

# Application for Licence to Keep an Animal Boarding Establishment

- Application for Grant of Licence
- Application for Renewal of Licence
- Application for Variation of a Licence (No fee currently payable)\*

## To run a business boarding dogs and/or cats you need a licence from the Local Authority.

Licences are valid for a period of one, two or three years from the date of issue.

This application form must be completed in black ink in block letters and returned with the fee of £120.00 to the Licensing Team, East Lindsey District Council, Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP. Cheques and postal orders should be made payable to 'East Lindsey District Council'. Please note that we no longer accept cash for the payment of licence application fees.

The Licensing Team is able to provide facilities for licence payments by credit and debit cards. Further information on payment by credit or debit card is available by contacting the Licensing Team direct.

\*There is currently no charge for 'Variation' applications.

## Eligibility Criteria

Schedule 8 of The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 stipulates persons who may not apply for an Animal Welfare Licence.

In addition to the above, this Council has adopted an Animal Welfare Licensing Policy. In line with this policy, all applications for grant or renewal of an Animal Welfare Licence must be accompanied by a Basic Disclosure Certificate from the Disclosure and Barring Service (DBS).

The Basic Disclosure Certificate must have been issued in the full name of the licence applicant(s), and must have been issued no earlier than 2 months before the date on which the licence application is made. The Basic Disclosure Certificate must be submitted with the licence application.

DBS checks must show that the licence applicant (or applicants) are not disqualified from holding a licence, and/or hold no current relevant convictions which may affect whether they are a 'fit and proper' person to hold a licence.

Guidance on how to request a Basic DBS Certificate can be found on the gov.uk website:

<https://www.gov.uk/request-copy-criminal-record>

The certificate provides details of unspent criminal convictions (if any). The cost of the certificate is £23.00. It usually takes up to 14 days for you to receive your certificate.

It will be the licence applicant's responsibility to obtain the DBS certificate in good time, and to pay any fees or charges associated with them.

The Council will not normally grant a licence to a person with one (or more) conviction(s) for any offence related to animal cruelty or suffering. The primary purpose of the Regulations enforced by this Council is to ensure the welfare of animals and, as such, these types of offences are highly relevant. In all cases, the Council will consider the conviction or behaviour in question and what weight should be attached to it. Each and every case will be determined on its own merits.

## Application Evaluation Process

Once the application is received by the Council it will be forwarded to an appropriate officer to inspect the premises. The premises, facilities and management will be inspected to ensure they comply with the current boarding establishment licence conditions.

Where appropriate, licence applications may also be subject to a veterinary inspection.

Applications are then either approved with licence conditions or refused.

Local Authorities must have regard to the following (and other relevant matters) when considering an application for a boarding establishment licence:

- that animals will be kept in suitable accommodation, for example in regards to temperature, size, lighting, number of animals, ventilation and cleanliness.

- adequate food and drink will be provided to the animals and they will be visited at suitable intervals.
- that steps are taken to prevent disease spreading among the animals.
- that adequate fire and emergency provisions are in place.

## Appeals

Any applicant refused a licence has a right of appeal to the First-Tier Tribunal.

## Planning Permission

Any premises from which a boarding establishment operates may require planning permission. Applicants are advised

therefore to contact this Authority's Development Control Department, for further information regarding planning matters.

Building works may also require approval from the Council's Building Control Section.

## Licence Renewal Reminders

All licence holders will normally be sent a reminder and the necessary forms of renewal approximately three weeks in advance of the expiry of a licence.

Please note the responsibility for renewal rests with the licence holder. Reminders are sent purely as a courtesy.

**To: The Licensing Section, East Lindsey District Council, Tedder Hall, Manby Park, Louth, Lincolnshire LN11 8UP**

I / We as (proposed) occupier(s) of the premises hereinafter mentioned HEREBY MAKE APPLICATION for a LICENCE TO KEEP A BOARDING ESTABLISHMENT at the premises, of which particulars are given below. I agree to permit an officer, veterinary surgeon or veterinary practitioner authorised by the Council to inspect the premises which are the subject of this application before any licence is granted.

I / We enclose herewith the sum of £120.00 being the amount of the fee payable on the Licence for which the application is made.

## PART A - Applicant Profile

### 1 Reference number

1.1 System reference number (if known):

1.2 Your reference (if known):

**Please complete all the questions in the form.**

**If you have nothing to record, please state "Not applicable" or "None"**

### 2a Agent

2.1 Are you an agent acting on behalf of the applicant?

YES

NO

If NO, go to 3.1

### 2b Further information about the Agent

2.2 Name (including Mr / Mrs / Ms / Miss / Dr):

2.3 Address (including postcode):

2.4 Email:

2.5 Main telephone number:

2.6 Other telephone number:

### 3 Applicant details

3.1 Name (including Mr / Mrs / Ms / Miss / Dr):

3.2 Address (including postcode):

3.3 Email:

3.4 Main telephone number:

3.5 Other telephone number:

3.6 Are you applying as a business or organisation, including a sole trader?

YES  NO

3.7 Are you applying as an individual?

YES  NO

### 4a Applicant Business

4.1 Is your company registered with companies house?

YES  NO  If NO, go to 4.3

4.2 Registration number:

4.3 Is your business registered outside the UK?

4.4 VAT number:

4.5 Legal status of the business:

4.6 Your position in the business:

4.7 The country where your head office is located:

### 4b Business Address – This should be your official address – The address required of you by law to receive all communication

4.8 Building name or number:

4.9 Street:

4.10 District:

4.11 City or town:

4.12 County or administrative area:

4.13 Post Code:

4.14 Country:

# PART B - 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"

### 1a Type of Application

1.1 Type of boarding: Commercial Boarding  Home Boarding  Day Care

1.2 Type of application: New  Renewal

1.3 Existing licence number (if applicable):

### 1b Animals to be accommodated

1.4 Cats: YES  NO  If Yes, maximum number:

1.5 Dogs: YES  NO  If Yes, maximum number:

### 1.6 For dog home boarding applications only:

How many dogs do you intend to board at any one time?

