



**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</b>	<b>First Applicant</b>					
1.1	Title					
1.2	Name					
1.3	Address					
1.4	Contact phone number(s)					
1.5	Email address(es)					
1.6	Date of birth					
<b>1b</b>	<b>Second Applicant (if any)</b>					
1.7	Is there a second applicant	<b>Yes</b>		<b>No</b>		<b>If no, go to section 1c</b>
1.8	Title					
1.9	Name					
1.10	Address					
1.11	Contact phone number(s)					
1.12	Email address(es)					
1.13	Date of birth					
<b>1c</b>	<b>Miscellaneous</b>					
1.18	Is your business VAT Registered	<b>Yes</b>		<b>No</b>		<b>If no, go to section 2</b>
1.19	VAT Number					

<b>2</b>	<b>Premises to be licensed</b>	
2.1	Name of premises/trading name	
2.2	Address of premises	
2.3	Telephone number(s) of premises	
2.4	Email address(es)	
2.5	Web address for premises (if available)	
2.6	Opening hours of the premises	
2.7	Do you have planning permission for this business use.	<b>Yes/No</b>

<b>3a</b>	<b>Type of Application</b>					
3.1	Commercial Boarding		Home Boarding		Day Care	
3.2	Type of Application		New		Renewal	
3.3	Existing licence number (if applicable)					
<b>3b</b>	<b>Animals to be accommodated</b>					
3.4	Cats	<b>Yes/No</b>	Maximum number			
3.5	Dogs	<b>Yes/No</b>	Maximum number			

<b>4</b>	<b>Accommodation and facilities</b>				
4.1	Details of the quarters used to accommodate animals, including number, size and type of construction				
4.2	Exercise facilities and arrangements				
4.3	Heating arrangements:				
4.4	Method of ventilation of premises				
4.5	Lighting arrangements (natural & artificial)				
4.6	Water supply				
4.7	Facilities for food storage & preparation				
4.8	Arrangements for disposal of excreta, bedding and other waste material				
4.9	Isolation facilities for the control of infectious diseases				
4.10	Fire precautions/equipment and arrangements in the case of fire				
4.11	Do you keep and maintain a register of animals?	<b>Yes</b>		<b>No</b>	
4.12	How do you propose to minimise disturbance from noise?				

<b>5</b>	<b>Veterinary surgeon</b>	
5.1	Name of usual veterinary surgeon	
5.2	Company name	
5.3	Address	
5.4	Telephone number	
5.5	Email address	

<b>6a</b>	<b>Emergency key holder (1)</b>	
6.1	Do you have an emergency key holder?	<b>Yes/No</b> <b>If no, go to 7</b>
6.2	Name	
6.3	Position/job title	
6.4	Address	
6.5	Daytime telephone number	
6.6	Evening/other telephone number	
6.7	Email address	
6.8	Add another person?	<b>Yes/No</b> <b>If no, go to 7</b>
<b>6b</b>	<b>Emergency key holder (2)</b>	
6.9	Name	
6.10	Position/job title	
6.11	Address	
6.12	Daytime telephone number	
6.13	Evening/other telephone number	
6.14	Email address	

<b>7</b>	<b>Public liability insurance</b>	
7.1	Do you have public liability insurance?	<b>Yes/No</b> <b>If no, go to 7.7</b>
7.2	Please provide details of the policy	
7.3	Insurance company	
7.4	Policy number	
7.5	Period of cover	
7.6	Amount of cover (£)	
7.7	Please state what steps you are taking to obtain such insurance	

<b>8 Disqualifications and convictions</b>	
8.1	Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from:
8.2	Keeping a pet shop? <b>Yes/No</b>
8.3	Keeping a dog? <b>Yes/No</b>
8.4	Keeping an animal boarding establishment? <b>Yes/No</b>
8.5	Keeping a riding establishment? <b>Yes/No</b>
8.6	Having custody of animals? <b>Yes/No</b>
8.7	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>
8.8	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>
8.9	If yes to any of these questions, please provide details,

<b>9 Additional details</b>	
Please check local guidance notes and conditions for any additional information which may be required	
9.1	Additional information which is required or may be relevant to the application
9.2	Please give any dates in the next 10 weeks when the premises will not be available for inspection

