

# Wiltshire Council



Where everybody matters

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

## APPLICATION FOR A LICENCE TO ARRANGE THE PROVISION OF ACCOMODATION FOR ANIMAL BOARDING

APPLICANT DETAILS		
<b>(Applicant must be the individual(s) who will carry on the licensable activity)</b>		
To be completed in <b>BLACK</b> ink		* Please delete as appropriate –
Business/ Company Name		
Is your Business Wiltshire based?		
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)		
Are you applying for licences in other Local Authorities Areas?, if so which		
	<b>YES</b>	<b>NO</b>
Has the applicant(s), or any person who will have control or management of the business, ever been disqualified from keeping a pet shop?		
Has the applicant(s), or any person who will have control or management of the business, ever been disqualified from keeping a dog?		

Has the applicant(s), or any person who will have control or management of the business, ever been disqualified from keeping an animal boarding establishment?		
Has the applicant(s), or any person who will have control or management of the business, ever been disqualified from keeping a riding establishment?		
Has the applicant(s), or any person who will have control or management of the business, 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 business, ever had a licence refused, revoked or cancelled?		
If Yes, to any of the above then please provide details:-		
	<b>YES</b>	<b>NO</b>
Do you have planning consent for business use? If no, please check with the relevant planning department whether it is required.		
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):-		
<b>Business Details</b>		
Name of Business / Company Trading Name		
Address of Premises to be licensed (if different to applicant details)		
	Postcode	
Contact Numbers (if different to applicant details)	Landline	
	Mobile	




Declaration		
	YES	NO
Are you aware all your host families must meet the conditions in Schedule 2 & 4 of the regulations?		
Are you providing policies and procedures for your host families?		
Are you aware you must hold a licence for each Local Authority area your business operates in?		
Is the business aware it must monitor the standard of each host family utilised under the regulations to ensure a consistent approach?		
Are you aware your businesses licence can be suspended or revoked in Wiltshire due to failings of a host family or families?		

**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, and 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](mailto: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](mailto: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 if it is deemed necessary.

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 (s)	
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### **Please attach/provide the following information with your application:**

**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](mailto: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