



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

### Application for a Licence to Operate an Animal Boarding Establishment

|          |                                                                                           |
|----------|-------------------------------------------------------------------------------------------|
| <b>1</b> | <b>Applicant details</b>                                                                  |
| 1.1      | Name of applicant - Mr / Mrs / Miss / Ms / Other .....<br>Date Of Birth ...../...../..... |
| 1.2      | Address of applicant:<br><br>                                                             |
| 1.3      | Contact telephone number: ..... Mobile: .....                                             |
| 1.4      | Email address: .....                                                                      |

|          |                                                                                                  |
|----------|--------------------------------------------------------------------------------------------------|
| <b>2</b> | <b>Premises to be Licensed</b>                                                                   |
| 2.1      | Name of Premises / Business Name:                                                                |
| 2.2      | Address of Premises:<br><br>                                                                     |
| 2.3      | Telephone number of premises:                                                                    |
| 2.4      | Email address:                                                                                   |
| 2.5      | Do you have planning permission for this business use? YES / NO If yes, what is the planning ref |

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

|          |                                                                                                                                                                      |               |  |               |  |         |  |          |  |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--|---------------|--|---------|--|----------|--|
| <b>3</b> | <b>Type of Application</b>                                                                                                                                           |               |  |               |  |         |  |          |  |
| 3.1      | <table border="1"> <tr> <td>Kennels</td> <td></td> <td>Home Boarding</td> <td></td> </tr> <tr> <td>Cattery</td> <td></td> <td>Day Care</td> <td></td> </tr> </table> | Kennels       |  | Home Boarding |  | Cattery |  | Day Care |  |
| Kennels  |                                                                                                                                                                      | Home Boarding |  |               |  |         |  |          |  |
| Cattery  |                                                                                                                                                                      | Day Care      |  |               |  |         |  |          |  |

|          |                                                                                          |         |  |         |  |
|----------|------------------------------------------------------------------------------------------|---------|--|---------|--|
| <b>4</b> | <b>Type of Application</b>                                                               |         |  |         |  |
| 4.1      | <table border="1"> <tr> <td>New</td> <td></td> <td>Renewal</td> <td></td> </tr> </table> | New     |  | Renewal |  |
| New      |                                                                                          | Renewal |  |         |  |
| 4.2      | Licence number if renewal:                                                               |         |  |         |  |

|          |                                                                                                                                                                                       |                |          |                |  |      |          |                |  |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------|----------------|--|------|----------|----------------|--|
| <b>5</b> | <b>Animals to be accommodated</b>                                                                                                                                                     |                |          |                |  |      |          |                |  |
| 5.1      | <table border="1"> <tr> <td>Cats</td> <td>Yes / No</td> <td>Maximum number</td> <td></td> </tr> <tr> <td>Dogs</td> <td>Yes / No</td> <td>Maximum number</td> <td></td> </tr> </table> | Cats           | Yes / No | Maximum number |  | Dogs | Yes / No | Maximum number |  |
| Cats     | Yes / No                                                                                                                                                                              | Maximum number |          |                |  |      |          |                |  |
| Dogs     | Yes / No                                                                                                                                                                              | Maximum number |          |                |  |      |          |                |  |

| 6   | Accommodation and facilities                                                                                                                                                                                                                            |  |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 6.1 | Animal accommodation details, including: Number of units, Size, Type of construction ( for catteries include details of sneeze barriers), Heating arrangements, Ventilation details. Lighting arrangements (natural & artificial) Sleeping arrangements |  |
| 6.2 | Exercise facilities and arrangements                                                                                                                                                                                                                    |  |
| 6.3 | Water supply details (private or public, hot and cold supply)                                                                                                                                                                                           |  |
| 6.4 | Facilities for food storage & preparation                                                                                                                                                                                                               |  |
| 6.5 | Arrangements for disposal of excreta, bedding and other waste material (domestic or trade)                                                                                                                                                              |  |

|      |                                                                                 |  |
|------|---------------------------------------------------------------------------------|--|
| 6.6  | Details of isolation facilities for the control of infectious diseases          |  |
| 6.7  | Fire precautions/equipment and arrangements in the case of fire. Please provide |  |
| 6.8  | Do you keep and maintain a register of animals?                                 |  |
| 6.9  | How do you propose to minimise disturbance from noise?                          |  |
| 6.10 | Number of staff employed. Please provide written training policy for all staff. |  |

|          |                                  |  |
|----------|----------------------------------|--|
| <b>7</b> | <b>Veterinary surgeon</b>        |  |
| 7.1      | Name of usual veterinary surgeon |  |
| 7.2      | Company name                     |  |
| 7.3      | Address                          |  |
| 7.4      | Telephone number                 |  |
| 7.5      | Email address                    |  |

