

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

**Application for a licence to carry on the activity of providing  
boarding for cats and or dogs**

**Standard applicant profile section 1**

<b>1</b>	<b>Reference number</b>	
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"

<b>2</b>	<b>Agent</b>					
2.1	Are you an agent acting on behalf of the applicant	Yes		No		If no go to 3
<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	Applying as a business or organisation, including a sole trader	Yes		No		
3.7	Applying as an individual	Yes		No		

<b>4</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					
4.5	Legal status of the business					
4.6	Your position in the business					

<b>4</b>	<b>Applicant Business</b>	
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	

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

<b>5</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					
<b>5a</b>	<b>Animals to be accommodated</b>					
5.4	Cats	Yes/No	Maximum number			
5.5	Dogs	Yes/No	Maximum number			
<b>5b</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	Yes/No

<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	

<b>7</b>	<b>Accommodation and facilities</b>			
7.8	Arrangements for disposal of excreta, bedding and other waste material			
7.9	Isolation facilities for the control of infectious diseases			
7.10	Fire precautions/equipment and arrangements in the case of fire			
7.11	Do you keep and maintain a register of animals?	Yes/No		
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>9</b>	<b>Emergency key holder</b>			
9.1	Do you have an emergency key holder?	Yes / No	If no, go to 10.1	
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	Is there another key holder?	Yes/No	If yes please include details in the Additional Information section at 12.1	

<b>10</b>	<b>Public liability insurance</b>			
10.1	Do you have public liability insurance?	Yes / No	If no, go to question 10.6	
	If yes, please provide details of the policy			
10.2	Insurance company			
10.3	Policy number			
10.4	Period of cover			
10.5	Amount of cover (£5million minimum required)			
10.6	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:			
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		

<b>11</b>	<b>Disqualifications and convictions</b>		
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 disqualified or convicted of any offences under the: Animal Welfare Act 2006 Animal Welfare (Scotland) Act 2006 Dangerous Dogs Act 1991 Any other legislation listed in Schedule 8 of the LAIA Regulations 2018	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		

<b>13</b>	<b>Additional details</b>		
	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		

### Standard payment and declaration section

<b>14</b>	<b>Payment</b>	
14.1	Payment must be made in full at the time of making the application	
14.2	Confirmation of when and how payment made, including payment reference number, if applicable	Payment can be made by cheque or by phone 01322 343434 quoting Ref H1380 9451 VAT 8

<b>15</b>	<b>Statutory Guidance</b>	
	All applicants to tick that they have read the applicable statutory guidance and conditions	
15.1	Selling Animals as Pets	
15.2	Boarding for Cats	
15.3	Boarding in Kennels for Dogs	
15.4	Day Care for Dogs	
15.5	Home Boarding for Dogs	
15.6	Keeping or Training Animals for Exhibition	
15.7	Hiring Out Horses	
15.8	Breeding Dogs	

<b>16</b>	<b>Additional Information</b>	
	Please attach the following Information	
16.1	A plan of the premises	
16.2	Insurance policy (minimum £5million)	
16.3	Standard Operating procedures	
16.4	Emergency Response Plan	

<b>16</b>	<b>Additional Information</b>	
16.5	Infection Control Procedure	
16.6	Qualifications	
16.7	Training records	
16.8	Other documents may be required specific to the type of activity	

<b>17</b>	<b>Declaration</b>	
17.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
17.2	<p>The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.</p> <p>I understand that a person authorised by the Council will inspect the premises before a licence is issued. I understand that once a licence has been issued a person authorised by the Council may inspect the premises either by appointment or unannounced at any reasonable time.</p> <p>I understand that a person authorised by the Council may take photographs or video footage whilst carrying out inspections or visits to the premises.</p> <p>I am aware that a fee is payable for this licence application.</p> <p>I understand that I am liable for the all veterinary fees incurred by the Council in respect of the licence application.</p> <p>I understand that in the event of my application being refused or withdrawn, I will not be refunded the application fee or any part thereof.</p>	
17.3	Ticking this box indicates you have read and understood the above declaration	
17.4	Signature	
17.5	Full Name	
17.6	Capacity/Position of Signatory	
17.7	Date	

**DATA PROTECTION** - We will collect and use your personal information to administer our animal welfare licensing process.

Our **lawful bases** for processing your personal information are:

- our legal obligation(s) under the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018
- necessary for the performance of a task in the public interest or in the exercise of official authority vested in us under the above legislation

**Reasons for processing** - some of the information that is collected and shared is classified as:

- special category personal data;
- criminal convictions and offences (including alleged offences).

This is processed for reasons of substantial public interest under the laws that apply to us (see above) where this helps to meet our broader social obligations such as where it is necessary for us to fulfil our legal obligations and regulatory requirements. We have a Data Protection Policy that sets out how this information will be handled.

Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR is the Data Controller [dataprotection@dartford.gov.uk](mailto:dataprotection@dartford.gov.uk)

Please refer to our Corporate Privacy Notice and the Privacy Notice for Environmental Health (joint service with Sevenoaks District Council) at [www.dartford.gov.uk](http://www.dartford.gov.uk) for further details of how we process your personal information and your rights.