

**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"

<b>Section 1: Applicant Details</b>			
Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state) _____		
First name (s):			
Surname:			
Date of Birth:			
Address:			
Post Code:			
Daytime phone number:		Mobile phone number:	
Email address:			
Website Address:			
Applying as a business or organisation, including a sole trader	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Applying as an individual	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

<b>Section 2a: Applicant Business</b>			
2.1	Is your company registered with companies house?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If <b>NO</b> please go to 2.3	
2.2	Registration Number		
2.3	Is your business registered outside the UK?		
2.4	VAT Number		
2.5	Legal status of the business		
2.6	Your position in the business		
2.7	The country where your head office is located.		
<b>2b Business Address - This should be your official address - The address required of you by law to receive all communication</b>			
Building name or number			
Street			
District			
City or Town			
County or administrative area			
Post Code			
Country			

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

<b>Section 3: Type of Application (please tick ALL that apply)</b>			
Commercial Boarding <input type="checkbox"/>	Home Boarding <input type="checkbox"/>	Day Care <input type="checkbox"/>	
Type of Application	New <input type="checkbox"/>	Renewal <input type="checkbox"/>	
Existing licence number (if applicable)			
<b>Animals to be accommodated</b>			
Cats	<input type="checkbox"/> Yes <input type="checkbox"/> No	Maximum number	
Dogs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Maximum number	

<b>Section 4: Premises to be licensed</b>	
Name of premises/trading name	
Address of Premises	
Post Code	
Telephone number of premises	
Email address	
Do you have planning permission for this business use.	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Section 5: Accommodation and facilities (please continue on a separate sheet if necessary)</b>	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How do you propose to minimise disturbance from noise?	

<b>Section 6: Veterinary surgeon</b>	
Name of usual veterinary surgeon	
Company name	
Address	
Telephone number	
Email address	

<b>Section 7: Emergency key holder</b>		
Do you have an emergency key holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If <b>no</b> , please go to Section 8
Name		
Address		
Contact telephone number		
Email address		
Is there another key holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If <b>yes</b> , please include details in Section 10

<b>Section 8: Public liability insurance</b>			
8.1	Do you have public liability insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If <b>no</b> , go to question <b>8.6</b>
If yes, please provide details of the policy			
8.2	Insurance company		
8.3	Policy number		
8.4	Period of cover		
8.5	Amount of public liability cover?	<input type="checkbox"/> £5m <input type="checkbox"/> £10m <input type="checkbox"/> over £10m	
8.6	Please state what steps you are taking to obtain such insurance		

<b>Section 9: Disqualifications and convictions</b>		
Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:		
Keeping a pet shop?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Keeping a dog?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Keeping an animal boarding establishment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Keeping a riding establishment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Having custody of animals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to any of these questions, please provide details (continue on separate sheet if necessary):		

<b>Section 10: Additional details (Please use additional sheets if necessary)</b>	
Please check local guidance notes and conditions for any additional information which may be required	
Additional information which is required or may be relevant to the application:	

Section 11: Statutory Guidance			
All applicants to tick that they have read the applicable statutory guidance and conditions			
Boarding for Cats	<input type="checkbox"/>	Day Care for Dogs	<input type="checkbox"/>
Boarding in Kennels for Dogs	<input type="checkbox"/>	Home Boarding for Dogs	<input type="checkbox"/>

Section 12: Additional Information			
Please attach the following Information			
A plan of the premises	<input type="checkbox"/>	Infection Control Procedure	<input type="checkbox"/>
Insurance policy (minimum £5million)	<input type="checkbox"/>	Qualifications	<input type="checkbox"/>
Standard Operating procedures	<input type="checkbox"/>	Training records	<input type="checkbox"/>
Emergency Response Plan	<input type="checkbox"/>	Other documents may be required specific to the type of activity	<input type="checkbox"/>
Basic DBS Certificate	<input type="checkbox"/>	Basic DBS Certificate to Follow	<input type="checkbox"/>

Section 13: Declaration		
<p>I am aware of the provisions of the relevant Act, Regulations and Statutory Guidance.</p> <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 a person authorised by the council may inspect the premises either by appointment or unannounced at any reasonable time.</p> <p>I understand that a person authorised by the council may take photographs or video footage whilst carrying out inspections or visits to the premises.</p> <p>I am aware that a fee is payable for this licence application.</p> <p>I accept that all veterinary fees incurred by the authority in respect to the licence application will be recoverable at cost.</p> <p>I accept that in the event of my application being refused or I withdraw it, I will not be refunded the application part of the licence fee.</p> <p>I apply under the above legislation for a licence to carry on the activity of <b>Boarding Animals</b> at the above premises.</p> <p>I consent to my business details being published on the Hastings Borough Council website.</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 1998 and Freedom of Information Acts.</p>		
<p><b>Ticking this box indicates you have read and understood the above declaration</b> <input type="checkbox"/></p>		
Signature		Date
Full Name		
Capacity/Position of Signatory		

Data Protection – PLEASE READ THIS NOTICE CAREFULLY
<p>We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in such public registers as the Council may be required to maintain.</p> <p>The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:</p> <ul style="list-style-type: none"> <li>• Verify the accuracy of information</li> <li>• Prevent or detect crime, or</li> <li>• Protect public funds.</li> </ul> <p>We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.</p> <p>Hastings Borough Council is the data controller for the purposes of the Data Protection Act. If you would like to know more about what information we hold about you, or the way we use it, please contact us.</p>

# Guidance notes on applying for an Animal Activity Licence

## **Guidance Note 1 – Application process**

The steps involved in the application process are set out below. Wherever possible, we aim to complete the application process within 10 weeks of receiving the application.

