

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

**Application for a licence to provide or arrange for the
provision of boarding for cats or dogs**

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

1a	Type of Application					
1.1	Commercial Boarding		Home Boarding		Day Care	
1.2	Type of Application			New	Renewal	
1.3	Existing licence number (if applicable)					
1b	Animals to be accommodated					
1.4	Cats	Yes/No	Maximum number			
1.5	Dogs	Yes/No	Maximum number			
1c	Further information about the applicant					
2.6	Date of birth					

2	Premises to be licensed	
2.1	Name of premises/trading name	
2.2	Address of premises	
2.3	Telephone number of premises	
2.4	Email address	
2.5	Do you have planning permission for this business use.	Yes/No

3	Accommodation and facilities	
3.1	Details of the quarters used to accommodate animals, including number, size and type of construction	
3.2	Exercise facilities and arrangements	
3.3	Heating arrangements:	
3.4	Method of ventilation of premises	
3.5	Lighting arrangements (natural & artificial)	
3.6	Water supply	
3.7	Facilities for food storage & preparation	
3.8	Arrangements for disposal of excreta, bedding and other waste material	
3.9	Isolation facilities for the control of infectious diseases	
3.10	Fire precautions/equipment and arrangements in the case of fire	
3.11	Do you keep and maintain a register of animals?	Yes/No
3.12	How do you propose to minimise disturbance from noise?	

4	Veterinary surgeon	
4.1	Name of usual veterinary surgeon	
4.2	Company name	

4	Veterinary surgeon	
4.3	Address	
4.4	Telephone number	
4.5	Email address	

5a	Emergency key holder	
5.1	Do you have an emergency key holder?	Yes/No If no, go to 6.1
5.2	Name	
5.3	Position/job title	
5.4	Address	
5.5	Daytime telephone number	
5.6	Evening/other telephone number	
5.7	Email address	
5.8	Add another person?	Yes/No If no, go to 6.1
5b	Emergency key holder 2	
5.9	Name	
5.10	Position/job title	
5.11	Address	
5.12	Daytime telephone number	
5.13	Evening/other telephone number	
5.14	Email address	

6	Public liability insurance	
6.1	Do you have public liability insurance?	Yes/No If no, go to 6.7
6.2	Please provide details of the policy	
6.3	Insurance company	
6.4	Policy number	
6.5	Period of cover	
6.6	Amount of cover (£)	
6.7	Please state what steps you are taking to obtain such insurance	

7	Disqualifications and convictions	
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:	
7.1	Keeping a pet shop?	Yes/No
7.2	Keeping a dog?	Yes/No
7.3	Keeping an animal boarding establishment?	Yes/No
7.4	Keeping a riding establishment?	Yes/No
7.5	Having custody of animals?	Yes/No
7.6	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
7.7	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
7.8	If yes to any of these questions, please provide details,	

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

DATA PROTECTION – Keeping your personal information safe

Any data that you provide will be stored and processed by Watford Borough Council or its appointed agents in accordance with the law.

Information collected may be shared with other Council departments and/or organisations the Council works with who assist us in the performance of our functions. It may also be shared with outside organisations such as the Police, DWP, and County Council, to prevent and detect crime. It may be shared with insurance companies and bodies responsible for auditing or administering public funds for the prevention and detection of fraud.

Further information on the Council's obligations to safeguard your personal information and your rights on accessing data held about you can be found on the Council's website at:

<https://www.watford.gov.uk/privacynotice> and <https://www.watford.gov.uk/ehlprivacynotice> or by telephoning 01923 278000