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

Wealden District Council

Application for a licence to provide or arrange for the provision of "Boarding for Dogs in Kennels"

Please complete all the questions. If you have nothing to record, please state "N/A" or "None".

Standard applicant profile section 1

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		No		**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		No		
3.7	Are you applying as an individual	Yes		No		

4a	**Applicant Business**					
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					

4a	Applicant 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	

Licence type details section 2

1a	Type of Application							
1.1	Commercial Boarding							
1.2	Type of Application		New		Renewal			
1.3	Existing licence number (if applicable)							
1b	**Animals to be accommodated**							
1.4	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	Accommodation and facilities	
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?	

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	

Veterinary Inspection Costs

The applicant/licence holder is responsible for paying the full cost(s) of inspections carried by the Council's appointed veterinary inspector. This applies to inspections required during the application process and during the licence period.

Standard declaration section

1	**General and Specific Licence Conditions & Guidance**
	All applicants to tick that they have read the applicable licence conditions & guidance

1	General and Specific Licence Conditions & Guidance	
1.1	Boarding for dogs in kennels	

2	Additional Information	
	Please attach the following Information	
2.1	A plan of the premises	
2.2	Insurance policy	
2.3	Operating procedures including Covid 19 issues	
2.4	Risk Assessments (including Fire)	
2.5	Infection control procedure including handover	
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 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	

Payments

Fees

Please refer to the animal licensing pages www.wealden.gov.uk
From the home screen, select “business” tab then “licences & registers”.

Please pay online:

www.wealden.gov.uk/pay and select ‘Animal Licences’.

Wealden will not accept payment by cheque after March 2019.

If you have paid on-line please complete this box:

Date paid:	
Card type:	
Amount	
Payment reference:	
Copy of receipt enclosed	Yes No

Please return this completed form and documentation to:

Rother and Wealden Councils shared Environmental Health Service
Rother District Council, Town Hall
Bexhill on Sea, East Sussex TN39 3JX
01424 787550

licensing@rother.gov.uk

Public Register

We publish a register of our animal licences on our website. This information includes the type of licence and the licensed address.

Data Protection

The Council will be Data Controller of the information you are providing and it will be responsible for looking after it as required by the Data Protection Act 2018. We will only use the information for the purpose of animal licensing. As required by the Data Protection Act 2018 the information will be kept safe, secure, processed and only shared for those purposes or where it is allowed by law. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website page www.wealden.gov.uk/Wealden/Council/Website_Tools/About_this_site/Privacy_Statement.aspx
or email Data Protection Officer informationgovernance@wealden.gov.uk

If you are dissatisfied with how we have used your personal data you have a right to complain to the Information Commissioner's Office - https://ico.org.uk/