

Application for a Host Premises to Provide Home Boarding for Dogs under an Arrangement Licence

- Before applying for a Host Premises to Provide Home Boarding for Dogs under an 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

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

- Applications must be accompanied by the appropriate application fee per host premises. Please call 01432 261761 (between 9:00am – 4:15pm) to make a card payment over the phone. Alternatively, cheques can be sent to Herefordshire Council, Licensing Team, Plough Lane, Hereford, HR4 0LE, and made payable to Herefordshire Council.
- Host premises applications must be submitted with the arranger's application.
- Once the applications has been accepted and validated, the arranger 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 to the arranger.

If any part of the application is incomplete, the required documentation detailed in section 11 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 (Licensing of Activities Involving Animals) (England) Regulations 2018 (as amended)

Application for a Host Premises to Provide Home Boarding for Dogs under an Arrangement Licence

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	If applying for a new grant, go to 2
1.2	Existing licence number					
1.3	Existing licence expiry date					

2 Dogs to be Accommodated	
2.1	Maximum number

3 Business Details	
3.1	Name and address of the business you will be hosting for

4a Individual Applicant Details 1	
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. home owner / occupier / etc.)

4b Individual Applicant Details 2 (If applicable)	
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. home owner / occupier / etc.)

5 Accommodation and Facilities	
5.1	Details of the quarters used to accommodate animals, including number, size and type of construction
5.2	Exercise facilities and arrangements
5.3	Heating arrangements
5.4	Method of ventilation of premises

5 Accommodation and Facilities					
5.5	Lighting arrangements (natural and artificial)				
5.6	Water supply to the premises and for the animals				
5.7	Facilities for food storage and preparation				
5.8	Arrangements for disposal of excreta, bedding and other trade waste material				
5.9	Details of isolation facilities for the control of infectious diseases				
5.10	Fire precautions/equipment and arrangements in the case of fire				
5.11	Do you keep and maintain a register of animals?	Yes		No	
5.12	How do you propose to minimise disturbance from noise?				

6 Veterinary Surgeon						
6.1	Is your veterinary practice the same one the arranger uses?	Yes		No		If Yes, go to 7
6.2	Name of usual veterinary surgeon					
6.3	Company name					
6.4	Address					
6.5	Telephone number					
6.6	Email					

7 Emergency Key Holder – You must have at least one emergency key holder who lives within 30 minutes' drive of the premises	
7.1	Name
7.2	Position/relationship to applicant
7.3	Address
7.4	Daytime telephone number
7.5	Evening/other telephone number
7.6	Email address

8 Public Liability Insurance						
8.1	Are you and your premises covered under the arranger's public liability insurance (if they have any)	Yes		No		If Yes, go to 9
8.2	Do you have public liability insurance?	Yes		No		If No, go to 9
8.3	Please provide details of the policy					
8.4	Insurance company					
8.5	Policy number					
8.6	Period of cover					
8.7	Amount of cover (£)					

9		Disqualifications and Convictions			
Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:					
9.1	Keeping a pet shop?	Yes		No	
9.2	Keeping a dog?	Yes		No	
9.3	Keeping an animal boarding establishment?	Yes		No	
9.4	Keeping a riding establishment?	Yes		No	
9.5	Having custody of animals?	Yes		No	
9.6	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	
9.7	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	
9.8	If yes to any of these questions, please provide details				

10		Additional Details – Please check the statutory licence conditions and guidance notes for any additional information which may be relevant to the application			
10.1					

Declarations

11		Additional Information (Supporting Documents / Written Procedures)			
Please attach the following information to your application and tick to confirm it has been enclosed:					
11.1	Emergency procedures (see Part A, General Condition 10.0)				
11.2	Relevant qualifications/experience for home boarding dogs (see Part A, General Condition 4.0)				
11.3	Training/continued professional development (CPD) records (see Part A, General Condition 4.0)				
11.4	A plan of the premises (please provide measurements in metric)				
11.5	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.				

12		Declaration			
This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant					
12.1	I/We have read the statutory licence conditions and guidance notes prior to making this application.				
12.2	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.				
12.3	I/We enclose the receipt for payment of the appropriate application fee.				
12.4	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.

13a	Signature – Applicant 1	
This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.		
13.1	Signature Signing this box indicates you have read and understood the above declaration and privacy notice below	
13.2	Full Name (Please PRINT)	
13.3	Date	

13b	Signature – Applicant 2 (If applicable)	
This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.		
13.4	Signature Signing this box indicates you have read and understood the above declaration and privacy notice below	
13.5	Full Name (Please PRINT)	
13.6	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 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