

## **Application for an Arrangement Licence to Provide or Arrange for the Provision of Home Boarding for Dogs**

- Before applying for a Home Boarding for Dogs Arrangement Licence, you must familiarise yourself with the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 (as amended) and their associated guidance.
- You may submit your application in the following ways:

**Email:** [licensing@herefordshire.gov.uk](mailto:licensing@herefordshire.gov.uk)

**Post:** Herefordshire Council  
Licensing Team  
Plough Lane  
Hereford  
HR1 2PJ

- The appropriate application fee must accompany applications. Please use one of the following options to make a payment:
  - Call 01432 261761 (between 9:00am – 4:15pm) to make a card payment over the phone.
  - Online payment using the following link [Paying bills online - Main Menu \(e-paycapita.com\)](#)
  - BACS payment :  
Bank: Nat West  
Branch: 12 Broad Street, Hereford, HR4 9AH  
Sort Code : 53-50-41  
Account No: 10313281  
Reference: Your licence number or your name
- Arrangement applications must be accompanied by each host premises application.
- Once the applications has been accepted and validated, you will be contacted by a Licensing Officer to arrange the necessary inspection(s).
- Once the Council is in receipt of the Inspecting Officers' report, and providing everything is satisfactory and the licence fee has been paid, the licence will be issued.

**If any part of the application is incomplete, the required documentation detailed in section 14 of the application is not submitted, or the application fee is not paid, the application will not be processed. We will hold the application for a maximum of 28 days and if the missing information, documentation and/or fee is not submitted within the 28 day holding-period, the application will be rejected and the fee/s will be refunded, minus a £25.00 admin fee.**

If you require further guidance we offer a chargeable Pre-Application Advice and Assistance Service. Please see our website for more details:

<https://www.herefordshire.gov.uk/business-1/changes-animal-related-licensing/2>

**The Animal Welfare Act 2006  
The Animal Welfare (Licensing of Activities Involving Animals) (England)  
Regulations 2018 (as amended)**

## Application for an Arrangement Licence to Provide or Arrange for the Provision of Home Boarding for Dogs

**Please complete all the questions on the form.  
If you have nothing to record, please state "Not Applicable", "N/A" or "None"**

1 Type of Application						
1.1	New Grant		Renewal		Variation	<b>If applying for a new grant, go to 2</b>
1.2	Existing licence number					
1.3	Existing licence expiry date					

2 Dogs to be Accommodated	
2.1	Maximum number to be licensed

3 Agent						
3.1	Are you an agent acting on behalf of the applicant?	Yes		No		<b>If No, go to 4a</b>
3.2	Name					
3.3	Address					
3.4	Email					
3.5	Main telephone number					
3.6	Other telephone number					

4a Individual Applicant Details 1		If applying as a business, go to 5a
4.1	Name	
4.2	Address	
4.3	Email	
4.4	Main telephone number	
4.5	Other telephone number	
4.6	Date of birth	
4.7	Capacity (e.g. owner / manager / etc.)	

4b Individual Applicant Details 2 (If more applicants wish to be a licence holder, please continue on a separate sheet of paper)	
4.8	Name
4.9	Address
4.10	Email
4.11	Main telephone number
4.12	Other telephone number
4.13	Date of birth
4.14	Capacity (e.g. owner / manager / etc.)

<b>5a Business Applicant Details</b>						
5.1	Is your company registered with Companies House?	Yes		No		<b>If No, go to 6</b>
5.2	Registration number					
5.3	Is your business registered outside the UK?	Yes		No		
5.4	VAT number					
5.5	Legal status of the business					
5.6	Name of business owner					
5.7	Name of applicant					
5.8	Applicant's position in the business					
5.9	The country where your head office is located					

<b>5b Business Address – This should be the official address at which it is required of you by law to receive all communication</b>	
5.10	Building name/number
5.11	Street
5.12	District
5.13	City or town
5.14	County or administrative area
5.15	Postcode
5.16	Country

<b>6 Premises to be Licensed</b>						
6.1	Will the arranger be using their own premises to accommodate any dogs under this licensable activity?	Yes		No		<b>If No, go to 8</b>
6.2	Name of premises/trading name					
6.3	Address					
6.4	Telephone number					
6.5	Email					
6.6	Do you have planning permission for this business use?	Yes		No		

<b>7 Accommodation and Facilities</b>	
7.1	Details of the quarters used to accommodate animals, including number, size and type of construction
7.2	Exercise facilities and arrangements
7.3	Heating arrangements
7.4	Method of ventilation of premises
7.5	Lighting arrangements (natural and artificial)
7.6	Water supply to the premises and for the animals
7.7	Facilities for food storage and preparation

<b>7 Accommodation and Facilities</b>						
7.8	Arrangements for disposal of excreta, bedding and other trade waste material					
7.9	Details of isolation facilities for the control of infectious diseases					
7.10	Fire precautions/equipment and arrangements in the case of fire					
7.11	Do you keep and maintain a register of animals?	Yes		No		
7.12	How do you propose to minimise disturbance from noise?					

<b>8 Host Premises</b>	
8.1	How many host premises does the applicant intend to use for the licensable activity?

