



**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"

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	

Application

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?	
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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	

Declaration section

1	Model Licence Conditions & Guidance	
	All applicants to tick that they have read the applicable model licence conditions & guidance	
1.1	Pet Vending	
1.2	Animal Boarding	
1.3	Performing Animals	
1.4	Riding Establishments	
1.5	The Breeding and Sale of Dogs	

2	Additional Information	
	Please attach the following Information	
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 model 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	

Data Protection Privacy Notice

The personal information you provide will only be used by Rushcliffe Borough Council, the Data Controller, in accordance with General Data Protection Regulation 2016/ Data Protection Act 2018 to:

process your application, query or to provide a service that you are requesting

or

undertake a statutory function (also known as a 'public task')

The basis for processing this information is to enable the council to undertake a public task or to provide the service that you are requesting.

Your personal information will be included in a public register in accordance with our statutory responsibility.

Your personal data will be kept in accordance with the Council's retention policy and schedule.

Details of which can be found on the Council's website at

http://www.rushcliffe.gov.uk/retention_schedule/

In accordance with GDPR you have a right to:

- have a copy of the personal information that we hold about you. Details of how to obtain this are available at <http://www.rushcliffe.gov.uk/foi>
- Request that your personal data be corrected or completed.
- Complain to the Information Commissioner if you feel that your information is not being handled appropriately (<https://ico.org.uk/>)

You may also have a right to:

- have your personal data transferred (data portability).
- prevent automated processing and profiling.
- erasure (also known as the right to be forgotten).
- restrict processing.
- object to processing.

Your data protection rights are not absolute and in most cases are subject to the Council demonstrating compliance with other statutory legislation, for further information see <http://www.rushcliffe.gov.uk/privacy/>

For further details about how your personal information may be used or about your rights under data protection legislation, please contact the Council's Data Protection Officer at -

- By post: Data Protection Officer, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG.
- By email: customerservices@rushcliffe.gov.uk
- By Telephone: 0115 981 9911