

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**

Standard applicant profile section 1

Complete this section if you are an agent acting on behalf of a client

Our question	Your answer
Agent name	
Agent address	
Agent email	
Agent main telephone	
Other telephone	

Applicant details	Your answer
Name	
Date of birth	
Address	
Email	
Main telephone	
Other telephone	
Are you applying as	

Business details	Your answer
Companies house registration number	
Is your business registered outside of the UK	
VAT number	
Legal status of the business	
Your position in the business	
Country where your business is registered	

Business address	
Companies house registration number	
Building name or number	
Street	
District	
City or Town	
County or administrative area	
Post Code	
Country	

Type of application	Your answer
Commercial boarding	
Home Boarding	
Day care	

Our question	Your answer
Type of application	
Existing licence number	

Animals to be accommodated	Your answer
Maximum number of cats	
Maximum number of dogs	
Number of resident dog(s) (if home boarding)	

Premises to be licenced	Your answer
Name	
Address	
Email	
Telephone	
Do you have planning permission for this business use?	

Accommodation and facilities	Your answer
Details of the quarters used to accommodate animals, including number, size and type of construction	
Exercise facilities and arrangements	
Heating arrangements:	
Method of ventilation of premises	
Lighting arrangements (natural & artificial)	
Water supply	
Facilities for food and storage	
Arrangements for disposal of excreta, bedding and other waste material	
Isolation facilities for the control of infectious diseases	
Fire precautions/equipment and arrangements in the case of fire	
Do you keep and maintain a register of animals?	
How do you propose to minimise disturbance from noise?	

Veterinary surgeon	Your answer
Name of usual vet surgeon	
Company name	
Address	
Email	
Telephone	

Emergency keyholder	Your answer
Name	
Position/job title	
Address	
Email	
Daytime Telephone number	
Evening/other Telephone number	

Additional emergency keyholder	Your answer
Name	
Position/job title	
Address	
Email	
Daytime Telephone number	
Evening/other Telephone number	

Public Liability Insurance	Your answer
Do you have public liability insurance	
Policy details	
Insurance company	
Policy number	
Period of cover	
Amount of cover (£5 Million required)	
Steps taken to obtain insurance	

Disqualifications and convictions

Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from

Question	Your answer
Keeping a pet shop	
Keeping a Dog	
Keeping an animal boarding establishment	
Keeping a riding establishment	
Having custody of animals	

Has the applicant, or any person who will have control or management of the establishment, been disqualified, or convicted of any offences under the:

Question	Your answer
Animal Welfare Act 2006	
Dangerous Dogs Act 1991	
Any other legislation listed in Schedule 8 of the LAIA Regulations 2018	
Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked, or cancelled?	
If yes to any of these questions, please provide details	

Please check local guidance notes and conditions for any additional information which may be required

Question	Your answer
Additional information which is required or may be relevant to the application	

Payment

Payment must be made at the time of making the application

Question	Your answer
Confirm date payment of Part A fee made	

Statutory guidance

All applicants to confirm that they have read the applicable statutory guidance and conditions

Question	Your answer
Animal Welfare Act 2006	
The Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018	
Statutory Guidance Boarding for Cats	
Statutory Guidance Boarding in Kennels for Dogs	
Statutory Guidance Day Care for Dogs	
Statutory Guidance Home Boarding for Dogs	
Statutory Guidance Defra Code of Practice For The Welfare Of Dogs	

Additional Information

Please confirm the following Information is attached

Question	Your answer
A plan of the premises	
Insurance policy (minimum £5million)	
Standard Operating Procedures <ul style="list-style-type: none">• Feeding regime• Cleaning regime• Transport regime• Monitoring and ensuring health and welfare of animals• Procedure for death of animal• Procedure for escape of animal	
Emergency Response Plan (including procedure for care of animals if premises uninhabitable).	
Prevention and control of spread of disease procedure	
Qualifications	
Training Records	
Other documents may be required specific to the type of activity	
Written permission from landlord if you are not owner of property	

Declaration

This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.

Declaration statements

- 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.
- 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.
- I understand that a person authorised by the council may take photographs or video footage whilst carrying out inspections or visits to the premises.
- I am aware that a fee is payable for this licence application.
- I accept that all veterinary fees incurred by the authority in respect to the licence application will be recoverable at cost.
- 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.
- Any inactivity on an application for more than six months will deem the application void and a new application is to be made
- I apply under the above legislation for a licence to carry on the activity of providing boarding for cats and or dogs at the above permissions.
- 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.

Declaration	Your answer
Confirming you have read and understood the above declaration	
Full Name	
Capacity/Position of Signatory	
Date	

Send your completed form to animal.licensing@tmhc.gov.uk