



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

Application for a Licence for Boarding Cats or Dogs

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

1.1	Reference number	
1.1.1	System reference Number	
1.1.2	Your reference	

1.2	Agent					
1.2.1	Are you an agent acting on behalf of the applicant?	Yes		No		If no go to 1.3
1.2b	Further information about the Agent					
1.2.2	Name					
1.2.3	Address					
1.2.4	Email					
1.2.5	Main telephone number					
1.2.6	Other telephone number					

1.3	Applicant details					
1.3.1	Name					
1.3.2	Address					
1.3.3	Email					
1.3.4	Main telephone number					
1.3.5	Other telephone number					
1.3.6	Are you applying as a business or organisation, including a sole trader	Yes		No		
1.3.7	Are you applying as an individual	Yes		No		

1.4	Applicant Business			
1.4.1	Is your company registered with companies house	Yes	No	If no go to 1.4.3
1.4.2	Registration Number			
1.4.3	Is your business registered outside the UK			
1.4.4	VAT Number			
1.4.5	Legal status of the business			
1.4.6	Your position in the business			
1.4.7	The country where your head office is located.			
1.4b	Business Address – This should be your official address – The address required of you by law receive all communication			
1.4.8	Building name or number			
1.4.9	Street			
1.4.10	District			
1.4.11	City or Town			
1.4.12	County or administrative area			
1.4.13	Post Code			
1.4.14	Country			

2	Type of Application – indicate all that apply					
2.1	Commercial Boarding		Home Boarding		Day Care	
2.2	Type of Application		New		Renewal	
2.3	Existing licence number					
2a	Animals to be accommodated					
	Animals to be accommodated					
2.4	Cats	Yes/No	Maximum number			
2.5	Dogs	Yes/No	Maximum number			
2b	Further information about the applicant					
2.6	Date of birth					

3	Premises to be licensed	
3.1	Name of premises/trading name	
3.2	Address of premises	
3.3	Telephone number of premises	

3.4	Email address		
3.5	Do you have planning permission for this business use?	Yes/No	

4	Accommodation and facilities		
4.1	Details of the quarters used to accommodate animals, including number, size and type of construction		
4.2.	Exercise facilities and arrangements		
4.3	Heating arrangements:		
4.4	Method of ventilation of premises		
4.5	Lighting arrangements (natural & artificial)		
4.6	Water supply		
4.7	Facilities for food storage & preparation		
4.8	Arrangements for disposal of excreta, bedding and other waste material		
4.9	Isolation facilities for the control of infectious diseases		
4.10	Fire precautions/equipment and arrangements in the case of fire		
4.11	Do you keep and maintain a register of animals?	Yes/No	

4	Accommodation and facilities		
4.12	How do you propose to minimise disturbance from noise?		

5	Veterinary surgeon		
5.1	Name of usual veterinary surgeon		
5.2	Company name		
5.3	Address		
5.4	Telephone number		
5.5	Email address		

6	Emergency key holder		
6.1	Do you have an emergency key holder?	Yes/No	If no, go to 7.0
6.2	Name		
6.3	Position/job title		
6.4	Address		
6.5	Daytime telephone number		
6.6	Evening/other telephone number		
6.7	Email address		
6b	Emergency key holder 2		
6.8	Name		
6.9	Position/job title		
6.10	Address		
6.11	Daytime telephone number		
6.12	Evening/other telephone number		
6.13	Email address		

7	Public liability insurance		
7.1	Do you have public liability insurance?	Yes/No	If no, go to question 7.6
	If yes, please provide details of the policy		
7.2	Insurance company		
7.3	Policy number		
7.4	Period of cover		
7.5	Amount of cover (£)		
7.6	Please state what steps you are taking to obtain such insurance		

8	Disqualifications and convictions		
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:		
8.1	Keeping a pet shop?	Yes/No	
8.2	Keeping a dog?	Yes/No	
8.3	Keeping an animal boarding establishment?	Yes/No	
8.4	Keeping a riding establishment?	Yes/No	
8.5	Having custody of animals?	Yes/No	
8.6	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	
8.7	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	
8.8	If yes to any of these questions, please provide details		

9	Additional details		
	Please check local guidance notes and conditions for any additional information which may be required		
9.1	Additional information which is required or may be relevant to the application		