<b>8a Host Premises Details 1</b>						
8.2	Name					
8.3	Address					
8.4	Email					
8.5	Main telephone number					
8.6	Other telephone number					
8.7	Date of birth					
8.8	Maximum number of dogs the host premises can accommodate					
8.9	Add another host premises?	Yes		No		<b>If No, go to 9</b>

<b>8b Host Premises Details 2</b>						
8.10	Name					
8.11	Address					
8.12	Email					
8.13	Main telephone number					
8.14	Other telephone number					
8.15	Date of birth					
8.16	Maximum number of dogs the host premises can accommodate					
8.17	Add another host premises?	Yes		No		<b>If No, go to 9</b>

<b>8c Host Premises Details 3</b>						
8.18	Name					
8.19	Address					
8.20	Email					
8.21	Main telephone number					
8.22	Other telephone number					
8.23	Date of birth					
8.24	Maximum number of dogs the host premises can accommodate					

<b>8c</b>	<b>Host Premises Details 3</b>
8.25	If you intend to use further host premises, please attach a separate list of these with the information requested in questions 8.2 to 8.8 for each.

<b>9</b>	<b>Veterinary Surgeon</b>	
9.1	Name of usual veterinary surgeon	
9.2	Company name	
9.3	Address	
9.4	Telephone number	
9.5	Email	

<b>10</b>	<b>Emergency Key Holder – You must have at least one emergency key holder who lives within 30 minutes' drive of the premises</b>	
10.1	Name	
10.2	Position/relationship to applicant	
10.3	Address	
10.4	Daytime telephone number	
10.5	Evening/other telephone number	
10.6	Email	

<b>11</b>	<b>Public Liability Insurance</b>			
11.1	Do you have public liability insurance?	Yes	No	<b>If No, go to 12</b>
11.2	Please provide details of the policy			
11.3	Insurance company			
11.4	Policy number			
11.5	Period of cover			
11.6	Amount of cover (£)			
11.7	Does this policy cover the host premises?	Yes	No	

<b>12</b>	<b>Disqualifications and Convictions</b>			
<b>Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:</b>				
12.1	Keeping a pet shop?	Yes	No	
12.2	Keeping a dog?	Yes	No	
12.3	Keeping an animal boarding establishment?	Yes	No	
12.4	Keeping a riding establishment?	Yes	No	
12.5	Having custody of animals?	Yes	No	
12.6	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	
12.7	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	
12.8	If yes to any of these questions, please provide details			

<b>13</b>	<b>Additional Details – Please check the statutory licence conditions and guidance notes for any additional information which may be relevant to the application</b>
13.1	

## Declarations

<b>14</b>	<b>Additional Information (Supporting Documents / Written Procedures)</b>	
<b>Please attach the following information to your application and tick to confirm it has been enclosed:</b>		
14.1	Operating procedures (see Part A, General Condition 9.0)	
14.2	Emergency procedures (see Part A, General Condition 10.0)	
14.3	Preventative healthcare plan – signed by registered vet (see Part B Specific Condition 18.2)	
14.4	Relevant qualifications/experience for home boarding dogs (see Part A, General Condition 4.0)	
14.5	Training/continued professional development (CPD) records (see Part A, General Condition 4.0)	
14.6	A plan of the arranger's premises if used for the licensable activity (please provide measurements in metric)	
14.7	For renewal applications only – If you have previously submitted all of the aforementioned supporting documentation/written procedures and there are no changes to any of these documents, please tick this option.	

<b>15</b>	<b>Declaration</b>	
<b>This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant</b>		
15.1	I/We have read the statutory licence conditions and guidance notes prior to making this application.	
15.2	I/We agree to allow an inspector and/or vet authorised by the Council to inspect the premises which are the subject of this application before any licence is granted.	
15.3	I/We enclose the receipt for payment of the appropriate application fee/s.	
15.4	I/We declare that the details contained in the application form and any attached documentation are correct to the best of my/our knowledge and belief/s. I/We have read and understood the conditions of licence and will abide by them.	

**If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information, they shall be guilty of an offence.**

<b>16a</b>	<b>Signature – Applicant 1</b>	
<b>This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.</b>		
16.1	<b>Signature</b> Signing this box indicates you have read and understood the above declaration and privacy notice below	
16.2	Full Name (Please PRINT)	
16.3	Date	

<b>16b</b>	<b>Signature – Applicant 2 (If more applicants wish to be a licence holder, please continue on a separate sheet of paper)</b>	
<b>This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.</b>		
16.4	<b>Signature</b> <b>Signing this box indicates you have read and understood the above declaration and privacy notice below</b>	
16.5	Full Name (Please PRINT)	
16.6	Date	

#### General Data Protection Regulations and Data Protection Act 2018

This notice covers the treatment of personal data that Herefordshire Council may collect when you e-mail us, complete an application form, or when you complete and submit an online form on our web site.

When completing forms you may be asked for personal information such as name, address, postcode etc. from which you can be personally identified. Herefordshire Council is registered with the Information Commissioner’s Office for the purpose of processing personal data in the performance of its legitimate business and is the Data Controller for the information that you supply. The legal basis for processing this data is our legal obligations under licensing legislation. We will keep your data for 6 years after the expiry of the licence.

We are obliged by legislation to make some of your information available as part of a public register. If you have valid reasons for your data not to be made public, please let us know. The data that is included in the public register is the Licence Holder, Licence Number, Licensable Animal Activity, Premises of Licensable Animal Activity, Species of Animals, Number of Animals, Star Rating and Licence Dates.

Where necessary we may have to share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner’s Office <https://ico.org.uk/>

Further information about the processing of your personal data by the council is available on the council web site at [https://www.herefordshire.gov.uk/info/200148/your\\_council/15/access\\_to\\_information/4](https://www.herefordshire.gov.uk/info/200148/your_council/15/access_to_information/4) or you can contact the council’s Data Protection Officer at Information Compliance & Equality, Herefordshire Council, Plough Lane, Hereford, HR4 0LE or email [informationgovernance@herefordshire.gov.uk](mailto:informationgovernance@herefordshire.gov.uk)