

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

**Application 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"

**Section 1 Standard applicant profile**

|          |                                    |  |
|----------|------------------------------------|--|
| <b>1</b> | <b>Reference number</b>            |  |
| 1.1      | System reference Number (if known) |  |
| 1.2      | Your reference (if known)          |  |

Please complete all the questions in the form.  
If you have nothing to record, please state "Not applicable" or "None"

|           |  |     |  |    |                  |
|-----------|--|-----|--|----|------------------|
| <b>2a</b> | <b>Agent</b>                                       |     |  |    |                  |
| 2.1       | Are you an agent acting on behalf of the applicant | Yes |  | No | If no, go to 3.1 |
| <b>2b</b> | <b>Further information about the Agent</b>         |     |  |    |                  |
| 2.2       | Name   |     |  |    |                  |
| 2.3       | Address  |     |  |    |                  |
| 2.4       | Email  |     |  |    |                  |
| 2.5       | Main telephone number                              |     |  |    |                  |
| 2.6       | Other telephone number                             |     |  |    |                  |

|          |   |     |  |    |  |
|----------|---|-----|--|----|--|
| <b>3</b> | <b>Applicant details</b>  |     |  |    |  |
| 3.1      | Name  |     |  |    |  |
| 3.2      | Address   |     |  |    |  |
| 3.3      | Email   |     |  |    |  |
| 3.4      | Main telephone number   |     |  |    |  |
| 3.5      | Other telephone number  |     |  |    |  |
| 3.6      | Are you applying as a business or organisation, including a sole trader | Yes |  | No |  |
| 3.7      | Are you applying as an individual                                       | Yes |  | No |  |

|           |   |     |  |    |                  |
|-----------|---|-----|--|----|------------------|
| <b>4a</b> | <b>Applicant Business</b>                       |     |  |    |                  |
| 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                                      |     |  |    |                  |

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| <b>4a</b> | <b>Applicant Business</b>  |  |
| 4.5       | Legal status of the business   |  |
| 4.6       | Your position in the business  |  |
| 4.7       | The country where your head office is located.   |  |
| <b>4b</b> | <b>Business Address – This should be your official address – The address required of you by law to receive all communication</b> |  |
| 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  |  |

## Section 2 Provide or arrange for the provision of boarding for cats or dogs

|           |  |               |               |                |          |         |  |
|-----------|--|---------------|---------------|----------------|----------|---------|--|
| <b>5a</b> | <b>Type of Application</b>                     |               |               |                |          |         |  |
| 5.1       | Commercial Boarding                            |               | Home Boarding |                | Day Care |         |  |
| 5.2       | Type of Application                            |               |               | New            |          | Renewal |  |
| 5.3       | Existing licence number (if applicable)        |               |               |                |          |         |  |
| <b>5b</b> | <b>Animals to be accommodated</b>              |               |               |                |          |         |  |
| 5.4       | Cats   | <b>Yes/No</b> |               | Maximum number |          |         |  |
| 5.5       | Dogs   | <b>Yes/No</b> |               | Maximum number |          |         |  |
| <b>5c</b> | <b>Further information about the applicant</b> |               |               |                |          |         |  |
| 5.6       | Date of birth                                  |               |               |                |          |         |  |

|          |  |               |
|----------|--|---------------|
| <b>6</b> | <b>Premises to be licensed</b>                         |               |
| 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? | <b>Yes/No</b> |

|          |  |  |
|----------|--|--|
| <b>7</b> | <b>Accommodation and facilities</b>  |  |
| 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  |  |

|          |   |               |
|----------|---|---------------|
| <b>7</b> | <b>Accommodation and facilities</b>                             |               |
| 7.10     | Fire precautions/equipment and arrangements in the case of fire |               |
| 7.11     | Do you keep and maintain a register of animals?                 | <b>Yes/No</b> |
| 7.12     | How do you propose to minimise disturbance from noise?          |               |

|          |                                  |  |
|----------|----------------------------------|--|
| <b>8</b> | <b>Veterinary surgeon</b>        |  |
| 8.1      | Name of usual veterinary surgeon |  |
| 8.2      | Company name                     |  |
| 8.3      | Address                          |  |
| 8.4      | Telephone number                 |  |
| 8.5      | Email address                    |  |

