

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

Application for a licence to carry on the activity of providing or arranging 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"

1	Section 1 – Applicant Profile Section	
1.1	Reference for office use only	
1.2	Your reference	

2	Agent	
2.1	Are you an agent acting on behalf of the applicant	Yes <input type="checkbox"/> No <input type="checkbox"/> If no go to 3 <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
3.7	Applying as an individual	Yes <input type="checkbox"/> No <input type="checkbox"/>

4	Applicant Business	
4.1	Is your company registered with companies house	Yes <input type="checkbox"/> No <input type="checkbox"/> If no go to 4.3 <input type="checkbox"/>
4.2	Registration Number	

4	Applicant Business		
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	Country		

5	Type of Application				
5.1	Commercial Boarding		Home Boarding		Day Care
5.2	Type of Application	New		Renewal	
5.3	Existing licence number				
5a	Animals to be accommodated				
	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	Accommodation and facilities			
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			

9	Emergency key holder			
9.1	Do you have an emergency key holder?	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	Add another person?	Yes / No	If yes, 9.2 to 9.8 will be repeated	

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 (£m)		
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	
11.6	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	
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		

13	Payment		
13.1	Payment must be made at the time of making the application		
13.2	Follow the instructions at the Animal Licensing page: at www.leicester.gov.uk		

14	Model Licence Conditions & Guidance		
	All applicants to tick that they have read the applicable model licence conditions & guidance		
14.1	Pet Vending		
14.2	Animal Boarding		
14.3	Performing Animals		
14.4	Riding Establishments		
14.5	The Breeding and Sale of Dogs		

15	Additional Information		
	Please attach the following Information with the printed application form		
15.1	A plan of the premises		
15.2	Insurance policy		
15.3	Operating procedures		
15.4	Risk Assessments (including Fire)		
15.5	Infection control procedure		
15.6	Qualifications		

15	Additional Information	
15.7	Training records	

16	Declaration	
	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
16.1	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.	
16.2	Ticking this box indicates you have read and understood the above declaration	
16.3	Full Name	
16.4	Capacity	
16.5	Date	

NOTE

Any personal data that you provide will be processed in accordance with current data protection laws. It will be used by Leicester City Council and our partners to deliver and improve services and fulfil our legal duties. We will not disclose any personal information to anyone else unless required or allowed to do so by law. Read more about how we use personal data in our Privacy Notice on our website at www.leicester.gov.uk