

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

Application for a licence to carry on the activity of providing boarding for cats and or dogs

1	Reference number	
1.1	System reference 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, i.e. the address required of you by law to receive all communication				

4	Applicant business	
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	Postcode	
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					
5.1	Commercial Boarding (Kennels / Cattery)		Home Boarding		Dog Day Care	
5.2	Type of application	New		Renewal		
5.3	Existing licence number					
5a	Animals to be accommodated					
5.4	Cats	Yes/No	Maximum number			
5.5	Dogs	Yes/No	Maximum number			
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 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	
7.10	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 keyholder		
9.1	Do you have an emergency keyholder?	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 keyholder?	Yes/No	If 'yes', please include details in the Additional Information section at 12.1

9b	Emergency keyholder		
9.1	Do you have an emergency keyholder?	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 keyholder?	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		
10.2	Insurance company		
10.3	Policy number		
10.4	Period of cover		
10.5	Amount of cover (£5 million 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 Disqualifications and convictions			
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 Any other legislation listed in Schedule 8 of the LAIA Regulations 2018?	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			
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 at the time of making the application		
13.2	Confirm date payment of fee made and how made e.g. online. Include reference number.		

14 Statutory guidance			
All applicants to tick that they have read the applicable statutory guidance and conditions			
14.1	Selling Animals as Pets		
14.2	Boarding for Cats		
14.3	Boarding in Kennels for Dogs		
14.4	Day Care for Dogs		
14.5	Home Boarding for Dogs		
14.6	Keeping or Training Animals for Exhibition		
14.7	Hiring Out Horses		
14.8	Breeding Dogs		

15 Additional information			
Please attach the following Information - ALL INFORMATION IS REQUIRED			
15.1	A Basic DBS (Dated within 3 months of the application date)		
15.2	Right to Work (Passport, Birth Certificate, ID Card or Home Office Document)		
15.3	Proof of Planning Permission (including GBC Reference number)		

15	Additional information	
15.4	A plan of the premises	
15.5	Insurance policy (minimum £5million)	
15.6	Standard operating procedures	
15.7	Emergency response plan	
15.8	Infection control procedure	
15.9	Qualifications	
15.10	Training records	
15.11	Other documents may be required specific to the type of activity	

16	Declaration	
16.1	This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant.	
16.2	<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. 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 or I withdraw 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>	
16.3	Signing this box indicates you have read and understood the above declaration	
16.4	Full name	
16.5	Capacity	
16.6	Date	

The information you provide on this form will be used by Guildford Borough Council for licensing purposes. We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to.

We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of. If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below. If you believe we are processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>). Further details are available on our website – <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey, GU2 4BB (email: foi@guildford.gov.uk).