|           |                                      |  |
|-----------|--------------------------------------|--|
| <b>9a</b> | <b>Emergency key holder</b>          |  |
| 9.1       | Do you have an emergency key holder? | <b>Yes/No</b> <b>If no, go to 10.1</b> |
| 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?                  | <b>Yes/No</b> <b>If no, go to 10.1</b> |
| <b>9b</b> | <b>Emergency key holder 2</b>        |  |
| 9.9       | Name                                 |  |
| 9.10      | Position/job title                   |  |
| 9.11      | Address                              |  |
| 9.12      | Daytime telephone number             |  |
| 9.13      | Evening/other telephone number       |  |
| 9.14      | Email address                        |  |

|           |   |  |
|-----------|---|--|
| <b>10</b> | <b>Public liability insurance</b>                               |  |
| 10.1      | Do you have public liability insurance?                         | <b>Yes/No</b> <b>If no, go to 10.7</b> |
| 10.2      | Please provide details of the policy                            |  |
| 10.3      | Insurance company   |  |
| 10.4      | Policy number   |  |
| 10.5      | Period of cover   |  |
| 10.6      | Amount of cover (£)   |  |
| 10.7      | Please state what steps you are taking to obtain such insurance |  |

|           |   |               |
|-----------|---|---------------|
| <b>11</b> | <b>Disqualifications and convictions</b>  |               |
|           | 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?   | <b>Yes/No</b> |
| 11.2      | Keeping a dog?  | <b>Yes/No</b> |
| 11.3      | Keeping an animal boarding establishment?   | <b>Yes/No</b> |
| 11.4      | Keeping a riding establishment?   | <b>Yes/No</b> |
| 11.5      | Having custody of animals?  | <b>Yes/No</b> |

|           |  |        |
|-----------|--|--------|
| <b>11</b> | <b>Disqualifications and convictions</b>   |        |
| 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,  |        |

|           |   |  |
|-----------|---|--|
| <b>12</b> | <b>Additional details</b>   |  |
|           | 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                        |  |

### Section 3 Declarations

|           |   |  |
|-----------|---|--|
| <b>13</b> | <b>Model Licence Conditions &amp; Guidance</b>  |  |
|           | All applicants to tick that they have read the applicable model licence conditions & guidance |  |
| 13.1      | Animal Boarding   |  |

|           |   |  |
|-----------|---|--|
| <b>14</b> | <b>Additional Information</b>           |  |
|           | Please attach the following Information |  |
| 14.1      | A plan of the premises                  |  |
| 14.2      | Insurance policy                        |  |
| 14.3      | Operating procedures                    |  |
| 14.4      | Risk Assessments (including Fire)       |  |
| 14.5      | Infection control procedure             |  |
| 14.6      | Qualifications                          |  |
| 14.7      | Training records                        |  |

|           |   |  |
|-----------|---|--|
| <b>15</b> | <b>Declaration</b>  |  |
| 15.1      | This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.  |  |
| 15.2      | 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. |  |
| 15.3      | Signing this box indicates you have read and understood the above declaration   |  |
| 15.4      | Full Name   |  |
| 15.5      | Capacity  |  |
| 15.6      | Date  |  |

## **DATA PROTECTION STATEMENT**

The Council will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in a public register. The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. The Council may check information you have provided, or information about you that another person has provided, with other information we hold. The Council may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information,
- Prevent or detect crime, or
- Protect public funds.

Braintree District Council is the data controller. Further information about your Data Protection rights in line with the provisions of the General Data Protection Regulations and Data Protection Act 2018, for example how the Council will use your information, how we maintain the security of your information, your rights to access the information we hold on you, including correcting or removing your information, how to contact the Data Protection Officer, how long your information is held or how we process your personal information can be found at: [www.braintree.gov.uk/ Privacy](http://www.braintree.gov.uk/Privacy). The Data Protection Officer can be contacted at [dpo@braintree.gov.uk](mailto:dpo@braintree.gov.uk) or on 01376 552525.