



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

Application for a Licence for Boarding Cats or Dogs

PRIVACY NOTICE

We will use your personal data to process any application you make for the grant or renewal of a licence under the Animal Welfare (Licensing of Activities involving Animals) (England) Regulations 2018 for the purpose of administering, processing and determining your application and securing compliance with and enforcement of relevant UK and international laws. Please note that the Council sub-contracts all inspection activities under the Animal Welfare (Licensing of Activities involving Animals) (England) Regulations 2018 to the City of London Corporation and your information will be shared with them for these purposes.

As one of the Council's public tasks, undertaken in the public interest, it is necessary to use your personal information in this way to provide our services and to keep our records up to date and to undertake the following:

Where appropriate we may share the information you provide to us with other parts of the Council in order to carry out the Council's statutory functions.

We may also, where required or permitted by law, pass information about you to third parties. This may include, but is not limited to, other local authorities, government departments, the National Fraud Initiative, HMRC, the UK Border Agency and the police carrying out their tasks in the public interest.

If a licence is issued, the applicant's name and address will be included in a public register on the Council's website containing details of the Licence granted.

Where appropriate some of the information you provide may also be made public as part of any hearing requirements to determine your application or to ensure compliance with any licence issued and related licensing laws.

For full details of how we will handle any personal data we collect, please see our privacy policy at www.rushmoor.gov.uk/privacypolicy. Further details on your rights can be found on our website <http://www.rushmoor.gov.uk/dataprotection>

Please complete all the questions in the form.
If you have nothing to record, please state "Not applicable" or "None"

1.	Type of Application – indicate all that apply					
	Commercial Boarding (Kennels/Cattery)		Home Boarding		Day Care	
	Type of Application:		New		Renewal	
	Existing licence number					
2. a	Animals to be accommodated					
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	Cats	Yes/No		Maximum number		
	Dogs	Yes/No		Maximum number		
3.	Agent					
	Are you an agent acting on behalf of the applicant?	Yes		No		If no, go to 5
4.	Further information about the Agent					
	Name					
	Address					
	Email					
	Main telephone number					
	Other telephone number					
5.	Applicant details					
	Name					
	Address					
	Email					
	Main telephone number					
	Other telephone number					
	Date of birth					
	Are you applying as an individual	Yes		No		If yes, go to 8.
	Are you applying as a business or organisation, including a sole trader	Yes		No		

6.	Applicant Business	
	Company Name:	
	Is your company registered with companies house	Yes / No
	Registration Number	
7.	Business Address – This should be your official address – The address required of you by law to receive all communication	
	Business Address	
8.	UKAS Accreditation	
	Are you a member of a UKAS accredited organisation	Yes / No Name of Organisation:
9.	Premises to be licensed	
	Name of premises/trading name	
	Address of premises	
	Telephone number of premises	
	Email address	
10.	Accommodation and facilities	
	Details of the quarters used to accommodate animals, including number, size and type of construction	
	Exercise facilities and arrangements	
	Heating arrangements:	
	Method of ventilation of 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 the case of fire	
	Do you keep and maintain a register of animals?	Yes / No
	How do you propose to minimise disturbance from noise?	
11.	Veterinary surgeon	
	Name of usual veterinary surgeon	
	Company name	
	Address	
	Telephone number	
	Email address	
12.	Emergency key holder(s)	
	Do you have an emergency key holder?	Yes / No
		If no, go to 12
	Name	
	Position/job title	
	Address	
	Daytime telephone number	
	Evening/other telephone number	
	Email address	
	Emergency key holder 2	
	Name	
	Position/job title	

	Address	
	Daytime telephone number	
	Evening/other telephone number	
	Email address	
13.	Public liability insurance	
	Do you have public liability insurance?	Yes / No
	If yes, please provide details of the policy	
	Insurance company	
	Policy number	
	Period of cover	
	Amount of cover (£)	
	If No, Please state what steps you are taking to obtain such insurance	
14.	Disqualifications and convictions	
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:	
	Keeping a pet shop?	Yes / No
	Keeping a dog?	Yes / No
	Keeping an animal boarding establishment?	Yes / No
	Keeping a riding establishment?	Yes / No
	Having custody of animals?	Yes / No
	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
	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
	If yes to any of these questions, please provide details	

15.	Mandatory Licence Conditions & Guidance	
	All applicants to tick that they have read the applicable mandatory licence conditions & guidance	
	Selling Animals as Pets	
	Boarding for Cats and Dogs	
	Exhibition of Animals	
	Hiring Out Horses	
	Breeding of Dogs	
16.	Additional Information	
	Please attach the following information:	
	A plan of the premises	
	Insurance policy	
	Operating procedures	
	Risk Assessments (including Fire)	
	Infection control procedure	
	Qualifications	
	Training records	
	Confirmation of Vet services	
17.	Declaration	
	This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant.	
	If required by the nature of this variation application, 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 granted, I agree to my licence information being included on the public list available on the website.	
	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.	
	Signing the box below indicates you have read and understood the above declaration	
	Signature	
	Full Name	
	Capacity	
	Date	
18.	Payment	
	Current licence fees are available at www.rushmoor.gov.uk/animallicensing	
	Payment must be made at the time of making the application using a debit or credit card by calling 01252 398855 or in person at the Council Offices.	

19.	Public List of Animal Activity Licences
	<p>The DEFRA Guidance (Defra - Procedural guidance note for local authorities) provides that local authorities should maintain a list of licensed businesses and their associated ratings on their websites. To comply with this guidance, as many other local authorities have already done, the Council will now publish a list of all Animal Welfare licence holders on its website. The list will contain the name of the licence holder (Company/Premise Holder), licensed activity, Licence number and star rating of the licence. The website will also include the risk-based approach used to arrive at the star rating to clarify that all licences meet the minimum welfare conditions.</p> <p>By signing this application form, you are agreeing</p> <p>This will be available to the public on our website at public-register-animal-licensing.pdf (rushmoor.gov.uk).</p> <p><u>Change of Details</u></p> <p>If your business contact details change, it is your responsibility to contact us to update this information. You can do this by emailing licensing@rushmoor.gov.uk or by phoning 01252 398855. Please note, we will update the list monthly.</p>

If you have any queries, contact licensing@rushmoor.gov.uk or 01252 398855

Please return the completed application to:

The Licensing Team
Rushmoor Borough Council
Council Offices
Farnborough Road
Farnborough
GU14 7JU