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|  | **London Borough of Camden**  Licensing  5 Pancras Square  London  N1C 4AG |

**Animal Welfare Act 2006**

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

**APPLICATION FOR A LICENCE**

**Providing or arranging for the provision of boarding for cats or dogs in the course of a business**

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| **Type of application** | |
| **I am applying for a:**  *(tick one)* | New licence  Renewal of a licence  Variation of a licence |

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| Before completing this form you should read the standard conditions applicable to your business which can be found at [https://www.gov.uk/government/publications/animal-activities-licensing-guidance-for-local-authorities?utm\_source=ca27e455-79f3-4734-8398-4645653b77b3&utm\_medium=email&utm\_campaign=govuk-notifications&utm\_content=immediate](https://protect-eu.mimecast.com/s/ADbcBMxYEZu9?domain=gov.uk).  Please complete all questions on the form. If you have nothing to record, please state ‘not applicable’ or ‘none’.  If you are completing this form by hand, please write legibly in block capitals using ink. Use additional sheets if necessary (marked with the number of the relevant question). You may wish to keep a copy of the completed form for your records. **The application must be accompanied by the relevant fee.** |

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| **Section 1 : Current licence *This section should be left blank on new licence applications*** | | | |
| Licence number: |  | Expiry date of current licence |  |

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| **Section 2: Premises to be licensed** | | |
| **Trading name** *(if any)* | | |
| Full address including postcode: | | |
| **Business website** *(if any*) | | |
| **Email address** | | **Telephone number of premises** |
| **Has the premises been granted planning permission for this use(s) or has it been confirmed that planning permission is not required**  (tick one)  See Guidance Note 9 | Yes – permission granted  Yes – permission not required  No | |

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| **Section 3: Applicant** | |
| Are you an agent acting on behalf of the applicant | Yes *(complete Question 3.1)*  No *(go to directly to Question 3.2)* |
| **3.1 Further information about the Agent** | |

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| **Name** | |
| Address | |
| **Email address** | **Telephone number** |

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| **3.2 Applicant details** | | |
| **Title (Mr/Mrs/Ms/Other** | | |
| **First name** | **Surname** | |
| Private address of applicant | | |
| **Email address** | | **Telephone number** |

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| **Date of birth** | |
| **Applying as** *(tick one)* | An individual *(go to Question 3.4)*  Business or organisation, including a sole trader (*complete Question 3.3)* |

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| **3.3 Applicant business** | |
| **Name of company or body** | |
| Business address (the address required of you by law to receive all communications) | |
| **Company registration number** (if applicable) | **VAT number** |
| **Email address** | **Telephone number** |
| **Legal status of business** (e.g. limited company/partnership/sole trader) | |
| **Your position in the business** | |

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| **3.4 Applicant training/qualifications** | |
| **Do you have any training certificates or qualifications** | Yes *– please provide details below*  No *(go to Question 3.5)* |
| **Please provide details of training certificates or qualifications** | |

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| **3.5 Applicant relevant experience** |
| **Please provide details of relevant experience** |

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| **Section 4: Resident animals** |

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| **How many pet animals are ordinarily resident at the premises, or will otherwise be present during the operation of the business (e.g. owner’s pets, animals belonging to staff members)?** | | |
| **Dogs** | **Cats** | **Others** *(please list)* |

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| **Section 5: Liability Insurance details** | | | | |
| **Please detail any relevant liability insurance policies held in respect of your business** (See guidance note 10) | | | | |
| *Type* | *Held* | *Name of insurer(s)* | *Amount insured* | *Policy expiry date* |
| Public liability | Yes  No |  |  |  |
| Employers liability | Yes  No |  |  |  |
| Other (please specify | Yes  No |  |  |  |

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| **Section 6: Veterinary Treatment:** *(please give details of the veterinary surgeon/practice to be*  *used)* | |
| **Name of usual veterinary surgeon/practice** | |
| **Company name** | |
| Address | |
| **Telephone Number** | **Email address** |

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| **Section 7 Emergency key holder(s) Please use an additional sheet where more than one keyholder** | | | |
| **Do you have an emergency key holder** | Yes  No | | **If no go to Section 7** |
| **Name** | | | |
| **Position/job title** | | | |
| Address | | | |
| **Daytime Telephone Number** | | **Evening/other telephone number** | |
| **Email address** | | | |

