



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

1. Applicant profile

Please complete all the questions in the form.

If you have nothing to record, please state "Not applicable" or "None"

1	Applicant details	
1.1	Name The person who will be the licence holder	
1.2	Address	
1.3	Date of birth	
1.4	Email	
1.5	Main telephone number	
1.6	Other telephone number	
1.7	In what capacity are you making your application?	<input type="checkbox"/> Business or organisation, including a sole trader <input type="checkbox"/> Individual

2a	Applicant Business	
2.1	Is your company registered with companies house	<input type="checkbox"/> Yes <input type="checkbox"/> No - If no, 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.	
2b	Business Address	This should be your official address – The address required of you by law to receive all communication
2.8	Building name or number	
2.9	Street	
2.10	District	
2.11	City or Town	
2.12	County or administrative area	
2.13	Post Code	
2.14	Country	



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2. Activity details

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1a	Type of Application	
1.1	<input type="checkbox"/> Commercial Boarding <input type="checkbox"/> Home Boarding <input type="checkbox"/> Day Care	
1.2	Type of Application	<input type="checkbox"/> New <input type="checkbox"/> Renewal
1.3	Existing licence number (if applicable)	
1b	Animals to be accommodated	
1.4	Cats	<input type="checkbox"/> No <input type="checkbox"/> Yes - Maximum number
1.5	Dogs	<input type="checkbox"/> No <input type="checkbox"/> Yes - Maximum number

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?	<input type="checkbox"/> Yes <input type="checkbox"/> No

3	Accommodation and facilities –	please continue on a separate page if necessary
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	



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3	Accommodation and facilities –	please continue on a separate page if necessary
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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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	
4.3	Address	
4.4	Telephone number	
4.5	Email address	

5a	Emergency key holder	
5.1	Do you have an emergency key holder?	<input type="checkbox"/> Yes <input type="checkbox"/> 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	
5b	Emergency key holder 2	
5.8	Name	
5.9	Position/job title	
5.10	Address	
5.11	Daytime telephone number	
5.12	Evening/other telephone number	
5.13	Email address	

6	Public liability insurance	
6.1	Do you have public liability insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> 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	



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

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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?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
7.2	Keeping a dog?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
7.3	Keeping an animal boarding establishment?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
7.4	Keeping a riding establishment?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
7.5	Having custody of animals?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
7.8	If yes to any of these questions, please provide details,		

Additional Details

8	UKAS Accreditation		
8.1	Is your business certified by a UKAS accredited Body?	<input type="checkbox"/> No	<input type="checkbox"/> Yes - If Yes please go to Q 8.2
8.2	Please give your membership number		
8.3	Please provide details of the accreditation including:- <ul style="list-style-type: none"> • date when the accreditation commenced, • standard achieved • last inspection date. 		

9	Business marketing		
9.1	Do you advertise your business?	<input type="checkbox"/> No	<input type="checkbox"/> Yes- If Yes please go to Q 9.2
9.2	Please provide details where you advertise your business activities. e.g. website, websites used, Apps used, newspapers, publication advertising		



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3. Declaration

1	Licence Conditions & Guidance	Please tick ✓ to confirm that you have read the applicable licence conditions & guidance
The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018		
1.1	Schedule 2 General conditions and relevant specific conditions below	
1.2	Schedule 4 Part 1: providing boarding for cats and Guidance notes for conditions for providing boarding for cats	
1.3	Schedule 4 Part 2: providing boarding in kennels for dogs and Guidance notes for conditions for providing boarding in kennels for dogs	
1.4	Schedule 4 Part 3: providing home boarding for dogs and Guidance notes for conditions for providing home boarding for dogs	
1.5	Schedule 4 Part 4: providing day care for dogs and Guidance notes for conditions for providing day care for dogs	
2	Additional Information Please attach the following Information	Please tick ✓ to confirm that you attached the information If not please indicate why
2.1	A plan of the premises	
Written operating procedures		
2.2	Training policy for all staff (Schedule 2 Condition 4) and Training records and qualifications (copies)	
2.3	Procedures for Protection of Pain and Suffering (Schedule 2 Condition 9) for - feeding regimes - cleaning regimes, - transportation, - the prevention of and control of the spread of disease, - monitoring and ensuring the health and welfare of all the animals - death or escape of an animal	
2.4	Emergency Plan (Schedule 2 Condition 10)	
3	Declaration by the licence holder	
3.1	I am aware of the provisions of the Regulations and licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.	
3.2	Signing this box indicates you have read and understood the above declaration	
3.3	Full Name	
3.4	Capacity	
3.5	Date	

**Return to: Erewash Borough Council Environmental Health,
Town Hall, Wharncliffe Road, Ilkeston, Derbyshire, DE7 5RP**

Tel 0115 907 2244 ext 27000

Email environmentalhealth@erewash.gov.uk

Your application fee must be paid before your application will be processed

The fee for a licence is paid in 2 parts as follows:-

- **£302** must be paid with your application.

£381 must be paid if you have 2 licensable activities that need checking e.g. dog boarding and cat boarding.

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This can be paid via the contact centre on 0115 907 2244. Advise that you want to make an animal welfare licence application. They will let us know you have paid – we will check this when we receive your application form.

OR you can send a cheque payable to 'Erewash Borough Council' with your application.

£125.00 is paid if your licence application is successful.

- You will be contacted to advise so you can make payment as detailed above. Your licence will not be issued until payment has been received.

A full list of fees is available on our website at:- www.erewash.gov.uk

Erewash Borough Council collects personal information when you contact us for any services we provide. We will use this information to provide these services. We may need to share your information with service providers and other departments within EBC to ensure that you receive the best possible service. If so, this will be made clear in our privacy notice. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law. For more information explaining how we protect and use your information please see our privacy policy at www.erewash.gov.uk/privacy