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

Application/Renewal 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"

Premises to be licensed

1	**Premises to be licensed**	
1.1	Name of premises/trading name	
1.2	Address of premises	
1.3	Telephone number of premises	
1.4	Email address	
1.5	Do you have planning permission for this business use.	**Yes/No**

Standard applicant profile section

1	**Agent**					
1.1	Are you an agent acting on behalf of the applicant	Yes		No		**If no, go to 2**
1b	**Further information about the Agent**					
1.2	Name					
1.3	Address					
1.4	Email					
1.5	Main telephone number					
1.6	Other telephone number					

2	**Applicant details**
2.1	Name
2.2	Address
2.3	Email
2.4	Main telephone number
2.5	Other telephone number

3a	**Applicant Business**					
3.1	Is your company registered with companies house	Yes		No		**If no, go to 3.3**
3.2	Registration Number					
3.3	Is your business registered outside the UK					
3.4	VAT Number					
3.5	Legal status of the business ie Sole Trader, Limited Company					

3a	Applicant Business	
3.6	Your position in the business	
3.7	The country where your head office is located.	
3b	**Business Address – This should be your official address – The address required of you by law to receive all communication**	
3.8	Building name or number	
3.9	Street	
3.10	District	
3.11	City or Town	
3.12	County	
3.13	Post Code	

Application Details Section

1a	Type of Application. Please tick all that apply							
1.1	Commercial Boarding		Home Boarding		Day Care		Arranging for the provision of boarding dogs	
1.2	Type of Application		New		Renewal			
1.3	Existing licence number (if applicable)							
1b	**Animals to be accommodated**							
1.4	Cats (Commercial Boarding only)		**Yes/No**		Maximum number			
1.5	Dogs		**Yes/No**		Maximum number			

2	Accommodation and facilities
	If a renewal and there are no changes go to the next section
2.1	Details of the quarters used to accommodate animals, including number, size and type of construction **(for commercial boarders)**
2.2	**Home boarders only** – number of rooms used for boarding.
2.3.	Exercise facilities and arrangements
2.4	Heating arrangements:
2.5	Method of ventilation of premises
2.6	Lighting arrangements (natural & artificial)
2.7	Water supply
2.8	Facilities for food storage & preparation
2.9	Arrangements for disposal of excreta, bedding and other waste material
2.10	Isolation facilities for the control of infectious diseases
2.11	Fire precautions/equipment and arrangements in the case of fire
2.12	Do you keep and maintain a register of animals? **Yes/No**

2	Accommodation and facilities	
	If a renewal and there are no changes go to the next section	
2.13	How do you propose to minimise disturbance from noise?	

3	Veterinary surgeon	
3.1	Name of usual veterinary surgeon	
3..2	Company name	
3.3	Address	
3.4	Telephone number	
3.5	Email address	

4a	Emergency key holder		
4.1	Do you have an emergency key holder?	**Yes/No**	**If no, go to 5**
4.2	Name		
4.3	Position/job title		
4.4	Address		
4.5	Daytime telephone number		
4.6	Evening/other telephone number		
4.7	Email address		
4.8	Add another person?	**Yes/No**	**If no, go to 5**
4b	**Emergency key holder 2**		
4.9	Name		
4.10	Position/job title		
4.11	Address		
4.12	Daytime telephone number		
4.13	Evening/other telephone number		
4.14	Email address		

5	Public liability insurance		
5.1	Do you have public liability insurance?	**Yes/No**	**If no, go to 5.7**
5.2	Please provide details of the policy		
5.3	Insurance company		
5.4	Policy number		
5.5	Period of cover		
5.6	Amount of cover (£)		
5.7	Please state what steps you are taking to obtain such insurance		

6	Management of the Establishment		
6.1	Do you hold any relevant formal qualifications	**Yes/No**	**If no, go to 6.3**

6.2	Please list relevant qualifications.		
6.3	Do you employee any staff	**Yes/No**	**If no, go to 7**
6.4	How many staff do you employee		
6.5	What training qualifications do they hold?		

7	**Disqualifications and convictions**	
	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?	**Yes/No**
7.2	Keeping a dog?	**Yes/No**
7.3	Keeping an animal boarding establishment?	**Yes/No**
7.4	Keeping a riding establishment?	**Yes/No**
7.5	Having custody of animals?	**Yes/No**
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?	**Yes/No**
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?	**Yes/No**
7.8	If yes to any of these questions, please provide details,	

8	**Additional details**	
	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	

Declaration Section

1	**Model Licence Conditions & Guidance**	
	All applicants to tick that they have read the applicable model licence conditions & guidance	
1.1	Dog Boarding - Kennels	
1.2	Cat Boarding - Catteries	
1.3	Home Boarding for Dogs	
1.4	Dog Day Care	

2	**Additional Information**	
	Please attach the following Information	
2.1	A plan of the premises	
2.2	Public Liability Insurance policy	
2.3	Qualifications	

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	Signing this box indicates you have read and understood the above declaration	
3.4	Full Name	
3.5	Capacity	
3.6	Date	

Fees

1	**Payment of Fee**	
1.1	You are able to pay the fee for this licence by cheque posted to our office or by credit/debit card over the telephone or via BACS payment. We cannot proceed with a licence until the payment has been received. A list of up to date fees is available on our website. To pay by BACS:- • For premises within Babergh District Council use Sort Code 30-98-31, Account number 01217452 • For premises within Mid Suffolk DC use Sort Code 30-99-85, Account Number 00708795 **Please quote your licence number and codes A93155, 4101 and LC02**	
1.2	Payment by telephone call 0300 1234 000 and select Option 7 (All other enquiries), please have your credit/debit card details ready. • For all premises **please quote your licence number and codes A93155, 4101 and LC02** • You will be given a payment reference number. • You must write that number on this form in the space below at question 1.6.	
1.3	Payment by cheque • For premises within Babergh District Council please make your cheque payable to Babergh District Council • For premises within Mid Suffolk District Council please make your cheque payable to Mid Suffolk District Council	
1.4	You can now pay via our website using the following link https://www.babergh.gov.uk/business/licensing/boarding-for-cats-and-dogs/	
1.5	Please complete one of the boxes below	
1.6	I have paid by telephone	Insert reference number and amount paid
1.7	I enclose a cheque for	
1.8	I have paid online	Payment Reference No:

Completed Application Forms

1	**Completed Application Forms**
1.1	Completed application forms and the relevant documentation asked for in this application can be emailed to foodsafety@baberghmidsuffolk.gov.uk or sent by post to Babergh and Mid Suffolk District Councils, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX

Public Register

We publish a register of our animal licences on our website. This information includes the type of licence and the licenced address.

Data Protection

Babergh District Council and Mid Suffolk District Council (BMSDC) will be Data Controller of the information you are providing. That means BMSDC will be responsible for looking after it as required

by the Data Protection Act 2018. They will only use the information for the purpose explained on a form. As required by the Data Protection Act 2018 the information will be kept safe, secure, processed and only shared for those purposes or where it is allowed by law. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website page How we use your information, or call customer services on 0300 1234000 and ask to speak to the Data Protection Officer.