

Wiltshire Council

 Where everybody matters

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

APPLICATION FOR A LICENCE TO OPERATE AN ANIMAL BOARDING ESTABLISHMENT

APPLICANT DETAILS		
(Applicant must be the individual(s) who will carry on the licensable activity)		
To be completed in BLACK ink * Please delete as appropriate –		
Full Name of Applicant(s)	Please indicate title (i.e. Mr, Mrs, Miss, Ms etc.)	
Address of Applicant(s)	Postcode	
Date of Birth for each Applicant		
Contact Numbers for Applicant(s)	Landline	
	Mobile	
Email Address for Applicant(s)		
	YES	NO
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping a pet shop?		
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping a dog?		
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping an animal boarding establishment?		
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping a riding establishment?		
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from having custody of animals?		

Has the applicant(s), or any person who will have control or management of the establishment, been convicted of any offences under the Animal Welfare Act 2006?		
Has the applicant(s), or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?		
If Yes, to any of the above then please provide details:-		
	YES	NO
Do you have planning consent for business use? If no, please check with the planning department whether it is required.		
Is your business certified by a UKAS-accredited body with 3 or more years of compliance history?		
Do you have three or more years of compliance history with a Local Authority?		
Do you have public liability insurance?		
If NO please state what steps you are taking to obtain such insurance.		
If YES please provide the following details:- Policy Number:- Period of Cover:- Amount of Cover (£m):-		
Please give any dates over the next 10 weeks when the premises will not be available for inspection.		
PREMISES TO BE LICENSED		
Name of Business / Trading Name (if any)		
Address of Premises to be licensed (if different to applicant details)	Postcode	

Premises Contact Numbers (if different to applicant details)	Landline Mobile	
Premises / Business Email (if different to applicant details)		
Website Address for Premises / Business		
Will the premises be operative throughout the year?	Please provide details	
What are the opening times of the premises?		
Which type of boarding will be offered?	YES	NO
Commercial Boarding for Dogs in Kennels		
Commercial Boarding for Cats		
Home Boarding for Dogs		
Day Care for Dogs		
ACCOMMODATION AND FACILITIES		
Please provide the maximum number of animals to be accommodated (if applying for more than one animal activity, numbers need to be provided for each activity)	Dogs : Cats:	
Please provide details of the following matters:-		
The quarters to be used to accommodate animals, including number, size and type of construction		

Exercise facilities and arrangements	
Heating arrangements	
Method of ventilation for the premises	
Lighting arrangements (natural & artificial)	
Water supply	
Facilities for food storage & preparation	
Arrangements for disposal of excreta, bedding and other waste material	
Isolation facilities for the control of infectious diseases	
Fire precautions / equipment and arrangements in case of fire	
How do you propose to minimise disturbance from noise?	
Do you keep and maintain a register of animals?	
VETERINARY SURGEON	
Name of usual veterinary surgeon	
Company Name	

Full Address	
Telephone Number	
Email address	

EMERGENCY KEY HOLDER

	YES	NO
Do you have an emergency key holder? If YES please provide details below.		

Name:

Position / Job Title:

Address:

Postcode:

Daytime Telephone No:

Evening / Other Telephone No:

Email address:

GUIDANCE AND ADDITIONAL INFORMATION

It is recommended that you read the procedural guidance notes published by the Department for Environment, Food & Rural Affairs (DEFRA) for local authorities. DEFRA has also published guidance in relation to all licensable activities which includes the conditions of licence that will be imposed if a licence is issued.

The guidance documents can be found by accessing the link below if you have an electronic version of this form, alternatively type the address in the link below into your internet browser. The guidance documents will be useful to applicants and operators as they explain the licensing requirements, conditions of licence, inspection of premises together with information relating to how the star rating and length of licence to be issued will be determined by the Council.

<http://www.cfsg.org.uk/layouts/15/start.aspx#/SitePages/Legislation%20and%20Guidance.aspx>

Please read the information below and then proceed to the declaration section and provide any necessary documents.

PRIVACY NOTICE

Who will control my data? The Data Controller for all the information you provide on this form, together with any supporting information or documents requested as part of the application process, is Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

If there is something you don't understand. Please contact the Licensing Team on 01249 706555 or by emailing publicprotectionnorth@wiltshire.gov.uk

Who else will we share your information with? We will only use this information in conjunction with your application and any licence issued. This may include checks with a Veterinary Surgeon / Practitioner, DEFRA, RSPCA, UKAS-accredited body, Planning Service, Trading Standards, Animal Welfare Team and Legal Team and referral to the Council's Licensing Committee.

How long will we keep this information for? Your information will be kept for 3 years from the date you last accessed the service or 3 years after any licence issued ceases to have effect.

What are my data rights? Your personal information belongs to you and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:-

Information Governance Team, Corporate Services & Digital, Wiltshire Council, County Hall, Trowbridge, Wiltshire, BA14 8JN

Tel: 01225 713646 Email: dataprotection@wiltshire.gov.uk

DECLARATION

I agree to permit an officer and / or a veterinary surgeon or veterinary practitioner authorised by the Council to inspect the premises which are the subject of this application.

I declare that the details contained in the application form and the attached documentation is correct to the best of my knowledge.

I also confirm that I read and understand the privacy notice and that I am aware of the provisions of the relevant legislation and the model licence conditions which I will comply with at all times and that I have read and understand the privacy notice.

Date		Signature of Applicant	
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Please attach/provide the following information with your application:

- **Layout / outline plan of the premises (unless we have this already and the layout has not changed)**

The following may also need to be seen /inspected. It would be helpful to receive them with your application as it may save time later, particularly during the licence inspection:-

- **Insurance policy**
- **Operating procedures**
- **Risk assessments (including Fire)**
- **Infection control procedure**
- **Qualifications**
- **Training records**
- **Details /evidence of certification by a UKAS-accredited body with three or more years compliance history**

Please send your application and supporting information (together with the application fee) to the following address:

Public Protection - Licensing
Wiltshire Council
Monkton Park
Chippenham
SN15 1ER

Alternatively you can submit your application via email to publicprotectionnorth@wiltshire.gov.uk

Please read the information on fees carefully, especially if you are applying for more than one animal activity. Information on fees and charges can be found on the Wiltshire Council website. Any cheques must be made payable to "Wiltshire Council".

Alternatively do you want us to call you to take a telephone payment by Debit/Credit Card?
YES / NO Please circle /delete as appropriate.

Tel: 01249 706555