|          |                                      |          |
|----------|--------------------------------------|----------|
| <b>8</b> | <b>Emergency key holder</b>          |          |
| 8.1      | Do you have an emergency key holder? | Yes / No |
| 8.2      | Name                                 |          |
| 8.3      | Position/job title                   |          |
| 8.4      | Address                              |          |
| 8.5      | Daytime telephone number             |          |
| 8.6      | Evening/other telephone number       |          |
| 8.7      | Email address                        |          |

|          |                                                                 |                                                                                                        |
|----------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>9</b> | <b>Public liability insurance</b>                               |                                                                                                        |
| 9.1      | Do you have public liability insurance?                         | Yes/No      If yes, please provide details of the policy and send a copy in with your application form |
| 9.2      | Insurance company                                               |                                                                                                        |
| 9.3      | Policy number                                                   |                                                                                                        |
| 9.4      | Period of cover                                                 |                                                                                                        |
| 9.5      | Amount of cover (£m)                                            |                                                                                                        |
| 9.6      | Please state what steps you are taking to obtain such insurance |                                                                                                        |

|           |                                                                                                                                                              |          |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>10</b> | <b>Disqualifications and convictions</b>                                                                                                                     |          |
|           | Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:                                      |          |
| 10.1      | Keeping a pet shop?                                                                                                                                          | Yes / No |
| 10.2      | Keeping a dog?                                                                                                                                               | Yes / No |
| 10.3      | Keeping an animal boarding establishment?                                                                                                                    | Yes / No |
| 10.4      | Keeping a riding establishment?                                                                                                                              | Yes / No |
| 10.5      | Having custody of animals?                                                                                                                                   | Yes / No |
| 10.6      | 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 |
| 10.7      | 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 |
| 10.8      | If yes to any of these questions, please provide details,                                                                                                    |          |

|           |                                                                                                                                                          |                                |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>11</b> | <b>Additional details</b>                                                                                                                                |                                |
|           | Please check local guidance notes and conditions for any additional information which may be required                                                    |                                |
| 11.1      | Additional information which is required or may be relevant to the application:                                                                          | Copy provided with application |
|           | Written staff training policy                                                                                                                            | Yes / No                       |
|           | Written procedures for:                                                                                                                                  |                                |
|           | Feeding regimes                                                                                                                                          | Yes / No                       |
|           | Cleaning regimes                                                                                                                                         | Yes / No                       |
|           | Transportation                                                                                                                                           | Yes / No                       |
|           | Prevention and control of spread of disease                                                                                                              | Yes / No                       |
|           | Death or escape of an animal                                                                                                                             | Yes / No                       |
|           | Plan of the premise                                                                                                                                      | Yes / No                       |
|           | Documented policy for dealing with emergencies, including extremes of temperature and weather condition both hot and cold.                               | Yes / No                       |
|           | A written emergency plan to protect people and animals in case of fire or in case of breakdown for essential heating, ventilation and other emergencies. | Yes / No                       |
|           | Electrical testing certificate for all electrical installations                                                                                          | Yes / No                       |
|           | Documented policy for introduction of new dogs to existing group.                                                                                        | Yes / No                       |

|           |                                                                                                                                                                                                                                                                                                                                                     |                                                                                             |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>12</b> | <b>Mansfield District Council Online Register</b>                                                                                                                                                                                                                                                                                                   |                                                                                             |
|           | The Council has an online register so members of the public can search for licensed Home Boarders / Doggie Day Care / Kennels & Catteries in the Mansfield Area. Do you agree to have your details published on the register? This would include the name of your business with telephone numbers and email address only, no home address is shown. | Trading Name      Yes / No<br>Telephone Number      Yes / No<br>Email Address      Yes / No |

**Payment Details. I will make the payment of****\*£237.00 – Home Boarding****\*£289.00 – Kennels/Cattery****\*£271.00 – Doggy Day Care/Dog Crèches****\*£1.17 – Hard copy of application form****Declaration**

I am aware of the provisions of The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. I am not currently disqualified from keeping a pet shop or keeping animals. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

\* Please delete as appropriate.

**Please return this form to the Licensing Department Mansfield District Council, Civic Centre, Chesterfield Road South, Mansfield, Nottinghamshire. NG19 7BH.**

**Privacy Notice**

We will use the information provided by you for assessing your application. The basis under which the Council uses personal data for this purpose is a Legal Obligation.

The information that you have provided will be kept in accordance with the Council's retention schedule which can be found at [www.mansfield.gov.uk/Privacy](http://www.mansfield.gov.uk/Privacy)

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used by them, your rights and the Council's Data Protection Officer (DPO) can be found on the Council's detailed privacy notice which can be found at [www.mansfield.gov.uk/Privacy](http://www.mansfield.gov.uk/Privacy) on the Council's website or requesting a copy by writing to

The Data Protection Officer  
Mansfield District Council  
Chesterfield Road South  
Mansfield  
Nottinghamshire  
NG19 7BH.