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”

Section 1- Reference number

System reference number (if known)
Your reference number (if known)

Section 2- Agent details

Are you an agent acting on behalf of the applicant? Yes [ ]  No [ ]  If no, please go to section 3
Existing licence number
**Further information about the agent:**
Name
Address
Email
Main telephone number
Mobile telephone number

Section 3- Applicant details

Name
Address
Date of birth
Email
Main telephone number
Mobile telephone number
Are you applying as a business or organisation, including a sole trader? Yes [ ]  No [ ]
Are you applying as an individual? Yes [ ]  No [ ]

Section 4- Applicants business details

Is your company registered with Companies House? Yes [ ]  No [ ]
Registration number
Is your business registered outside the UK? Yes [ ]  No [ ]
VAT number
Legal status of the business
Your position in the business
The country where your head office is located
**Business address- This should be your official address- The address required of you by law to receive all communication**Building name or number
Street
District
City or Town
County or administrative area
Post code
Country

Establishment to be licensed

Name of premises/trading name
Address of premises
Telephone number
Email address
Is the establishment open throughout the year? Yes [ ]  No [ ]
Do you have planning permission for this business use? Yes [ ]  No [ ]

**Accommodation and facilities**Please describe the accommodation available

Details of the quarters used to accommodate animals, including number, size and type of construction
Exercise facilities and arrangements
Heating arrangements
Method of ventilation 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 case of a fire
Do you keep and maintain a register of animals? Yes [ ]  No [ ]
How do you propose to minimise disturbance from noise?

**Animals to be accommodated**

**Cats**Will you be boarding cats? Yes [ ]  No [ ]
Max. number of cats

**Dogs**Will you be boarding dogs? Yes [ ]  No [ ]
Max. number of dogs

**Veterinary surgeon**Name of usual veterinary surgeon
Company name
Address
Telephone number
Email address

**Emergency key holder**

Do you have an emergency key holder? Yes [ ]  No [ ]
**Emergency key holder-1**Name
Position/job title
Address
Daytime telephone number
Evening/other telephone number
Email address
**Emergency key holder-2**Name
Position/job title
Address
Daytime telephone number
Evening/other telephone number
Email address

**Public liability insurance**

Do you have public liability insurance? Yes [ ]  No [ ]
Please provide details of the policy
Insurance company
Policy number
Period of cover
Amount of cover (£)
Please state what steps you are taking to obtain such insurance

**Disqualifications and convictions**Have the applicant, or any person who will have control or management of the establishment, ever been disqualified from:

Keeping at a pet shop? Yes [ ]  No [ ]
Keeping a dog? Yes [ ]  No [ ]
Keeping an animal boarding establishment? Yes [ ]  No [ ]
Keeping a riding establishment? Yes [ ]  No [ ]
Having custody of animals? Yes [ ]  No [ ]
Has the applicant, or any person who will have control of the establishment, been convicted of any offences under the Animal Welfare Act 2006? Yes [ ]  No [ ]
Has the applicant or any person who will have control of the establishment, ever had a licence refused, revoked or cancelled? Yes [ ]  No [ ]
If yes to any of these questions, please provide details.

**Additional details**Please check local guidance notes and conditions for any additional information which may be required.

Addition information which is required or may be relevant to the application

**Model licence conditions and guidance**Check the box to indicate that you have read all the applicable model licence conditions and guidance.

Commercial boarding for dogs in kennels. Yes [ ]  No [ ]
Commercial boarding for cats. Yes [ ]  No [ ]
Home boarding for dogs. Yes [ ]  No [ ]
Dog day care. Yes [ ]  No [ ]

**Additional information**Check the box to indicate you have attached the following information to your application.

A plan of the premises. Yes [ ]  No [ ]
Insurance policy. Yes [ ]  No [ ]
Operating procedures. Yes [ ]  No [ ]
Risk assessments (including fire). Yes [ ]  No [ ]
Infection control procedure. Yes [ ]  No [ ]
Qualifications. Yes [ ]  No [ ]
Training records. Yes [ ]  No [ ]

**Declaration**This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant.

**I am aware of the provisions of the relevant Act and model licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.
I understand that by entering my name and the date in this section, it will be treated as a signature for declaration purposes.**

Signing this box indicates you have read and understood the above declaration
Full name
Capacity
Date

**Email the completed form to** **Trading.Standards@n-somerset.gov.uk**

North Somerset Council is registered with the Information Commissioner’s Office for the purposes of processing personal data. The information you provide will be held and used in accordance with the requirements of UK and European data protection law. The information will form part of your Trading Services file and held for six years.

Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which includes name, contact details and car registration. We may also process relating to criminal convictions or offences, which we have official authority to do, in accordance with Article 6(1)(e).

The information will be used to carry out our Trading Standards obligations; our official authority in accordance with GDPR Article 6(1)(e).

The information provided may be shared with police, other Trading Standards or Port Health authorities, fire brigade, NHS partners, Safeguarding boards, DEFRA (including Animal and Plant Health Agency), Food Standards Agencies, HMRC, Department of Transport, County or Civil courts, intellectual property holders or expert witnesses, who have demonstrated that they have a lawful and legitimate interest in the information, for the purposes of investigations into criminal activity.

Occasionally we may share your contact details with other authorities if your enquiry falls under a different authority’s jurisdiction. At no point is your data shared or processed outside of the UK. We may lawfully disclose information to public sector agencies to prevent or detect fraud or other crime, or to support the national fraud initiatives and protect public funds under the Local Audit and Accountability Act 2014. Under the conditions of the Digital Economy Act 2017, we may also share fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.

You have the right to see the personal data we process about you, as well as the right of rectification and restriction (to destruction of records only). For details of how to make such a request, please click here.

If you have any questions or concerns about the way we process your personal data, our Data Protection Officer can be contacted at DOP@n-somerset.gov.uk.