1. The applicant submits their application form and the relevant application fee to the local authority.
2. A suitably qualified inspector will arrange to visit the relevant premises and carry out an inspection to establish if a licence can be granted and what star rating will apply to the premises concerned (the length of licence to be issued will depend on the star rating awarded by the inspector).
3. The applicant is informed of the outcome of the inspection, the star rating that will apply and the length of licence that they have been deemed eligible for.
4. The applicant pays the relevant licence fee for the length of licence they have qualified for along with any invoice relating to vet inspection fees (if applicable)
5. Once the licence fee and any applicable vet inspection fees have been received, the licence will be issued for the relevant period of time.

***A table of licence fees and more detailed guidance on these is also enclosed***

## **Guidance Note 2 – Persons who may not apply for a licence**

Regulation 11 sets out details of those persons who may not apply for a licence in respect of any licensable activity. Regulation says that the following persons may not apply:

- (a) a person listed as a disqualified person in paragraph 4 or any of paragraphs 6 to 17 of Schedule 8 where the time limit for any appeal against that disqualification has expired or where, if an appeal was made, that appeal was refused;
- (b) a person listed in any of paragraphs 1 to 3 and 5 of Schedule 8 as having held a licence which was revoked where the time limit for any appeal against that revocation has expired or where, if an appeal was made, that appeal was refused.

Schedule 8 of the regulations is shown on the following page:

## SCHEDULE 8

### *Persons who may not apply for a licence*

1. A person who has at any time held a licence which was revoked under regulation 15 of these Regulations.
2. A person who has at any time held a licence which was revoked under regulation 17 of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014.
3. A person who has at any time held a licence which was revoked under regulation 13 of the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012.
4. A person who is disqualified under section 33 of the Welfare of Animals Act (Northern Ireland) 2011.
5. A person who has at any time held a licence which was revoked under regulation 12 of the Welfare of Racing Greyhounds Regulations 2010.
6. A person who is disqualified under section 34 of the Act.
7. A person who is disqualified under section 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006.
8. A person who is disqualified under section 4(1) of the Dangerous Dogs Act 1991.
9. A person who is disqualified under Article 33A of the Dogs (Northern Ireland) Order 1983.
10. A person who is disqualified under section 6(2) of the Dangerous Wild Animals Act 1976 from keeping a dangerous wild animal.
11. A person who is disqualified under section 3(3) of the Breeding of Dogs Act 1973 from keeping a breeding establishment for dogs.
12. A person who is disqualified under section 4(3) of the Riding Establishments Act 1964 from keeping a riding establishment.
13. A person who is disqualified under section 3(3) of the Animal Boarding Establishments Act 1963 from keeping a boarding establishment for animals.
14. A person who is disqualified under section 5(3) of the Pet Animals Act 1951 from keeping a pet shop.
15. A person who is disqualified under section 1(1) of the Protection of Animals (Amendment) Act 1954 from having custody of an animal.
16. A person who is disqualified under section 4(2) of the Performing Animals (Regulation) Act 1925.
17. A person who is disqualified under section 3 of the Protection of Animals Act 1911 from the ownership of an animal.

### **Guidance Note 3 – Star rating and length of licences**

The regulations and associated guidance introduce a risk-based system that must be used when issuing animal activities licences under the regulations, with the exception of “Keeping or Training Animals for Exhibition” where all licences are issued for three years.

The purpose is to ensure consistency in implementation and operation of the licensing system by local authorities, and to ensure that consumers can be confident that the star rating applied to businesses is an accurate reflection of both their risk level and the animal welfare standards that they adopt. The scoring matrix is shown below:

<b>Scoring Matrix</b>		<b>Welfare Standards</b>		
		Minor Failings (existing business that are failing to meet minimum standards)	Minimum Standards (as laid down in the schedules and guidance)	Higher Standards (as laid down in the guidance)
<b>Risk</b>	Low Risk	<b>1 Star</b> 1yr licence Min 1 unannounced visit within 12 month period	<b>3 Star</b> 2yr licence Min 1 unannounced visit within 24 month period	<b>5 Star</b> 3yr licence Min 1 unannounced visit within 36 month period
	Higher Risk	<b>1 Star</b> 1yr licence Min 1 unannounced visit within 12 month period	<b>2 Star</b> 1yr licence Min 1 unannounced visit within 12 month period	<b>4 Star</b> 2yr licence Min 1 unannounced visit within 24 month period

Further detailed information on the risk-based system and the standards that are required to be met can be found online here:

<https://www.hastings.gov.uk/licensing/animal/>

### **Guidance Note 4 – Appeals against star ratings and requests for re-inspections**

There is an appeal process if you are not satisfied with the star rating your business is awarded. Further details of the appeal process are available on request. Please email [licensing@hastings.gov.uk](mailto:licensing@hastings.gov.uk) if you wish to receive further information.

If a business takes steps to improve the welfare standards it adopts and wishes to apply for a re-inspection in an attempt to achieve a higher star rating, this is also possible. You will need to make a request for a re-inspection in writing outlining the case for re-inspection. This written request should indicate the actions that have been taken by the business to improve the level of compliance or welfare since the inspection and, where appropriate, should include supporting evidence. Those requesting a re-inspection will also need to pay the relevant inspection fee.

### **Guidance Note 5 – Refusal of licences**

If the applicant is failing to meet the required standards to enable a licence to be granted, we will work with them to explain the issues and assist them in meeting the standards. However if the required minimum standards are not subsequently met then the application will have to be refused. If an application for a licence is refused, the applicant has the right to appeal against the decision to the First-Tier Tribunal.

### **More information**

Further information on the Regulations and associated guidance can be found on the Hastings Borough Council website here:

<https://www.hastings.gov.uk/licensing/animal/>