

## Standard Applicant Profile Section 1

<b>1</b>	<b>Reference number</b>	
1.1	System reference Number (if known)	
1.2	Your reference (if known)	

Please complete all the questions in the form.

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

<b>2a</b>	<b>Agent</b>				
2.1	Are you an agent acting on behalf of the applicant?	Yes		No	If no, go to 3.1
<b>2b</b>	<b>Further information about the Agent</b>				
2.2	Name				
2.3	Address				
2.4	Email				
2.5	Main telephone number				
2.6	Other telephone number				

<b>3</b>	<b>Applicant details</b>				
3.1	Name				
3.2	Address				
3.3	Email				
3.4	Main telephone number				
3.5	Other telephone number				
3.6	Are you applying as a business or organisation, including a sole trader?	Yes		No	
3.7	Are you applying as an individual?	Yes		No	

<b>4a</b>	<b>Applicant Business</b>				
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 located.				
<b>4b</b>	<b>Business Address – This should be your official address – The address required of you by law to receive all communication</b>				
4.8	Building name or number				
4.9	Street				
4.10	District				
4.11	City or Town				

<b>4a</b>	<b>Applicant Business</b>	
4.12	County or administrative area	
4.13	Post Code	
4.14	Country	

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>1a Type of Application</b>							
1.1	Commercial Boarding		Home Boarding		Day Care		
1.2	Type of Application			New		Renewal	
1.3	Existing licence number (if applicable)						
<b>1b Animals to be accommodated</b>							
1.4	Cats	<b>Yes/No</b>		Maximum number			
1.5	Dogs	<b>Yes/No</b>		Maximum number			
<b>1c Further information about the applicant</b>							
1.6	Date of birth						

<b>2 Premises to be licensed</b>	
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?
	<b>Yes/No</b>

<b>3 Accommodation and facilities</b>	
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

<b>3</b>	<b>Accommodation and facilities</b>	
3.8	Arrangements for disposal of excreta, bedding and other waste material	
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?	<b>Yes/No</b>
3.12	How do you propose to minimise disturbance from noise?	

<b>4</b>	<b>Veterinary surgeon</b>	
4.1	Name of usual veterinary surgeon	
4.2	Company name	
4.3	Address	
4.4	Telephone number	
4.5	Email address	

<b>5a</b>	<b>Emergency key holder</b>	
5.1	Do you have an emergency key holder?	<b>Yes/No</b> <b>If no, go to 6.1</b>
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	
5.8	Add another person?	<b>Yes/No</b> <b>If no, go to 6.1</b>
<b>5b</b>	<b>Emergency key holder 2</b>	
5.9	Name	
5.10	Position/job title	
5.11	Address	
5.12	Daytime telephone number	
5.13	Evening/other telephone number	
5.14	Email address	

<b>6</b>	<b>Public liability insurance</b>	
6.1	Do you have public liability insurance?	<b>Yes/No</b> <b>If no, go to 6.7</b>
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	
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<b>7</b>	<b>Disqualifications and convictions</b>	
	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?	<b>Yes/No</b>
7.2	Keeping a dog?	<b>Yes/No</b>
7.3	Keeping an animal boarding establishment?	<b>Yes/No</b>
7.4	Keeping a riding establishment?	<b>Yes/No</b>
7.5	Having custody of animals?	<b>Yes/No</b>
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?	<b>Yes/No</b>
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?	<b>Yes/No</b>
7.8	If yes to any of these questions, please provide details,	

<b>8</b>	<b>Additional details</b>	
	Please check local guidance notes and conditions for any additional information which may be required	
8.1	Additional information which is required or may be relevant to the application	

## Standard Declaration Section

<b>1</b>	<b>Model Licence Conditions &amp; Guidance</b>	
	All applicants to tick that they have read the applicable model licence conditions & guidance	
1.1	Selling Animals as Pets	
1.2	Animal Boarding	
1.3	Performing Animals	
1.4	Riding Establishments	
1.5	The Breeding and Sale of Dogs	

<b>2</b>	<b>Additional Information</b>	
	Please attach the following Information	
2.1	A plan of the premises	
2.2	Insurance policy	
2.3	Operating procedures	
2.4	Risk Assessments (including Fire)	
2.5	Infection control procedure	
2.6	Qualifications	
2.7	Training records	

<b>3</b>	<b>Declaration</b>	
3.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
3.2	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.	
3.3	Signing this box indicates you have read and understood the above declaration	
3.4	Full Name	
3.5	Capacity	
3.6	Date	

There are 2 parts to the cost of a licence – 'Part A' fee which is due on application, and 'Part B' fee which is due after inspection. You can choose to pay it all when applying or pay the 'Part B' after inspection. All premises will be inspected and licences will not be issued until the full amount of Part A and B has been received.

<b>Animal Boarding Cats and Dogs</b>	<b>Part A - £285</b>	<b>Part B - £108</b>
<b>Animal Boarding Cats or Dogs</b>	<b>Part A - £242</b>	<b>Part B - £108</b>
<b>Home Boarding</b>	<b>Part A - £160</b>	<b>Part B - £108</b>
<b>Doggy Day Care</b>	<b>Part A - £160</b>	<b>Part B - £108</b>

*For office use: payment code CL02/8060*

Please return the completed form and relevant fee to the address below. (Payments can be made by card by phoning 01427 676676 and speaking to a customer services advisor; please write your receipt number on top of the form).

The Licensing Team  
West Lindsey District Council  
Guildhall  
Marshall's Yard  
Gainsborough  
Lincolnshire  
DN21 2NA

If you would like a copy of this document in large, clear print, audio, braille or in another language, please telephone: -

# 01427 676676

Guildhall, Marshall's Yard, Gainsborough, Lincolnshire DN21 2NA  
Tel: 01427 676676  
[www.west-lindsey.gov.uk](http://www.west-lindsey.gov.uk)

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