



South Staffordshire Council

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

1	Reference number	
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'

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

4	Applicant business						
4.1	Is your company registered with Companies House?	Yes		No		If 'no', go to 4.3	
4.2	Registration number						

4	Applicant business		
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, i.e. 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	Postcode		
4.14	Country		

Please complete all the questions in the form.
If you have nothing to record, please state 'not applicable' or 'none'

5	Type of application						
5.1	Commercial boarding		Home boarding		Day care		
5.2	Type of application	New		Renewal			
5.3	Existing licence number						
5a	Animals to be accommodated						
5.4	Cats	Yes/No		Maximum number			
5.5	Dogs	Yes/No		Maximum number			
5b	Further information about the applicant						
5.6	Date of birth						

6	Premises to be licensed		
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	

7	Accommodation and facilities		
7.1	Details of the quarters used to accommodate animals, including number, size and type of construction		

7	Accommodation and facilities			
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/No		
7.12	How do you propose to minimise disturbance from noise?			

8	Veterinary surgeon			
8.1	Name of usual veterinary surgeon			
8.2	Company name			
8.3	Address			
8.4	Telephone number			
8.5	Email address			

9	Emergency keyholder			
9.1	Do you have an emergency keyholder?	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 keyholder?	Yes/No	If 'yes', please include details in the Additional Information section at 13.1	

10	Public liability insurance			
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 (£5 million minimum required)		
10.6	Please state what steps you are taking to obtain such insurance		

11	Disqualifications and convictions		
	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	
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		

13	Additional details		
	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

14	Payment		
14.1	Payment must be made at the time of making the application		
14.2	Confirm date payment of Total fee made and how made e.g. online. Include reference number		

15	Statutory guidance	
	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	

16	Additional information	
	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	
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	

17	Declaration	
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>I am aware of the provisions of the relevant Act, Regulations and Statutory Guidance. 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.</p> <p>I understand that 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 accept that all veterinary fees incurred by the authority in respect to the licence application will be recoverable at cost.</p> <p>I accept that in the event of my application being refused or I withdraw it, I will not be refunded the application fee or any part thereof under any circumstances.</p> <p>I apply under the above legislation to carry on the activity of animal boarding at the above premises.</p> <p>I accept that on occasion the Council has to provide information to third parties in response to requests made under the Environmental Information Regulations 2004, Data Protection Act 1998 and Freedom of Information Acts.</p>	

17.3	Ticking this box indicates you have read and understood the above declaration	
17.4	Full name	
17.5	Capacity/position of signatory	
17.6	Date	

Please return your completed application form

by email animalwelfare@sstaffs.gov.uk	by post Environmental Health and Licensing, Council Offices, Codsall, South Staffordshire, WV8 1PX
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