

Application for a licence to provide or arrange for the provision of boarding for cats or dogs

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

Please complete all the questions in the form.

If you have nothing to record, please state 'Not applicable' or 'None'

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			
1.6	Applicant's full name				
1.7	Date of birth				
2		Premises to be licensed			
2.1	Name of premises or 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 and artificial)				
3.6	Water supply				
3.7	Facilities for food storage and 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 or 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 or job title		
5.4	Address		
5.5	Daytime telephone number		
5.6	Evening or 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 or job title		
5.11	Address		
5.12	Daytime telephone number		
5.13	Evening or 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	

Before you check your application and sign the declaration, please tick that you:

- Have read the model licence conditions and guidance for Animal Boarding for my activity
- Have the following documents ready for the premises inspection which are required for the rating of the premises and the issue of the licence. You can attach these documents to speed up your application:
- A plan of the premises
 - Insurance policy
 - Operating procedures
 - Risk assessments (including fire)
 - Infection and control procedure
 - Qualifications
 - Training records

Privacy notice

West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU Tel: 01284 763233. The Data protection Officer can be contacted at the same address.

We are collecting your personal information in order to process your application under The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.

Your data will not be shared with third parties unless used for council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for 7 years post licence expiry or surrender in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addresses to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

If you do not provide the information required on the application form then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence.

For further information on our Data protection Policies please go to our website: [How we use your information](#) or email: data.protection@westsuffolk.gov.uk

Declaration and signature

The information I have provided will be held by the council on computerised and manual files (data will be made available on a public register as required by relevant legislation).

This section must be completed by the applicant, if you are an agent please ensure this section is completed by the applicant.

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.

I understand that it is an offence to make a false statement in this application or to omit relevant details.

Signature: (applicant)		Date:	
Print name:			
Capacity:			

Your application and fee should now be submitted with all supporting documents to:

Commercial Environmental Health Team
West Suffolk Council
Western Way
Bury St Edmunds IP33 3YU

Phone: 01284 757400

Email: food&safety@westsuffolk.gov.uk

Cheques made payable to West Suffolk Council