

**Animal Welfare Licensing of Activities Involving Animals) (England) Regulation 2018**

**NEW APPLICATION FOR AN ANIMAL ACTIVITY LICENCE**

**Activity: Boarding of Cats, Boarding of Dogs in Kennels, Home Boarding Dogs, Day Care of Dogs**

**For sole traders/individuals complete section A, for partnerships, companies, etc. complete section B.  
All applicants must complete sections C to J.**

<b>A DETAILS OF INDIVIDUAL APPLICANTS</b>	
First Name(s):	
Surname:	Title:
Postal Address:	
Post Code:	
Phone (Home):	Phone (Mobile):
Email address:	
Date of Birth:	National Insurance No.

<b>B COMPANY OR OTHER APPLICANT DETAILS</b>	
Individual to be named on Licence	
Position in company	
Type of business (e.g. Limited Company, Partnership, etc)	
Company Name:	
Company Number (If applicable):	
Correspondence Address:	
Post Code:	
Phone (Mobile)	Phone (Office):
Email address:	
Is the business registered outside the UK:	Yes/No

<b>C DETAILS OF THE PREMISES TO BE LICENSED</b>	
Trading Name (if any):	
Address of Premises	
Postcode:	

<b>D ACTIVITIES OR ACTIVITY BEING UNDERTAKEN (select all that apply)</b>	
Providing boarding for cats	
Providing boarding in kennels for dogs	
Providing or arranging home boarding for dogs (includes day care in the home environment)	
Providing day care for dogs	

<b>E NUMBERS TO BE ACCOMMODATED</b>	
How many cats do you propose to provide/arrange to provide accommodation for at any onetime?	
How many dogs do you propose to provide/arrange to provide accommodation for at any onetime?	
<b>Home Boarding</b> - how many dogs are kept permanently at the premises ( <i>own dogs(pet)</i> )	
<b>Home Boarding Arrangers</b> – how many hosts will you have (please provide full details of all hostson a separate sheet)	

<b>E ACCOMMODATION AND FACILITIES</b>	
Number and size of rooms to be used	
Heating arrangements	
Method of ventilation of premises	

Lighting arrangements (natural & artificial)	
Mains water supply	Yes                      No
Facilities for food storage & preparation	
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	

<b>F    DISQUALIFICATIONS</b>	
Are you or any person connected with the application, disqualified from applying for a licence for any reason set out in Schedule 8 of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018?  PLEASE REFER TO GUIDANCE NOTE 1.	YES/NO

<b>G    VETERINARY SURGEON DETAILS</b>	
Practice Name:	
Postal Address:	
Postcode:	
Phone No.	
Email address:	

<b>H</b>	<b>EMERGENCY KEY HOLDER DETAILS</b>	
First Name(s):		
Surname:		Title:
Postal Address:		
Post Code:		
Phone (Home):		Phone (Mobile):
Email address:		
Position/Job Title (if employed)		

<b>I</b>	<b>ADDITIONAL INFORMATION</b> You <b>must</b> attach the following documents with your application		
1	Plan of the premises	2	Operating Procedures
3	Qualifications and training records		

<b>J</b>	<b>DECLARATIONS (This section must be completed by the applicant)</b>
<p>I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to immediate suspension or revocation.</p> <p>I understand that I will not be permitted to operate my business until such time as I have been granted an animal activity licence. If I am found to be operating prior to receipt of my licence I understand that I will be committing an offence and if found guilty of this will be liable to prosecution. I also understand that this could result in the revocation of my licence.</p>	
Full Name <i>(please print)</i>	
Signature:	
Capacity:	
Date:	

We aim to process all applications within 10 weeks of receiving a duly made application, which includes a fully completed application form, supporting information and payment of the relevant fee.

**Data Protection Notice** We will store and may further process the information you provide. Applicant details will be displayed on our public register online. Our lawful basis for doing this enables us to carry out our public duty to administer animal welfare licensing legislation. Our privacy policy relating to our storage and sharing of information is published on our web site: [www.runnymede.gov.uk](http://www.runnymede.gov.uk)



Fees and Charges		
Application Fee (A)	Providing Boarding for Cats	£496.52
	Providing boarding in kennels for dogs	
	Providing or arranging home boarding for dogs	£472.45
	Providing day care for dogs	
	(£160.56 of this is the Grant fee and refundable if a licence is not granted)	
Additional Activity Fee (B)	Payable on top of the greatest applicable activity application fee above.	£45.73
Total payable (A+B)		