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| **Section 8: Disqualifications & Convictions** | |
| **Has the applicant or any person who will have control or management of the premises ever been disqualified from:** | |
| **Keeping 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 or management of the premises ever been convicted of any offences under the Animal Welfare Act 2006?** | **Yes  No** |
| **Has the applicant or any person who will have control or management of the premises ever had a licence refused, revoked or cancelled?** | **Yes  No** |
| **If Yes to any of the above questions please provide details** | |

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| **Section 9: Type of business (please tick)** | |
| **Type of business** *(please tick)* | Boarding for cats  Boarding in kennels for dogs  Home boarding for dogs  Day care for dogs  Home boarding and day care for dogs | |

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| **Section 10: Animals to be accommodated** | | | | | |
| **Cats** | Yes  No | **Maximum number** |  | |
| **Dogs** | Yes  No | **Maximum number** | **Daytime** | **Overnight** |
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| **Section 11: Accommodation and facilities (use additional pages if necessary)** |
| **11.1 Details of the quarters used to accommodate animals, including number, size and type of construction** |
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| **11.2 Exercise facilities and arrangements** |
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| **11.3 Heating arrangements** |
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| **11.4 Method of ventilation of premises** |
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| **11.5 Lighting arrangements (natural and artificial)** |
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| **11.6 Water supply** |
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| **11.7 Facilities for food storage and preparation** |
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| **11.8 Arrangements for disposal of excreta, bedding and other waste material** |
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| **11.9 Isolation facilities for the control of infectious disease** |
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| **11.10 Fire precautions/equipment and arrangements in case of fire** |
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| **11.11 Do you keep and maintain a register of animals** |
| Yes  No |
| **11.12 How do you propose to minimize disturbance from noise** |
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| **Section 12: Enclosures** |
| **I enclose**  **a scale plan showing the layout of the premises** (see guidance note 11 and plan template)  **a copy of the business’ written emergency plan (**condition 10 of the General Conditions – Schedule 2 of The Act)  **the correct fee**  **I wish to pay the application fee(s) by credit or debit card – please contact me to arrange payment** |

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| **Section 13: Declaration and signature**  *This declaration must be completed by the applicant. If you are an agent please ensure the section is completed by the applicant* |
| * I hereby apply for a licence to carry on the licensable activities specified above, pursuant to The Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 and declare that the details contained in the application form and any attached documentation is correct to the best of my/our knowledge and belief. * I am aware of the general and activity specific licence conditions laid out in the Schedules of The Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 and relevant associated Guidance Notes * I understand that a licence may be refused if I have been found to have knowingly or recklessly made a false statement or omitted any material particular in giving information required in this form. * I understand that the above mentioned premises will be inspected by an authorised officer of the authority, an authorised veterinary surgeon or practitioner, or both, prior to any decision being made in respect of this application, and agree to facilitate this. |

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| **Signature** | |
| **I declare that the details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.** | |
| **Signature:** | **Print Name:** |
| **Date:** |  |

The completed application should be sent with the prescribed fee to:-

**London Borough of Camden, Licensing Service, 5 Pancras Square, London, N1C 4AG**

**Details of the fee payable can be found in the enclosed fee guide.**

The following **Payment Options** are available:

🕿 **Telephone**: Debit and Credit Card payments can be made by ringing 020 7974 4444.

If you wish to pay in this way, give clear telephone contact details on the top of the application form or in a covering letter. We will then contact you once we have received your form.

You will be given an automated receipt.

🖃 **Post**: Cheques should be made payable to London Borough of Camden.

**Please note that the application will not be considered until payment has been received.**

**Data Protection and Freedom of Information**We will use the information you provide in this form and any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems and included in any such public registers as the Council may be required to maintain. The information will be passed to the Council’s appointed veterinarian and/or appointed qualified inspector and may be passed to other bodies including law enforcement agencies and government departments as allowed by law.

The Freedom of Information Act gives people the right to obtain information held by public authorities unless there are good reasons to keep it confidential. Please be aware that information supplied on this form may be released in response to a freedom of information request.

