy Notice**

The personal information you supply to Blaby District Council in this form will be processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (when in force). We may share this information with other council departments, local authorities, government departments or law enforcement organisations to improve service delivery or for the prevention or detection of crime and fraud where the law allows this. Further information on how we handle your personal information can be found on the [Data Protection Notice web page](#).

The Council has a statutory duty to produce a public register of the current licences held. This register will be available for inspection at the Council Offices, it will also be published on the Council’s website and hard copies will be disclosed to the public if requested. The register will contain your name, licence number and date of expiry of your licence.

1. I declare that the answers given in this application are true and correct to the best of my knowledge.
2. I have also read and understood the Data Protection Privacy notice above and give the Blaby District Council permission to share my data with other organisations necessary to process my application.
3. I understand that any licence issued will be subject to the provisions of
  - (a) the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018;
  - (b) any other relevant laws or regulations which come into force
4. I accept that the **licence issued to me remains the property of the Council** and that I shall be responsible for replacement of the licence if it becomes lost or damaged.
5. I/We hereby declare that I am/we are not at the present time disqualified under the following Legislation

Pet Animals Act 1951

Animal Boarding Establishments Act 1963

Riding Establishments Acts 1964 and 1970

Breeding of Dogs Act 1973

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

**Name:** .....

**Signature:** .....

**Date:**            /            /