



Woking Borough Council
Civic Offices, Gloucester Square, Woking, Surrey, GU21 6YL

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

Providing or arranging boarding for dogs and / or cats

Standard applicant profile payment and declaration

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	Date of birth				
3.4	Email				
3.5	Main telephone number				
3.6	Other telephone number				
3.7	Applying as a business or organisation, including a sole trader	Yes		No	
3.8	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				
4.7	The country where your head office is locate				
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				

5	Payment
5.1	Payment must be made at the time of making the application
5.2	Upon receipt of your application form, an officer will contact you in order to take payment of the application fee. Alternatively, you can pay the application fee by calling the office on 01483 743 664 . All payments can be made via debit or credit card.

6	Model licence conditions and guidance	
	All applicants to tick that they have read the applicable model licence conditions and guidance	
6.1	Pet vending	
6.2	Animal boarding	
6.3	Performing animals	
6.4	Riding establishments	
6.5	The breeding and sale of dogs	

7	Additional information	
	To confirm that you have the following information available, to be checked at the time of inspection or indicate you have attached.	
7.1	A plan of the premises	
7.2	Insurance policy	
7.3	Operating procedures	
7.4	Risk assessments (including fire)	
7.5	Infection control procedure	
7.6	Qualifications / training policy	
7.7	Client booking / registration / consent forms	

8	Declaration	
8.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
8.2	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.	
8.3	Ticking this box indicates you have read and understood the above declaration	
8.4	Full name	
8.5	Capacity	
8.6	Date	

9	Standard declaration and signature section	
	Sign:----- Date: -----	



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

Licence application for providing or arranging boarding for dogs and / or cats

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

2	Type of application				
2.1	Commercial boarding		Home boarding		Day care
2.2	Type of application	New		Renewal	
2.3	Existing licence number				
2a	Animals to be accommodated				
	Animals to be accommodated				
2.4	Cats	Yes / No	Maximum number		
2.5	Dogs	Yes / No	Maximum number		

3	Premises to be licensed	
3.1	Name of premises / trading name	
3.2	Address of premises	
3.3	Telephone number of premises	
3.4	Email address	
3.5	Do you have planning permission for this business use?	Yes / No

4	Accommodation and facilities	
4.1	Details of the quarters used to accommodate animals, including number, size and type of construction	
4.2.	Exercise facilities and arrangements	
4.3	Heating arrangements	
4.4	Method of ventilation of premises	
4.5	Lighting arrangements (natural and artificial)	
4.6	Water supply	
4.7	Facilities for food storage and preparation	
4.8	Arrangements for disposal of excreta, bedding and other waste material	
4.9	Isolation facilities for the control of infectious diseases	
4.10	Fire precautions / equipment and arrangements in the case of fire	

4	Accommodation and facilities		
4.11	Do you keep and maintain a register of animals?	Yes / No	
4.12	How do you propose to minimise disturbance from noise?		

5	Veterinary surgeon		
5.1	Name of usual veterinary surgeon		
5.2	Company name		
5.3	Address		
5.4	Telephone number		
5.5	Email address		

6	Emergency key holder details		
6.1	Name		
6.2	Position / job title		
6.3	Address		
6.4	Daytime telephone number		
6.5	Evening/other telephone number		
6.6	Email address		
6.7	Add another person?	Yes / No	If yes, 6.1 to 6.6 will be repeated

7	Public liability insurance		
7.1	Do you have public liability insurance?	Yes / No	If no, go to question 7.6
	please provide details of the policy		
7.2	Insurance company		
7.3	Policy number		
7.4	Period of cover		

7.5	Amount of cover (£m)	
7.6	Please state what steps you are taking to obtain such insurance	

8	Disqualifications and convictions		
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:		
8.1	Keeping a pet shop?	Yes / No	
8.2	Keeping a dog?	Yes / No	
8.3	Keeping an animal boarding establishment?	Yes / No	
8.4	Keeping a riding establishment?	Yes / No	
8.5	Having custody of animals?	Yes / No	
8.6	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	
8.7	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	
8.8	If yes to any of these questions, please provide details,		

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

10	Standard declaration and signature section Sign:----- Date: -----
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Download this application form, complete and send it to: Environmental Health, Woking Borough Council, Civic Offices, Gloucester Square, Woking GU21 6YL.