Payment methods	
<b>Telephone:</b> To pay on the phone with a credit or debit card call 01932 838383 (Option 4)	<b>Payment Reference:</b> _____  <b>Date paid:</b> _____
<b>In person:</b> You can pay by cash or card in person at the Civic Centre please keep a copy of your receipt  Receipt Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>  <b>Date paid:</b> _____ <b>Time paid:</b> _____	
<b>By post:</b> you can post your application form along with a cheque payable to <b>Runnymede Borough Council</b> to Environmental Health, Runnymede Borough Council, Runnymede Civic Centre, Station Road, Addlestone, KT15 2AH.	
<b>Online:</b> using the Animal Activities Payment form at <a href="https://www.runnymede.gov.uk/payments">https://www.runnymede.gov.uk/payments</a>	
<b>Payment Reference:</b> _____ <b>Date paid:</b> _____	
<b>Please return your completed form with any relevant supporting documents to:</b>  Environmental Health, Runnymede Borough Council, Runnymede Civic Centre, Station Road, Addlestone, KT15 2AH or E-mail them to <a href="mailto:aal@runnymede.gov.uk">aal@runnymede.gov.uk</a>	
<b>For Office Use: All application fee payments to be allocated to ELAW5866</b>	

## Guidance notes on applying for an Animal Activity Licence

### Guidance Note 1 – Persons who may not apply for a licence

Regulation 11 of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 states that a person listed in schedule 8 of the regulations may not hold a licence.

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#### **SCHEDULE 8 the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018**

##### ***Persons who may not apply for a licence***

- 1.** A person who has at any time held a licence which was revoked under regulation 15 of these Regulations.
- 2.** A person who has at any time held a licence which was revoked under regulation 17 of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014.
- 3.** A person who has at any time held a licence which was revoked under regulation 13 of the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012.
- 4.** A person who is disqualified under section 33 of the Welfare of Animals Act (Northern Ireland) 2011.
- 5.** A person who has at any time held a licence which was revoked under regulation 12 of the Welfare of Racing Greyhounds Regulations 2010.
- 6.** A person who is disqualified under section 34 of the Act.
- 7.** A person who is disqualified under section 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006.
- 8.** A person who is disqualified under section 4(1) of the Dangerous Dogs Act 1991.
- 9.** A person who is disqualified under Article 33A of the Dogs (Northern Ireland) Order 1983.
- 10.** A person who is disqualified under section 6(2) of the Dangerous Wild Animals Act 1976 from keeping a dangerous wild animal.
- 11.** A person who is disqualified under section 3(3) of the Breeding of Dogs Act 1973 from keeping a breeding establishment for dogs.
- 12.** A person who is disqualified under section 4(3) of the Riding Establishments Act 1964 from keeping a riding establishment.
- 13.** A person who is disqualified under section 3(3) of the Animal Boarding Establishments Act 1963 from keeping a boarding establishment for animals.
- 14.** A person who is disqualified under section 5(3) of the Pet Animals Act 1951 from keeping a pet shop.

**15.** A person who is disqualified under section 1(1) of the Protection of Animals (Amendment) Act 1954 from having custody of an animal.

**16.** A person who is disqualified under section 4(2) of the Performing Animals (Regulation) Act 1925.

**17.** A person who is disqualified under section 3 of the Protection of Animals Act 1911 from the ownership of an animal.

**Guidance Note 2 – Star rating and length of licences**

The regulations and associated guidance introduce a risk-based system that must be used when issuing animal activities licences under the regulations, with the exception of “Keeping or Training Animals for Exhibition” where all licences are issued for three years and star rating does not apply. This system is used to determine both the length of licence and the star rating to award. The scoring matrix is shown below:

Scoring Matrix		Welfare Standards		
		Minor Failings (existing business that are failing to meet minimum standards)	Minimum Standards (as laid down in the schedules and guidance)	Higher Standards (as laid down in the guidance)
Risk	Low Risk	<b>1 Star</b> 1yr licence  Min 1 unannounced visit within 12 month period	<b>3 Star</b> 2yr licence  Min 1 unannounced visit within 24 month period	<b>5 Star</b> 3yr licence  Min 1 unannounced visit within 36 month period
	Higher Risk	<b>1 Star</b> 1yr licence  Min 1 unannounced visit within 12 month period	<b>2 Star</b> 1yr licence  Min 1 unannounced visit within 12 month period	<b>4 Star</b> 2yr licence  Min 1 unannounced visit within 24 month period

Further detailed information on the risk-based system and the standards that are required to be met can be found on our website. [www.runnymede.gov.uk/aal](http://www.runnymede.gov.uk/aal)

**Guidance Note 3 – Refusal of licences**

If the applicant is failing to meet the required standards to enable a licence to be granted, we will work with them to explain the issues and assist them in meeting the standards. However if the required minimum standards are not subsequently met then the application will have to be refused. If an application for a licence is refused, the applicant has the right to appeal against the decision to the First-Tier Tribunal.