

**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"

<b>1</b>	<b>Reference number</b>	
1.1	System reference Number (if known)	
1.2	Your reference (if known)	

<b>2</b>	<b>Type of Application</b>						
2.1	Type of Application	New	<input type="checkbox"/>	Renewal	<input type="checkbox"/>	<b>If renewal, got to 3.1</b>	
2.2	Existing licence number						
2.3	Commercial Boarding	<input type="checkbox"/>	Home Boarding	<input type="checkbox"/>	Day Care	<input type="checkbox"/>	
2.4	Type of Application	New	<input type="checkbox"/>	Renewal	<input type="checkbox"/>		
2.5	Existing licence number (if applicable)						
<b>2b</b>	<b>Animals to be accommodated</b>						
2.6	Cats	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maximum number	
2.7	Dogs	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maximum number	

<b>3a</b>	<b>Agent</b>						
3.1	Are you an agent acting on behalf of the applicant	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<b>If no, go to 4.1</b>	
<b>3b</b>	<b>Further information about the Agent</b>						
3.2	Name						
3.3	Address						
3.4	Email						
3.5	Main telephone number						
3.6	Other telephone number						

<b>4a</b>	<b>Applicant details</b>						
4.1	Name						
4.2	Date of birth						
4.3	Address						
4.4	Email						
4.5	Main telephone number						
4.6	Other telephone number						
4.7	Are you applying as a business or organisation, including a sole trader	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
4.8	Are you applying as an individual	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
<b>4b</b>	<b>Further details about the applicant</b>						
4.9	Do you have any training certificates or qualifications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<b>If no, go to 4.5</b>	
4.10	Please provide details of training certificates and qualifications						
4.11	Please provide details of relevant experience						

<b>5a</b>	<b>Applicant Business</b>					
5.1	Is your company registered with companies house	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<b>If no, go to 5.3</b>
5.2	Registration Number					
5.3	Is your business registered outside the UK					
5.4	VAT Number					
5.5	Legal status of the business					
5.6	Your position in the business					
5.7	The country where your head office is located.					
<b>5b</b>	<b>Business Address – This should be your official address – The address required of you by law to receive all communication</b>					
5.8	Building name or number					
5.9	Street					
5.10	District					
5.11	City or Town					
5.12	County or administrative area					
5.13	Post Code					
5.14	Country					

<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	<input type="checkbox"/>	No	<input type="checkbox"/>	

<b>7 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				
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	<input type="checkbox"/>	No	<input type="checkbox"/>
7.12	How do you propose to minimise disturbance from noise?				

<b>8 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>9a Emergency key holder</b>						
9.1	Do you have an emergency key holder?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	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	Add another person?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, go to 10.1
<b>9b Emergency key holder 2</b>						
9.9	Name					
9.10	Position/job title					
9.11	Address					
9.12	Daytime telephone number					
9.13	Evening/other telephone number					
9.14	Email address					

<b>10</b>	<b>Public liability insurance</b>	
10.1	Please provide details of public liability insurance	
10.2	Insurance company	
10.3	Policy number	
10.4	Period of cover	
10.5	Amount of cover (£)	

<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:				
11.1	Keeping a pet shop?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
11.2	Keeping a dog?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
11.3	Keeping an animal boarding establishment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
11.4	Keeping a riding establishment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
11.5	Having custody of animals?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
11.6	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	<input type="checkbox"/>	No	<input type="checkbox"/>
11.7	Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
11.8	If yes to any of these questions, please provide details,				

<b>12</b>	<b>Additional details</b>	
	Please check local guidance notes and conditions for any additional information which may be required	
12.1	Additional information which is required or may be relevant to the application	

13	<b>Application Checklist</b>	
	PLEASE RETURN THE FOLLOWING ITEMS ALONG WITH THIS COMPLETED APPLICATION FORM. ANY MISSING ITEMS MAY CAUSE A DELAY IN PROCESSING YOUR APPLICATION.	
13.1	Application form completed in full.	<input type="checkbox"/>
13.2	Public Liability Insurance Certificate.	<input type="checkbox"/>
13.3	DBS Certificate.	<input type="checkbox"/>
13.4	Proof of Right to Work	<input type="checkbox"/>
13.5	Correct Fee	<input type="checkbox"/>
13.6	Premises Plan	<input type="checkbox"/>
13.7	Insurance Policy	<input type="checkbox"/>
13.8	Risk Assessments (including fire)	<input type="checkbox"/>
13.9	Infection control procedure	<input type="checkbox"/>
13.10	Qualifications	<input type="checkbox"/>
13.11	Training Records	<input type="checkbox"/>
13.12	Please give dates you are NOT available for inspection	

<b>14</b>	<b>Declaration</b>		
	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.		
<p><b>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.</b></p> <p><b>The information contained in this form is correct to the best of my knowledge and belief.</b></p> <p>I am entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying on of a licensable activity. I understand that my licence will become invalid if I cease to be entitled to live and work in the UK.</p> <p>It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant of a personal licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally.</p>			
Print Name:		Date:	
Signature: <b>(Signing this box indicates you have read and understood the above declaration)</b>		Date:	

### Why are we asking for your personal information?

We require your personal data to enable us to comply with a legal obligation and enable us to review your application to be provided with the requested licence. There are laws in place, (Breeding of Dogs ACT 1973 & 1991), that tell us what information we have to collect and keep. We may automate decisions and will inform you if we have done this as soon as reasonably practicable and provide you with access to our Data Protection Policy.

You hold the following rights with regard to the personal data you provide us:

- Right to Access – You have the right to access (receive a copy) of your personal data and supplementary information.
- Right to Rectification – You have the right to have any inaccurate or incomplete personal data rectified
- Right to Restriction – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the poses for which it was originally collected, or if a withdrawal of consent has been made.

### Sharing your information

We may share your personal data with Local Partner Authorities, Police, Legal, Courts, Internal/External audit, Disclosure and Barring Service, HM Revenue & Customs, as required. We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, audit or other external bodies for such purposes. We participate in the Governments National Fraud Initiative.

If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

### Retention of your personal information

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the Councils Retention Policy on the web site. We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

South Cambridgeshire District Council is a registered Data Controller with the Information Commissioners Office. You can find out more about how we handle your data by visiting the Councils Privacy Notice page on the web site. If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing [nfogov@3csharedservices.org](mailto:nfogov@3csharedservices.org) or you can write to the Council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 07864 604221 or 01954 713318. You have the right to lodge a complaint with the Information Commissioners Office (ICO) should you believe any part of this statement to be unlawful.