

APPLICATION FOR A BOARDING ESTABLISHMENT



THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) REGULATIONS 2018

Please complete all the questions in the form.

If you have nothing to record, please state "Not applicable" or "None"

Please use additional sheets as necessary

1 Reference Information	
1.1	Premises Reference Number (if known)
1.2	Your Reference (if known)

2a Agent						
2.1	Are you an agent acting on behalf of the applicant	Yes		No		If no, go to 3.1
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	First Name				
	Family Name (Surname)				
3.2	Address				
3.3	Date of Birth of Applicant (s)				
3.4	Email				
3.5	Main Telephone Number				
3.6	Other telephone Number				
3.7	Are you applying as a business or organisation, including a sole trader	Yes		No	
3.8	Are you applying as an individual	Yes		No	

4a	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	County					

5a	Type of Application					
5.1	Commercial Boarding Cats	Commercial Boarding Dogs	Day Care	Home Boarding	Delete as necessary	
5.2	Type of Application		New		Renewal	
5.3	Existing licence number (if applicable)					
5b	Animals to be accommodated					
1.4	Cats	Yes/No	Maximum number			
1.5	Dogs	Yes/No	Maximum number			

6	Accommodation and facilities		
6.1	Details of the quarters used to accommodate animals, including number, size and type of construction		
6.2	Exercise facilities and arrangements		
6.3	Heating arrangements:		
6.4	Method of ventilation of premises		
6.5	Lighting arrangements (natural & artificial)		
6.6	Water supply		

6.7	Facilities for food storage & preparation		
6.8	Arrangements for disposal of excreta, bedding and other waste material		
6.9	Isolation facilities for the control of infectious diseases		
6.10	Fire precautions/equipment and arrangements in the case of fire		
6.11	Do you keep and maintain a register of animals?	Yes/No	
6.12	How do you propose to minimise disturbance from noise?		

7	Veterinary surgeon		
7.1	Name of usual veterinary surgeon		
7.2	Company name		
7.3	Address		
7.4	Telephone number		
7.5	Email address		

8	Emergency key holder		
8.1	Do you have an emergency key holder?	Yes / No	If no, go to 9.1
8.2	Name		
8.3	Position/job title		
8.4	Address		
8.5	Daytime telephone number		
8.6	Evening/other telephone number		
8.7	Email address		
8.8	Add another person?	Yes / No	If yes, 8.2 to 8.8 will be repeated please use an additional sheet

9	Public liability insurance		
9.1	Do you have public liability insurance?	Yes / No	If no, go to question 9.6
	If yes, please provide details of the policy		
9.2	Insurance company		
9.3	Policy number		
9.4	Period of cover		
9.5	Amount of cover (£m)		
9.6	Please state what steps you are taking to obtain such insurance		

10	Disqualifications and convictions		
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:		

10.1	Keeping a pet shop?	Yes/No		
10.2	Keeping a dog?	Yes / No		
10.3	Keeping an animal boarding establishment?	Yes/No		
10.4	Keeping a riding establishment?	Yes/No		
10.5	Having custody of animals?	Yes/No		
10.6	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		
10.7	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		
10.8	If yes to any of these questions, please provide details,			

11	Accreditation			
11.1	Is your business certified by a UKAS accredited Body?	Yes/No		
11.2	Please provide details of the accreditation including date when the accreditation commenced, standard achieved and last inspection date			

12	Business marketing			
12.1	Do you advertise your business?	Yes/No		
12.2	Please provide details where you advertise your business activities, e.g. website, websites used. Apps used, newspapers, publication advertising			

13	Additional Information			
	Please attach the following Information			
13.1	A plan of the premises			
13.2	Insurance policy			
13.3	Operating procedures			
13.4	Risk Assessments (including Fire)			
13.5	Infection control procedure			
13.6	Qualifications			
13.7	Training records			

14	Additional details			
	Please check local guidance notes and conditions for any additional information which may be required			
14.1	Additional information, which is required or may be relevant to the application. Please use additional sheets as necessary.			

15	Model Licence Conditions & Guidance	
	All applicants to tick that they have read the applicable model licence conditions & guidance	
15.1	Animal Boarding	

16	Standard declaration and signature section	
16.1	The applicant must complete this section. If you are an agent, please ensure the applicant completes this section.	
16.2	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.	
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 completed application form, associated documents and plans should be sent to:

Licensing Office

Plymouth City Council

Windsor House

Plymouth,

PL6 5UF

T: 01752 - 304141

E: licensing@plymouth.gov.uk