10.0	Mandatory Licence Conditions & Guidance		
10.1	All applicants to tick that they have read the applicable mandatory licence conditions & guidance		
10.1.1	Selling Animals as Pets		
10.1.2	Boarding for Cats and Dogs		
10.1.3	Exhibition of Animals		
10.1.4	Hiring Out Horses		
10.1.5	Breeding of Dogs		

10.2	Additional Information		
	Please attach the following information		
10.2.1	A plan of the premises		
10.2.2	Insurance policy		
10.2.3	Operating procedures		
10.2.4	Risk Assessments (including Fire)		
10.2.5	Infection control procedure		
10.2.6	Qualifications		
10.2.7	Training records		

10.3	Declaration		
10.3.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.		

10.3.2	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. 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.	
10.3.3	Signing the box below indicates you have read and understood the above declaration	
10.3.4	Signature	
10.3.5	Full Name	
10.3.6	Capacity	
10.3.7	Date	

10.4	Payment	
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10.4.1	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.	
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10.5	<p>Public List of Animal Activity Licences</p> <p>DEFRA guidance for animal activity licences encourages local authorities to maintain on their website a list of licenced businesses, to enable the public to check that they are using a licensed business and the star rating they have been awarded</p> <p>This will be available to the public, including on our website at www.rushmoor.gov.uk/animallicensing. To publish information about your animal activity licence and business contact details, we need your permission.</p> <p>For each licence, the following information will be included on the public list:</p> <ul style="list-style-type: none"> • Animal activity type • Licence number • Trading name (where applicable) • Location e.g. Farnborough or Aldershot • Star rating • <p>If you would like your business to be included on our public list, please tick the appropriate box</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>To assist the public in contacting a licenced animal activity business on our list, we would also like to include your business contact details. Please provide your contact details below:</p> <ul style="list-style-type: none"> • business telephone:..... • business email:..... • business web address (where applicable):..... <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 every three months.</p>
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If you have any queries, contact licensing@rushmoor.gov.uk or 01252 398855

Please return the completed application to:

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

Email: licensing@rushmoor.gov.uk

Privacy Notice

Application for a Licence for Providing Boarding for Cats or Dogs

1. Identity of the Data Controller and contact details

Rushmoor Borough Council is the data controller for the personal information you provide on this form. You can contact the Council by phone on 01252 398855, via email to licensing@rushmoor.gov.uk or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at data.protection@rushmoor.gov.uk

2. What we need your information for and the legal basis for it

We need your personal information to process your application for a licence for providing boarding for cats or dogs. The law allows us to use your personal information in this way to carry out our responsibilities under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 as one of the Council's public tasks.

3. Use for any other purposes

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

4. Will you pass my information to anyone else?

We may share your information with other teams within the Council such as Planning and Business Rates in order to carry out our public tasks and to keep our records up to date. If you ask a Councillor for help we may pass information to them and other services to enable them to help you. We may also pass information about you to third parties where permitted or required by law to do so. This may include other local authorities and government departments or agencies carrying out their public tasks, such as the HMRC and the Police in carrying out criminal investigations. We may also share your data with a Veterinary Surgeon or another local authority contracted to work with the Council to determine your application.

5. How we will store and look after your information

Your data will be held electronically and will not be stored in a country outside the UK. All paper records containing your personal information will be held securely in our filing systems and archives.

6. How long we will retain your information

We will keep your information on our records for a period determined within our retention guidelines, or as long as we are required to do so by law, or in accordance with our operational requirements. For information on our policy for retaining personal information please see our retention guidelines as published on Rushmoor Borough Council's website. We need your personal information, some of which may be sensitive, to support the processing of your application. It is necessary for us to process this information to determine your application appropriately as this is in the public interest. We have responsibilities in law to do this as one of the Council's public tasks.

7. Your rights concerning your information

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right of access
- The right to rectification
- Rights related to automated decision making, including profiling
- The right to restrict processing
- The right to data portability
- The right to object
- The right to erasure

Further details on these rights can be found on our website <http://www.rushmoor.gov.uk/dataprotection>

8. Right to complain to the Information Commissioner's Office

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. (ICO). You will find details of how to do so on the ICO website at <https://ico.org.uk/> or by phoning their helpline on 0303 123 1113.

9. Why we need your information and the consequences of not providing it

We need your information to carry out our responsibilities in law. If you provide boarding for cats or dogs in the Borough without a licence, you may be committing an offence under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.