

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"

1		Reference number
1.1	System 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	<input type="checkbox"/>	No	<input type="checkbox"/>	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	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	<input type="checkbox"/>	No	<input type="checkbox"/>	
3.7	Are you applying as an individual	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

4a		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
4.2	Registration Number					

4a	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	

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

7	Premises to be licensed	
7.1	Name of premises/trading name	
7.2	Address of premises	
7.3	Telephone number of premises	
7.4	Email address	
7.5	Do you have planning permission for this business use.	Yes/No

8	Accommodation and facilities	
8.1	Details of the quarters used to accommodate animals, including number, size and type of construction	
8.2.	Exercise facilities and arrangements	
8.3	Heating arrangements:	
8.4	Method of ventilation of premises	
8.5	Lighting arrangements (natural & artificial)	
8.6	Water supply	

8 Accommodation and facilities	
8.7	Facilities for food storage & preparation
8.8	Arrangements for disposal of excreta, bedding and other waste material
8.9	Isolation facilities for the control of infectious diseases
8.10	Fire precautions/equipment and arrangements in the case of fire
8.11	Do you keep and maintain a register of animals?
8.12	How do you propose to minimise disturbance from noise?

9 Veterinary surgeon	
9.1	Name of usual veterinary surgeon
9.2	Company name
9.3	Address
4.4	Telephone number
4.5	Email address

10a Emergency key holder			
10.1	Do you have an emergency key holder?	Yes/No	If no, go to 11.1
10.2	Name		
10.3	Position/job title		
10.4	Address		
10.5	Daytime telephone number		
10.6	Evening/other telephone number		
10.7	Email address		
10.8	Add another person?	Yes/No	If no, go to 11.1
10b Emergency key holder 2			
10.9	Name		
10.10	Position/job title		
10.11	Address		
10.12	Daytime telephone number		
10.13	Evening/other telephone number		
10.14	Email address		

11 Public liability insurance			
11.1	Do you have public liability insurance?	Yes/No	If no, go to 11.7
11.2	Please provide details of the policy		
11.3	Insurance company		

11.4	Policy number	
11.5	Period of cover	
11.6	Amount of cover (£)	
11.7	Please state what steps you are taking to obtain such insurance	

12	Disqualifications and convictions	
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:	
12.1	Keeping a pet shop?	Yes/No
12.2	Keeping a dog?	Yes/No
12.3	Keeping an animal boarding establishment?	Yes/No
12.4	Keeping a riding establishment?	Yes/No
12.5	Having custody of animals?	Yes/No
12.6	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
12.7	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
12.8	If yes to any of these questions, please provide details,	

13	Additional details	
	Please check local guidance notes and conditions for any additional information which may be required	
13.1	Additional information which is required or may be relevant to the application	

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	
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	
15.7	Training records	

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	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	

Please return the completed application form and your payment to:

Licensing Department,
North West Leicestershire District Council,
Council Offices,
Whitwick Road,
Coalville,
Leicestershire,
LE67 3FJ.

Or email to Licensing@nwleicestershire.gov.uk

For any enquiries please telephone 01530 454545