

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 (boarding for cats, boarding in kennels for dogs, home boarding for dogs or day care for dogs).



This form is for new and renewal applications for the activities indicated above. If you require an application form for additional activities please e-mail: environmentalhealth@runnymede.gov.uk or contact us on 01932 83 83 83 indicating which combination of activities you intend to apply for.

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

PART A - Applicant details

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					
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					

PART B – Activity Details

1a	Type of Application						
1.1	Commercial Boarding		Home Boarding		Day Care		
1.2	Type of Application			New		Renewal	
1.3	Existing licence number (if applicable)						
1b	Animals to be accommodated						
1.4	Cats	Yes		No		Maximum number	
1.5	Dogs	Yes		No		Maximum number	
1c	Further information about the applicant						
2.6	Date of birth						

2	Premises to be licensed						
2.1	Name of premises/trading name						
2.2	Address of premises						
2.3	Telephone number of premises						
2.4	Email address						
2.5	Do you have planning permission for this business use.			Yes		No	

3	Accommodation and facilities						
3.1	Details of the quarters used to accommodate animals, including number, size and type of construction						
3.2.	Exercise facilities and arrangements						
3.3	Heating arrangements:						
3.4	Method of ventilation of premises						
3.5	Lighting arrangements (natural & artificial)						
3.6	Water supply						
3.7	Facilities for food storage & preparation						
3.8	Arrangements for disposal of excreta, bedding and other waste material						
3.9	Isolation facilities for the control of infectious diseases						
3.10	Fire precautions/equipment and arrangements in the case of fire						
3.11	Do you keep and maintain a register of animals?			Yes		No	
3.12	How do you propose to minimise disturbance from noise?						

4	Veterinary surgeon						
4.1	Name of usual veterinary surgeon						
4.2	Company name						
4.3	Address						
4.4	Telephone number						
4.5	Email address						

5a	Emergency key holder						
5.1	Do you have an emergency key holder?			Yes		No	
5.2	Name						
5.3	Position/job title						
5.4	Address						

5.5	Daytime telephone number				
5.6	Evening/other telephone number				
5.7	Email address				
5.8	Add another person?	Yes		No	
5b	Emergency key holder 2				
5.9	Name				
5.10	Position/job title				
5.11	Address				
5.12	Daytime telephone number				
5.13	Evening/other telephone number				
5.14	Email address				

6	Public liability insurance				
6.1	Do you have public liability insurance?	Yes		No	
6.2	Please provide details of the policy				
6.3	Insurance company				
6.4	Policy number				
6.5	Period of cover				
6.6	Amount of cover (£)				
6.7	Please state what steps you are taking to obtain such insurance				

7	Disqualifications and convictions				
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:				
7.1	Keeping a pet shop?	Yes		No	
7.2	Keeping a dog?	Yes		No	
7.3	Keeping an animal boarding establishment?	Yes		No	
7.4	Keeping a riding establishment?	Yes		No	
7.5	Having custody of animals?	Yes		No	
7.6	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	
7.7	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	
7.8	If yes to any of these questions, please provide details, (continue on a separate sheet where necessary)				

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

PART C - Declaration section

1	Licence Conditions & Guidance		
	All applicants to tick that they have read the applicable licence conditions & guidance		
1.1	boarding for cats,		
1.2	boarding in kennels for dogs,		
1.3	home boarding for dogs or		
1.4	day care for dogs		
Licence conditions and the statutory guidance can be downloaded from www.runnymede.gov.uk/AAL			

2	Additional Information		
	Please attach the following Information (please use as a checklist, ticking to confirm the information is enclosed with the application)		
2.1	A plan of the premises		
2.2	Insurance policy		
2.3	Operating procedures		
2.4	Risk Assessments (including Fire)		
2.5	Infection control procedure		
2.6	Qualifications		
2.7	Training records		

3	Declaration		
3.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.		
3.2	I am aware of the provisions of the relevant Act and licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.		
3.3	Signing this box indicates you have read and understood the above declaration		
3.4	Full Name		
3.5	Capacity		
3.6	Date		

PART D - Fee

1	Fee (valid until 31 March 2019)		
1.1	<p>PAYABLE WITH THIS APPLICATION - A non-refundable application fee is required. Please select the correct fee for your application type and enter below:</p> <p>FEE due £ _____</p> <p>(If information is missing or the form is incomplete we will advise you allowing 14 days to supply any missing information or correct any errors)</p>	<p>Boarding dogs in kennels or boarding for cats: New application £335.96 Renewal £227.67 (additional £45.73 for both for either renewal or new application)</p> <p>Home boarding dogs or day care for dogs: New application £335.96 Renewal £227.67</p> <p>Card payments by telephone on 01932 83 83 83, please select the option for Environmental Services. Once paid please provide:</p> <p>Payment reference: _____</p> <p>Name: _____ (as appears on card)</p> <p>Date payment made: _____</p> <p>Cheques: Payable to 'Runnymede Borough Council'</p>	
1.2	<p>PAYABLE LATER - A fee of £160.56 is payable before grant of the licence (Should a veterinary inspection become necessary these costs will be recovered from you as incurred).</p>		

Please send completed forms to: Environmental Health & Licensing, Runnymede Borough Council, Station Road, Addlestone, Surrey, KT15 2AH

OFFICE USE		
(A):	(B):	(V):
FLRO 5866	FLRO 2390	FLRO 2390 (exp:FLRO 5870)

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