<b>10 Guidance &amp; Additional Information</b>	
<p>It is recommended that you read the procedural guidance notes published by the Department for Environment, Food and Rural Affairs (DEFRA) for Local Authorities. DEFRA has also published guidance in relation to all licensable activities which includes the conditions of that licence, that will be imposed if a licence is issued.</p> <p>The guidance documents can be found on the Bassetlaw District Council website.</p> <p>The guidance documents will be useful to applicants and operators as they explain the licensing requirements, conditions of licence, inspection of premises together with information relating to how the star rating and length of the licence to be issued will be determined by the Council.</p>	

**Who will control my data?**

The Data Controller for all the information you provide on this form, together with any supporting information or document requested as part of the application process is Bassetlaw District Council, Queens Buildings, Potter Street, Worksop, S80 2AH

**If there is something you don't understand?**

Please contact Bassetlaw District Council Licensing Department on 01909 533533 or [licensing@bassetlaw.gov.uk](mailto:licensing@bassetlaw.gov.uk)

**Who will we share your information with?**

We will only use this information in conjunction with your application and any licence issued. This may include checks with a Veterinary Surgeon/Practitioner, DEFRA, RSPCA, UKAS-accredited body, Bassetlaw District Council Planning Department, Bassetlaw District Council Environmental Health Department, Trading Standards, Bassetlaw District Council Legal Services Department, Nottinghamshire Police and any referral to the Licensing Committee or Sub-Committee.

**How long will we keep this information for?**

Your information will be kept for 7 years from the date you last accessed the service of 7 years after any licence ceases to have effect

**What are my data rights?**

Your personal information belongs to you and you have the right to:

- Be informed of how we process it
- Request a copy of what we hold about you in commonly used electronic format, if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- Have it amended if it is incomplete or incorrect
- Have it deleted (where we do not have a legal requirement to retain it)
- Withdraw your consent if you no longer wish us to process it
- Restrict how we process it
- Object to us using it for marketing or research purposes
- Object to us using it in relation to a legal task or in the exercise of an official authority
- Request that a person reviews an automated decision where it has had an adverse effect on you

**How do I exercise these rights?**

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Information Governance Team, Bassetlaw District Council, Queens Buildings, Potter Street, Worksop, S80 2AH

Tel: 01909 533533

Email: [Information.Governance@bassetlaw.gov.uk](mailto:Information.Governance@bassetlaw.gov.uk)

ICO Reference Z560966

A full copy of the Bassetlaw District Council Privacy Notice can be viewed at <http://www.bassetlaw.gov.uk/privacy>

<b>12 Declaration</b>			
This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.			
I/We agree to permit an officer/officers and/or a veterinary surgeon/veterinary practitioner authorised by Bassetlaw District Council to inspect the premises which are the subject of this application.			
I/we declare that the details contained in this application form and the attached documentation is/are correct to the best of my/our knowledge and belief			
I/we also confirm that I/we have read and understood the privacy notice and that I/we are aware of the provisions of the relevant legislation and the licence conditions which I/we will comply with at all times			
<b>12a First Applicant</b>			
12.1	Signed		<b>Signing this box indicates you have read and understood the above declaration</b>
12.2	Capacity		
12.3	Printed		
12.4	Dated		
<b>12b Second Applicant</b>			
12.5	Signed		<b>Signing this box indicates you have read and understood the above declaration</b>
12.6	Capacity		
12.7	Printed		
12.8	Dated		

<b>13 Supporting Documentation</b>			
Please provide the following information with your application. Please note we will not be able to process your application without this information:			
<ul style="list-style-type: none"> <li>• Layout/outline plan of the premise (unless we already have this and the layout has not changed)</li> <li>• Insurance policy</li> <li>• Operating procedures</li> <li>• Risk assessment (including fire)</li> <li>• Infection control procedure</li> <li>• Qualifications</li> <li>• Training records</li> <li>• Details/evidence of certification by a UKAS-accredited body with 3 or more years of compliance history</li> </ul>			
13.1	If you are unable to provide any of the above specified information please give reasons why?		

Please send your application form, together with the appropriate application fee to:

Licensing Department  
Bassetlaw District Council  
Queens Buildings  
Potter Street  
Worksop  
S80 2AH

Alternatively, you can submit your application via email to:

[Licensing@bassetlaw.gov.uk](mailto:Licensing@bassetlaw.gov.uk)

Please read the information on fees carefully, especially if you are applying for more than one animal activity. Information on fees and charges can be found on the licensing section of the Bassetlaw District Council website.

Any cheques must be made payable to Bassetlaw District Council

Credit and debit card payment can be made over the telephone by calling 01909 533533 and speaking to a member of the licensing department or by attending at any of the Council offices.