How many dogs reside permanently at the premises? (Please include your own dog(s), dog(s)s belonging to other occupants of the premises, assistance dogs etc)

### 1c Further information about the applicant

1.7 Date of birth:

## 2 Premises to be licensed

2.1 Name of premises/trading name:

2.2 Address of premises (including postcode):

2.3 Telephone number of premises:

2.4 Email address:

2.5 Do you have planning permission for this business use? YES  NO

## 3 Accommodation and facilities

3.1 Details of the quarters used to accommodate animals, including number, size and type of construction:

3.2. Exercise facilities and arrangements:

3.3 Heating arrangements:

3.4 Method of ventilation of premises:

3.5 Lighting arrangements (natural and artificial):

3.6 Water supply:

3.7 Facilities for food storage and preparation:

3.8 Arrangements for disposal of excreta, bedding and other waste material:

3.9 Isolation facilities for the control of infectious diseases:

3.10 Fire precautions/equipment and arrangements in the case of fire:

3.11 Do you keep and maintain a register of animals?

YES  NO

3.12 How do you propose to minimise disturbance from noise?

#### 4 Veterinary surgeon

4.1 Name of usual veterinary surgeon:

4.2 Company name:

4.3 Address (including postcode):

4.4 Telephone number:

4.5 Email address:

### 5a Emergency key holder

5.1 Do you have an emergency key holder? YES  NO  If no, go to 6.1

5.2 Name:

5.3 Position/job title:

5.4 Address (including postcode):

5.5 Daytime telephone number:

5.6 Evening/other telephone number:

5.7 Email address:

5.8 Add another person? YES  NO  If no, go to 6.1

### 5b Emergency key holder 2

5.9 Name:

5.10 Position/job title:

5.11 Address (including postcode):

5.12 Daytime telephone number:

5.13 Evening/other telephone number:

5.14 Email address:

### 6 Public liability insurance

6.1 Do you have public liability insurance? YES  NO  If No, go to 7

6.2 Please provide details of the policy.

6.3 Insurance company:

6.4 Policy number:

6.5 Period of cover:

6.6 Amount of cover (£):

## 7 Disqualifications and convictions

Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:

- 7.1 Keeping a pet shop?..... YES  ..... NO
- 7.2 Keeping a dog? ..... YES  ..... NO
- 7.3 Keeping an animal boarding establishment?..... YES  ..... NO
- 7.4 Keeping a riding establishment? ..... YES  ..... NO
- 7.5 Having custody of animals? ..... YES  ..... NO
- 7.6 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
- 7.7 Has the applicant, or any person who will have control or management of the establishment, ever had a licence (including an animal boarding licence) refused, revoked or cancelled? ..... YES  ..... NO
- 7.8 If yes to any of these questions, please provide details:

## 8 Additional details

- 8.1. Is the animal boarding establishment connected to mains drainage? YES  NO  If NO, is the animal boarding establishment connected to a localised sewage system? YES  NO

Please provide any further relevant information:

- 8.2. Do you hold (or have you held) an animal boarding establishment licence with another Council? YES  NO  If Yes, give full details:

8.3 Additional information which may be relevant to the application:



# DECLARATION SECTION

## 9 Model licence conditions and guidance

All applicants to tick that they have read the applicable model licence conditions and guidance. A copy of the model licence conditions and guidance can be found at [www.e-lindsey.gov.uk/article/9523/Animal-Welfare](http://www.e-lindsey.gov.uk/article/9523/Animal-Welfare).

9.1 Animal Boarding.....

## 10 Additional information

Please attach the following information.

10.1 DBS Basic Disclosure Certificate (for each applicant).....

Please enclose the original DBS certificate(s) with your application.  
Once seen by the Licensing Team, the certificate(s) will be returned to you.

10.2 A scaled plan of the premises .....

10.3 Operating procedures .....

10.4 Risk assessments (including fire).....

10.5 Infection control procedure .....

10.6 Qualifications.....

10.7 Training records .....

## 11 Declaration

This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.

11.1 I am aware of the provision of the relevant Act and model licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.

11.2 Signing this box indicates you have read and understood the above declaration:

11.3 Full name (including Mr / Miss / Mrs / Ms / Dr):

11.4 Capacity:

11.5 Date:

*This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.*

*Your information will be processed in accordance with the law, in particular the Data Protection Act 1998. The information you provide will only be used for Council purposes unless we are required by law to do otherwise.*

### FOR OFFICE USE ONLY

Recommendation:

Date of Inspection:

Receipt No:

No. of Licence issued:

Payment by: Cheque

Postal Order

Card

## Data Protection Notice – Licensing (Animal Welfare)

East Lindsey District Council is a Data Controller and can be contacted at:

Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP

Tel: 01507 601111

The Data Protection Officer for this Authority can be contacted at the same address.

We are collecting your personal data in order to process your licence application as we are the Licensing Authority.

Your data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Some limited licence information will be made available to the public in line with the DEFRA procedural guidance to Licensing Authorities which encourages us to maintain a Register of Licensed Premises. The Register will include the name of the licence holder, address of the business and the star rating for the business.

In line with our retention policy your data will be kept for the period of time that you hold a licence with this Authority and then for a further 6 years after your last licence expires. The data will then be deleted / destroyed.

We also keep data for six years from the resolution of an unsuccessful licence application or the resolution of legal proceedings.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

If you do not provide the information required on the form then we will not be able to process your licence application.

For further information on our Data Protection Policies please go to our website: [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)