



**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**

Standard applicant profile (section 1)

1	Reference number	
1.1	System reference Number	
1.2	Your reference	

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

2	Agent					
2.1	Are you an agent acting on behalf of the applicant	Yes		No		If no go to 3
2b	Further information about the Agent					
2.2	Name					
2.3	Address					
2.4	Email					
2.5	Main telephone number					
2.6	Other telephone number					

3	Applicant details					
3.1	Name					
3.2	Address					
3.3	Email					
3.4	Main telephone number					
3.5	Other telephone number					
3.6	Applying as a business or organisation, including a sole trader	Yes		No		
3.7	Applying as an individual	Yes		No		

4	Applicant Business					
4.1	Is your company registered with companies house	yes		No		If no go to 4.3
4.2	Registration Number					
4.3	Is your business registered outside the UK					
4.4	VAT Number					
4.5	Legal status of the business					
4.6	Your position in the business					

4	Applicant Business	
4.7	The country where your head office is located.	
4b	Business Address – This should be your official address – The address required of you by law to receive all communication	
4.8	Building name or number	
4.9	Street	
4.10	District	
4.11	City or Town	
4.12	County or administrative area	
4.13	Post Code	
4.14	Country	

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

5	Type of Application					
5.1	Commercial Boarding		Home Boarding		Day Care	
5.2	Type of Application		New		Renewal	
5.3	Existing licence number					
5a	Animals to be accommodated					
5.4	Cats	Yes/No	Maximum number			
5.5	Dogs	Yes/No	Maximum number			
5b	Further information about the applicant					
5.6	Date of birth					

6	Premises to be licensed	
6.1	Name of premises/trading name	
6.2	Address of premises	
6.3	Telephone number of premises	
6.4	Email address	
6.5	Do you have planning permission for this business use	Yes/No

7	Accommodation and facilities	
7.1	Details of the quarters used to accommodate animals, including number, size and type of construction	
7.2	Exercise facilities and arrangements	
7.3	Heating arrangements:	
7.4	Method of ventilation of premises	
7.5	Lighting arrangements (natural & artificial)	
7.6	Water supply	
7.7	Facilities for food storage & preparation	
7.8	Arrangements for disposal of excreta, bedding and other waste material	
7.9	Isolation facilities for the control of infectious diseases	
7.10	Fire precautions/equipment and arrangements in the case of fire	

7	Accommodation and facilities		
7.11	Do you keep and maintain a register of animals?	Yes/No	
7.12	How do you propose to minimise disturbance from noise?		

8	Veterinary surgeon		
8.1	Name of usual veterinary surgeon		
8.2	Company name		
8.3	Address		
8.4	Telephone number		
8.5	Email address		

9	Emergency key holder		
9.1	Do you have an emergency key holder?	Yes / No	If no, go to 10.1
9.2	Name		
9.3	Position/job title		
9.4	Address		
9.5	Daytime telephone number		
9.6	Evening/other telephone number		
9.7	Email address		
9.8	Is there another key holder?	Yes/No	If yes please include details in the Additional Information section at 12.1

10	Public liability insurance		
10.1	Do you have public liability insurance?	Yes / No	If no, go to question 10.6
	If yes, please provide details of the policy		
10.2	Insurance company		
10.3	Policy number		
10.4	Period of cover		
10.5	Amount of cover (£5million minimum required)		
10.6	Please state what steps you are taking to obtain such insurance		

11	Disqualifications and convictions		
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:		
12.1	Keeping a pet shop?	Yes/No	
12.2	Keeping a dog?	Yes / No	
12.3	Keeping an animal boarding establishment?	Yes/No	
12.4	Keeping a riding establishment?	Yes/No	
12.5	Having custody of animals?	Yes/No	
12.6	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	

11	Disqualifications and convictions		
12.7	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	
12.8	If yes to any of these questions, please provide details		

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

Standard payment and declaration section

14	Payment (excluding Veterinarian's Fees)		
14.1	Payment of £172 (Part A Fee) must be made at the time of making the application. Please note a further £311 will be due if your application is granted.		
14.2	Confirm date payment of Part A fee made and how made e.g. online, include reference number		

15	Statutory Guidance		
	All applicants to tick that they have read the applicable statutory guidance and conditions (Please see links below)		
15.1	Guidance for Boarding Cats		
15.2	Guidance Notes Boarding Dogs in Kennels		
15.3	Guidance Notes Day care for Dogs		
15.4	Guidance for Home Boarding Dogs		

16	Additional Information		
	Please attach the following Information		
16.1	A plan of the premises		
16.2	Insurance policy (minimum £5million)		
16.3	Standard Operating procedures		
16.4	Emergency Response Plan		
16.5	Infection Control Procedure		
16.6	Qualifications		
16.7	Training records		
16.8	Other documents may be required specific to the type of activity		

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>I am aware of the provisions of the relevant Act, Regulations and Statutory Guidance. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief. I understand that a person authorised by the Council will inspect the premises before a licence is issued. I understand that 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. I accept that all veterinary fees incurred by the authority in respect to the licence application will be recoverable at cost. I accept that in the event of my application being refused I withdrawn it, I will not be refunded the application fee or any part thereof under any circumstances. I apply under the above legislation to carry on the activity of Animal Boarding at the above premises. 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 and Freedom of Information Acts. In providing us with your personal information you hereby acknowledge that Crawley Borough Council is the Data Controller for all the personal information you provide on this form (for the purpose of the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA)). The personal data which we collect from you via this form will be used by the Council pursuant to it carrying out its various statutory and business functions. Please use this link for further information GDPR</p>	
17.3	Ticking this box indicates you have read and understood the above declaration	
17.4	Full Name	
17.5	Capacity/Position of Signatory	
17.6	Date	

Please return this application form with attachments with Part A Fee to:

Crawley Borough Council
Environmental Health and Licensing Team
Town Hall
The Boulevard
Crawley
West Sussex
RH10 1UZ

Tel: 01293 438207
Email: EnvironmentalServices@crawley.gov.uk