

The Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018 Application for a licence to carry on the activity of providing boarding for cats and or dogs

For establishments within the Sevenoaks District only. Please complete all the questions in the form. If you have nothing to record, please state "Not applicable" or "None"

1	Are you an agent acting on behalf of the applicant	Yes/No	If no go to 2
1b	Further information about the agent		
1.2	Name		
1.3	Address		
1.4	Email		
1.5	Main telephone number		
1.6	Other telephone number		
2	Applicant details		
2.1	Name		
2.2	Address		
2.3	Email		
2.4	Main telephone number		
2.5	Other telephone number		
2.6	Applying as a business or organisation, including a sole trader	Yes/No	
2.7	Applying as an individual	Yes/No	
3	Applicant business		
3.1	Is your company registered with companies house	Yes/No	If no go to 3.3
3.2	Registration number		
3.3	Is your business registered outside the UK		
3.4	VAT number		
3.5	Legal status of the business		
3.6	Your position in the business		
3.7	The country where your head office is located		

3b	Business address – this should be your official address – the address required of you by law to receive all communication		
3.8	Building name or number		
3.9	Street		
3.10	District		
3.11	City or Town		
3.12	County or administrative area		
3.13	Postcode		
3.14	Country		
4	Type of application		
4.1	Commercial boarding	Yes/No	
	Home boarding	Yes/No	
	Day care	Yes/No	
4.2	Type of application	New	Yes/No
		Renewal	Yes/No
4.3	Existing licence number:		
4a	Animals to be accommodated		
4.4	Cats	Yes/No	Maximum number
4.5	Dogs	Yes/No	Maximum number
4b	Further information about the applicant		
4.6	Date of birth		
5	Premises to be licensed		
5.1	Name of premises/trading name		
5.2	Address of premises		
5.3	Telephone number of premises		
5.4	Email address		
5.5	Do you have planning permission for this business use?	Yes/No	
6	Accommodation and facilities		
6.1	Details of the quarters used to accommodate animals, including number, size and type of construction		
6.2.	Exercise facilities and arrangements		
6.3	Heating arrangements		
6.4	Method of ventilation of premises		
6.5	Lighting arrangements (natural & artificial)		
6.6	Water supply		

6.7	Facilities for food storage & preparation		
6.8	Arrangements for disposal of excreta, bedding and other waste material		
6.9	Isolation facilities for the control of infectious diseases		
6.10	Fire precautions/equipment and arrangements in the case of fire		
6.11	Do you keep and maintain a register of animals?	Yes/No	
6.12	How do you propose to minimise disturbance from noise?		
7	Veterinary surgeon		
7.1	Name of usual veterinary surgeon		
7.2	Company name		
7.3	Address		
7.4	Telephone number		
7.5	Email address		
8	Emergency key holder		
8.1	Do you have an emergency key holder?	Yes / No	If no, go to 9.1
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		
8.8	Is there another key holder?	Yes/No	If yes please include details in the Additional Information section at 12.1
9	Public liability insurance		
9.1	Do you have public liability insurance?	Yes / No	If no, go to question 9.6
	If yes, please provide details of the policy		
9.2	Insurance company		
9.3	Policy number		
9.4	Period of cover		
9.5	Amount of cover (£5million min required)		
9.6	Please state what steps you are taking to obtain such insurance		

10	Disqualifications and convictions	
	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 disqualified or convicted of any offences under the: Animal Welfare Act 2006 Animal Welfare (Scotland) Act 2006 Dangerous Dogs Act 1991 Any other legislation listed in Schedule 8 of the LAIA Regulations 2018	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 here	
11	Additional details	
	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:	
12	Payment	
12.1	Payment must be made in full at the time of making the application	
12.2	Confirmation of when and how payment made, including payment reference number, if applicable:	
12.3	Please return forms to: Att. Jackie Wright, Environmental Health, Sevenoaks District Council, Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG. Payment can be made by Debit / Credit Card by calling 01732 227000.	

13	Statutory guidance	
	All applicants to tick that they have read the statutory guidance and conditions for Animal Boarding .	Please tick here
16	Additional information	
	Ticking this box indicates you have emailed the following documentation to environmental.health@sevenoaks.gov.uk	
16.1	A plan of the premises	Please tick here:
16.2	Insurance policy (minimum £5million)	Please tick here:
16.3	Standard operating procedures	Please tick here:
16.4	Emergency response plan	Please tick here:
16.5	Infection control procedure	Please tick here:
16.6	Qualifications	Please tick here:
16.7	Training records	Please tick here:
16.8	Other documents may be required specific to the type of activity – please provide details here:	
17	Declaration	
17.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
17.2	<p>The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.</p> <p>I understand that a person authorised by the Council will inspect the premises before a licence is issued.</p> <p>I understand that once a licence has been issued a person authorised by the Council may inspect the premises either by appointment or unannounced at any reasonable time. I understand that a person authorised by the Council may take photographs or video footage whilst carrying out inspections or visits to the premises. I am aware that a fee is payable for this licence application.</p> <p>I understand that I am liable for the all veterinary fees incurred by the Council in respect of the licence application.</p> <p>I understand that in the event of my application being refused or withdrawn, I will not be refunded the application fee or any part thereof.</p> <p>I apply under the above legislation for a licence to carry on the activity of Animal Boarding at the above premises.</p> <p>I accept that on occasion the council has to provide information to third parties in response to requests made under the Environmental Information Regulations 2004, Data Protection Act 2018 and Freedom of Information Acts.</p>	

17.3	I have read and understood the above declaration	Please tick here
17.4	Signature	
17.5	Full name	
17.6	Capacity/Position of Signatory	
17.7	Date	