



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

Application for a licence to operate an animal boarding establishment

Part one Applicant and Business Details

1	Reference number	
1.1	System reference Number	
1.2	Your reference	

Please complete all the questions in the form.

If you have nothing to record, please state "Not applicable" or "None"

2	Agent						
2.1	Are you an agent acting on behalf of the applicant	yes		No		If no go to 3	M
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		No			

3	Applicant details						
3.7	Applying as an individual	Yes		No			

4	Applicant Business						
4.1	Is your company registered with companies house	yes		No		If no go to 4.3	M
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 2: See page 3

Part 2 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"

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	Accommodation and facilities	
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	If no, go to 6.1
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	If no, go to 6.1
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	If no, go to 6.7

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,	

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 3 Declaration and Payment

1	Payment
1.1	Payment must be made at the time of making the application Note: there are two payments to be made 1: Licence Application 2: Grant of Licence
1.2	Follow the link to make payment Fee for Application £ Fee for Grant of Licence £

2	Model Licence Conditions & Guidance		
	All applicants to tick that they have read the applicable model licence conditions & guidance as you will be required to meet the minimum standards		
2.1	Pet Vending		
2.3	Animal Boarding		
2.4	Performing Animals		
2.5	Riding Establishments		
2.6	The Breeding and Sale of Dogs		

3	Additional Information			
	Please attach the following Information			
3.1	A plan of the premises	Attached	Yes	No
3.3	Insurance policy	Attached	Yes	No
3.4	Operating procedures	Attached	Yes	No
3.5	Risk Assessments (including Fire)	Attached	Yes	No
3.6	Infection control procedure	Attached	Yes	No
3.6	Qualifications	Attached	Yes	No
3.7	Training records	Attached	Yes	No

4	Declaration		
4.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.		
4.2	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.		
4.3	Ticking this box indicates you have read and understood the above declaration		

4.4	Full Name	
4.5	Capacity	
4.6	Date	

5	Save form	
5.1	Please click here if you wish to save this form for your records.	