

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

**Application for a licence to operate an ANIMAL BOARDING
 ESTABLISHMENT**

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

1	Applicant details	Reference No:
1.1	Name	
1.2	Date of birth	
1.3	Address	
1.4	Email	
1.5	Main telephone number	
1.6	Alternative contact number	
1.7	Legal status of your business e.g. limited company, partnership, sole trader or an individual	
1.8	Official business address if different to above	
1.9	If you are an agent acting on behalf of applicant, provide your name & contact details	

2	Type of Application – please tick activity					
2.1	Commercial Boarding	<input type="checkbox"/>	Home Boarding	<input type="checkbox"/>	Day Care	<input type="checkbox"/>
2.2	Type of Application	New		<input type="checkbox"/>	Renewal	
2.3	Existing licence number					
2a	Animals to be accommodated					
2.4	Cats	Yes / No	Maximum number			

2	Type of Application – please tick activity					
2.1	Commercial Boarding		Home Boarding		Day Care	
2.5	Dogs		Yes / No	Maximum number		

3	Premises to be licensed	
3.1	Name of premises/trading name	
3.2	Address of premises	
3.3	Telephone number of premises	
3.4	Email address	
3.5	Do you have planning permission for this business use?	Yes / No
3.6	Is your business certified by a UKAS-accredited body? (If yes, specify date attained)	Yes / No Date Attained:

4	Accommodation and facilities	
4.1	Details of the quarters used to accommodate animals, including number, size and type of construction	
4.2	Exercise facilities and arrangements	
4.3	Heating arrangements:	
4.4	Method of ventilation of premises	
4.5	Lighting arrangements (natural & artificial)	
4.6	Water supply	
4.7	Facilities for food storage & preparation	
4.8	Arrangements for disposal of excreta, bedding and other waste material	
4.9	Isolation facilities for the control of infectious diseases	
4.10	Fire precautions/equipment and arrangements in the case of fire	
4.11	Do you keep and maintain a register of animals?	Yes / No
4.12	How do you propose to minimise disturbance from noise?	

5	Veterinary surgeon	
5.1	Name of usual veterinary surgeon	
5.2	Company name	
5.3	Address	
5.4	Telephone number	
5.5	Email address	

6	Disqualifications and convictions		
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:		
6.1	Keeping a pet shop?	Yes / No	
6.2	Keeping a dog?	Yes / No	
6.3	Keeping an animal boarding establishment?	Yes / No	
6.4	Keeping a riding establishment?	Yes / No	
6.5	Having custody of animals?	Yes / No	
6.6	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	
6.7	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	
6.8	If yes to any of these questions, please provide details		

7	Additional details			
7.1	Have you read the applicable licence conditions and guidance for your type of Animal Boarding establishment	Yes / No		
	Please attach your written procedures covering the following areas:			
7.2	Feeding regime;			
7.3	Cleaning regime;			
7.4	Transportation;			

7	Additional details		
7.5	Disease prevention and control;		
7.6	Monitoring and ensuring the health and welfare of the animals;		
7.7	Death or escape of an animal;		
7.8	Plan for care of animals in the event of an emergency or following suspension or revocation of licence.		
	Please attach the following information:		
7.9	A plan of the premises		
7.10	Operating procedures		
7.11	Risk Assessments (including fire and where children under 16 years reside at or likely to be at the property)		
7.12	Qualifications		
7.13	Training records		
7.14	Are staff competent to meet welfare needs of animals	Yes / No	
7.15	Additional information which is required or may be relevant to the application		

8	Standard declaration and signature section to be completed by the applicant only		
8.1	I am aware of the provisions of the relevant Regulations and associated guidance. The details contained in this application form and any attached documentation are correct to the best of my knowledge and belief		
8.2	Print Full name		
8.3	Signature		
8.4	Date		

In order for us to consider your application, you must pay the correct fee. You must pay the **consideration of application fee** when submitting your application. Following inspection, a risk rating is completed which determines the length of your licence and therefore the actual **licence cost**, which must be paid before your licence is issued. We accept payment by phone, please contact us on 01484 221000 ext. 74378 to make your licence payment. Otherwise cheques should be made payable to Kirklees Council.

Applications can be returned by post to: FREE POST, Kirklees Council, Environmental Health or emailed to animal.health@kirklees.gov.uk

Please Note: New applications will always be rated as high risk as there is no compliance history to take into consideration.