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|  | **London Borough of Camden**  Licensing  5 Pancras Square  London  N1C 4AG |

**THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) (ENGLAND) REGULATIONS 2018**

**INFORMATION AND GUIDANCE NOTES FOR APPLICANTS**

**1**. Under the Animal Welfare (Licensing of Activities Involving Animals (England) Regulations 2018 (‘The Act’) businesses that intend to carry on the following licensable activities:

* Selling animals as pets (or with a view to their being later resold as pets) including keeping animals in the course of a business with a view to being so sold or resold
* Providing or arranging for provision of accommodation for cats or dogs in the course of a business
* Hiring out horses in the course of a business
* Breeding 3 or more litters of puppies in any 12 month period; and/or breeding dogs and advertising a business of selling dogs; and
* Keeping or training animals for exhibition in the course of a business for educational or entertainment purposes  
  must be licensed by the local authority where the business is located.

1. The licence is issued to a named person (not to a business) who must not be disqualified from holding a licence.
2. With the exception of a licence for the Keeping or Training Animals for Exhibition, a licence will be granted for a period of one, two or three years based on a risk assessment carried out by the local authority, in accordance with guidance issued by the Secretary of State. In deciding on the risk rating regard will be had to:  
   (a) the risk of an operator breaching any licence conditions;  
   (b) the impact on animal welfare of any such breaches; and  
   (c) whether the operator is already meeting higher standards of animal welfare than are required by the licence conditions.
3. A licence for the Keeping or Training Animals for Exhibition is granted for a period of three years and no risk assessment is applied to this activity.
4. All **new** licences are likely to be granted for one year (unless the applicant is already known to the local authority or to UKAS).
5. Our application fees are set based on the work involved in issuing a licence, the reasonable anticipated costs of enforcement and the reasonable administration costs associated with the licensing regime.
6. Please complete Sections 1 to 13 of the application form.
7. Should you need any additional space to complete your response to the above questions, please use a blank page, indicating clearly which question you are responding to.
8. **Planning** – Before applying for a licence to sell animals you should ensure that the premises has been granted planning permission for this use (or has it been confirmed that planning permission is not required).
9. **Insurance** - The licensing authority strongly recommends that an appropriate level of public liability insurance is held. Where the business employs other persons, employer‘s liability insurance should also be held. You may also wish to consider taking out professional indemnity insurance.
10. **Plans**- If you are applying for a new licence or have made significant changes to the layout of the premises since your last licence was granted, please provide a scale plan which clearly shows the internal layout of your premises. There is no requirement to have plans professionally drawn – we will accept any reasonable plan, which shows all areas of your premises which will be used in the course of the business. We attach a template which may assist you. The plans should indicate enclosure sizes where these are referred to in the activity specific conditions and associated Guidance.
11. **Renewals** - A renewal letter and application form will be sent out approximately three months before the current licence expires inviting you to reapply for the following year. **You must apply for a renewed licence at least 10 weeks before your current licence expires if you wish to continue to operate without a break.**
12. **Star rating –** The local authority will determine the star rating for your business, ranging from 1 to 5 stars, with the exception of a licence for the Keeping or Training Animals for Exhibition. The star rating for your business will be included on your licence. We will also provide you with details of why your business was rated as it was. If you wish to appeal the star rating you must write or email us to the address shown below. You have 21 days (including weekends and bank holidays) following the issue of your licence in which to appeal. The local authority will determine your appeal within 21 days from the date of receipt of the appeal.
13. **Re-inspection** – You may request a re-inspection at a later date if you have made improvements to address non-compliances identified at the previous inspection. You must put any such request in writing to us, outlining the actions that have been taken to improve levels of compliance or welfare and should include supporting evidence where appropriate. The local authority has 3 months from receipt of your request to carry out a re-visit and re-rate the business provided they have received sufficient information to support the need for a re-inspection. The cost of re-inspection must be met by the licence holder.
14. **Variations** - If there are any changes to the premises or you wish to apply to vary the licence *then* you will be required to download the above application form, complete the relevant parts that you wish to vary and submit the application with the required fee.

For any further information please contact the following:

London Borough of Camden

Licensing Service

5 Pancras Square

London

N1C 4AG

Email: licensingenquiry@camden.gov.uk

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| **PLAN TEMPLATE**  **Use this Sheet to draw a plan of your premises** | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Name: | | | | | | | | | | Date: | | | | The Plan should include:  Internal/external walls  Doors/Windows location  Emergency escape routes | | | | | | Location of Rooms (e.g. Kitchen/Living/Bedroom)  Location of smoke/fire alarms  Outdoor/Garden space | | | | | |
| Address: | | | | | | | | | |  | | | |