

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

**Application for Dog Home Boarding and/or Dog Day Care within Residential Premises**

<b><u>Applicant Details</u></b>				
Type of Application:	New	Renewal	Previous Licence Number:	
What type of licence do you wish to apply for?	Home Boarder (see page 5)	Dog Day Care	Both Home Boarder and Dog Day Care	
Surname/s:			Title: (Please circle as appropriate)	Mr/Mrs/Miss/Other
First Name/s ( in full):			Applicant over 18 yrs old?	YES/NO
			Any persons below 18 yrs old within the household?	YES/NO State ages:
Home Address of Applicant/Premises:				
Home Telephone:		Mobile Number:		
Name of Business:		Which of the following applies to you:	sole trader/ limited company/ partnership/ Other (Please circle as appropriate)	
Business Telephone Number:		Web Site Address:		
Email Address:				

Do you have business insurance?	YES/NO	Have you registered your business for HMRC taxes?	YES/NO
<p>Please note: Business website/ addresses and telephone numbers will automatically be published on our website. <a href="https://www.castlepoint.gov.uk/licensing-of-animal-welfare-establishments">https://www.castlepoint.gov.uk/licensing-of-animal-welfare-establishments</a></p> <p>To opt out of your contact details being published <b>YES/NO</b></p>			

<b><u>Applicant Details of Convictions</u></b>  Have you ever been disqualified from keeping a boarding establishment for animals or from keeping a pet shop or from having custody of animals?  Any convictions under the Animal Welfare Act 2006 or under the Protection of animals (Amendment) Act 1988 from having the custody of animals?  Or any other criminal convictions?	YES/ NO
	If Yes please give full details?
	Failure to declare a conviction is an offence and upon summary of conviction subject to a fine.

<b><u>Details of Living Quarters</u></b>	
Type of Accommodation?  E.g. Bungalow, terrace house, brick built, Rural location, Town Centre	
Details of Kitchen Facilities:  E.g. Food storage and preparation of food for dogs	

<p><b>Details of Exercise Facilities:</b></p> <p>E.g. Size of facilities, fenced enclosed garden, grassed area</p> <p>(Please note that this must not be shared with any other household)</p>	
<p><b>Details of Isolation Facilities in Case of Illness:</b></p>	

<b><u>Supervision of Boarded Dogs</u></b>	
Will the dogs ever be left for a period of more than 3 hours?	YES/NO
Is this your full- time job?	YES/NO
Are there any other persons (employed or volunteer) involved in the business?	YES/NO
<p><b>Adequate record keeping?</b></p> <p>E.g. Written consent from the owner regarding boarding of their dog, contact details of owner, emergency contact details, veterinary details, medical history documentation</p>	
Will you transport the dogs in your vehicle, if so is a dog guard fitted/ crates/ seat belts/ harnesses?	

<b><u>Resident Pets</u></b>	
<p>Do you have any of your own pets? Please give details; type of animal, breed, number, age, etc.</p> <p>Please note: Where there is a resident cat or dog kept at the household written permission from the owner/ of the boarded animal/ must be gained following a trial familiarisation session.</p>	
Are they up- to- date with inoculations?	YES/NO

Details of Registered Vets			
Name of Vets			
Address		Postcode	
		Telephone Number:	

The following supporting documents <b>must</b> be included with your application.	Please Tick ✓
I have enclosed a copy of my public liability insurance policy and where necessary, employers liability insurance.	
<p>Please note that licence visits cannot be carried out until the licence fee has been paid in full. Application forms may be returned with a cheque payable to Castle Point Borough Council.</p> <p>Payment can also be made by credit/debit card by <b>telephone 01268 882200 opt 5</b> and quote <b>finance code 130 641</b> (VAT N).</p>	

I/We hereby make application under The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 for a licence to run an animal activity at the premises stated above.

I have read and understand Castle Point Borough Councils' conditions for a licence and I will comply with these conditions.

I/We hereby certify that to the best of our knowledge and belief that the above particulars are true and understand that any information found to be false will render the application invalid.

Signature		Print Name		Dated	
Additional Signature (If more than one applicant)		Print Name		Dated	

When your application has been completed, please scan and send by email to [environmentalhealth@castlepoint.gov.uk](mailto:environmentalhealth@castlepoint.gov.uk) or you can drop your completed form into the Council Offices on Kiln Road.

After submitting your complete application you will be contacted by the Animal Welfare Officer, who will arrange to visit and inspect your boarding accommodation as necessary.

In some circumstances it may be considered that an inspection is required by a qualified vet to obtain additional advice. If this is the case you will be notified and you will be responsible for paying the vets fee.

*Home boarder: A business that looks after dogs in a business owners own home (during the day or overnight) – these companies are licensed under 'home boarding'*