

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

**Application for a licence to carry on the activity of  
providing boarding for cats and or dogs including day care**

| <b>1</b> | <b>Reference number</b> | <b>Where known (Renewal Application)</b> |
|----------|-------------------------|--|
| 1.1      | System reference Number |  |
| 1.2      | Your reference          |  |

Please complete all the questions in the form.  
If you have nothing to record, please state "Not applicable" or "None"

| <b>2</b>  | <b>Agent</b>                                       |     |  |    |  |               |
|-----------|--|-----|--|----|--|---------------|
| 2.1       | Are you an agent acting on behalf of the applicant | Yes |  | No |  | If no go to 3 |
| <b>2b</b> | <b>Further information about the Agent</b>         |     |  |    |  |               |
| 2.2       | Name   |     |  |    |  |               |
| 2.3       | Address  |     |  |    |  |               |
| 2.4       | Email  |     |  |    |  |               |
| 2.5       | Main telephone number                              |     |  |    |  |               |
| 2.6       | Other telephone number                             |     |  |    |  |               |

| <b>3</b> | <b>Applicant details</b>  |     |  |    |  |
|----------|---|-----|--|----|--|
| 3.1      | Name  |     |  |    |  |
| 3.2      | Address   |     |  |    |  |
| 3.3      | Email   |     |  |    |  |
| 3.4      | Main telephone number   |     |  |    |  |
| 3.5      | Other telephone number  |     |  |    |  |
| 3.6      | Date of birth   |     |  |    |  |
| 3.7      | Applying as a business or organisation, including a sole trader | Yes |  | No |  |
| 3.8      | Applying as an individual                                       | Yes |  | No |  |

| <b>4</b>  | <b>Applicant Business</b>  |     |  |    |  |                 |
|-----------|--|-----|--|----|--|-----------------|
| 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.   |     |  |    |  |                 |
| <b>4b</b> | <b>Business Address – This should be your official address – The address required of you by law to receive all communication</b> |     |  |    |  |                 |
| 4.8       | Building name or number  |     |  |    |  |                 |
| 4.9       | Street   |     |  |    |  |                 |
| 4.10      | City or Town   |     |  |    |  |                 |
| 4.11      | Postcode   |     |  |    |  |                 |

Please complete all the questions in the form.  
If you have nothing to record, please state "Not applicable" or "None"

|           |                                   |               |                |         |
|-----------|-----------------------------------|---------------|----------------|---------|
| <b>5</b>  | <b>Type of Application</b>        |               |                |         |
| 5.1       | Commercial Boarding               | Home Boarding | Day Care       |         |
| 5.2       | Type of Application               |               | New            | Renewal |
| 5.3       | Existing licence number           |               |                |         |
| <b>5a</b> | <b>Animals to be accommodated</b> |               |                |         |
| 5.4       | Cats                              | Yes / No      | Maximum number |         |
| 5.5       | Dogs                              | Yes / No      | Maximum number |         |

|          |   |          |
|----------|---|----------|
| <b>6</b> | <b>Premises to be licensed</b>                        |          |
| 6.1      | Name of premises/trading name                         |          |
| 6.2      | Address of premises                                   |          |
| 6.3      | Telephone number of premises                          |          |
| 6.4      | Email address   |          |
| 6.5      | Do you have planning permission for this business use | Yes / No |

|          |  |  |
|----------|--|--|
| <b>7</b> | <b>Accommodation and facilities - Please attach the following information:</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 & artificial)   |  |
| 7.6      | Water supply   |  |
| 7.7      | Facilities for food storage & preparation  |  |
| 7.8      | Arrangements for disposal of excreta, bedding and other waste material                               |  |
| 7.9      | Isolation facilities for the control of infectious diseases  |  |
| 7.10     | Fire precautions/equipment and arrangements in the case of fire                                      |  |
| 7.11     | Register of animals  |  |
| 7.12     | How do you propose to minimise disturbance from noise?   |  |

|          |                                  |  |
|----------|----------------------------------|--|
| <b>8</b> | <b>Veterinary surgeon</b>        |  |
| 8.1      | Name of usual veterinary surgeon |  |
| 8.2      | Company name                     |  |
| 8.3      | Address                          |  |
| 8.4      | Telephone number                 |  |
| 8.5      | Email address                    |  |

|          |   |          |                  |
|----------|---|----------|------------------|
| <b>9</b> | <b>Emergency key holder</b>                           |          |                  |
| 9.1      | Do you have an emergency key holder?                  | Yes / No | If no go to 10.1 |
| 9.2      | Name  |          |                  |
| 9.3      | Position/job title                                    |          |                  |
| 9.4      | Address   |          |                  |
| 9.5      | Daytime telephone number                              |          |                  |
| 9.6      | Evening/other telephone number                        |          |                  |
| 9.7      | Email address   |          |                  |
| 9.8      | If there is another key holder please provide details |          |                  |

|           |   |          |                  |
|-----------|---|----------|------------------|
| <b>10</b> | <b>Public liability insurance</b>                               |          |                  |
| 10.1      | Do you have public liability insurance?                         | Yes / No | If no go to 10.6 |
|           | If yes, please provide details of the policy                    |          |                  |
| 10.2      | Insurance company   |          |                  |
| 10.3      | Policy number   |          |                  |
| 10.4      | Period of cover   |          |                  |
| 10.5      | Amount of cover   |          |                  |
| 10.6      | Please state what steps you are taking to obtain such insurance |          |                  |

|           |  |  |          |
|-----------|--|--|----------|
| <b>11</b> | <b>Disqualifications and convictions</b>   |  |          |
|           | Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:  |  |          |
| 11.1      | Keeping a pet shop?  |  | Yes / No |
| 11.2      | Keeping a dog?   |  | Yes / No |
| 11.3      | Keeping an animal boarding establishment?  |  | Yes / No |
| 11.4      | Keeping a riding establishment?  |  | Yes / No |
| 11.5      | Having custody of animals?   |  | Yes / No |
| 11.6      | Has the applicant, or any person who will have control or management of the establishment, been disqualified or convicted of any offences under the:<br>Animal Welfare Act 2006<br>Animal Welfare (Scotland) Act 2006 Dangerous Dogs Act 1991<br>Any other legislation listed in Schedule 8 of the LAIA Regulations 2018 |  | Yes / No |
| 11.7      | 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 |

## Standard payment and declaration section

|           |  |  |  |
|-----------|--|--|--|
| <b>12</b> | <b>Payment</b>   |  |  |
| 12.1      | Payment must be made at the time of making the application                                     |  |  |
| 12.2      | Confirm date payment of Part A & B fee made and how made e.g. online, include reference number |  |  |

|           |   |  |  |
|-----------|---|--|--|
| <b>13</b> | <b>Statutory Guidance</b>   |  |  |
|           | All applicants to tick that they have read the applicable statutory guidance and conditions |  |  |
| 13.1      | Boarding for Cats   |  |  |
| 13.2      | Boarding in Kennels for Dogs  |  |  |
| 13.3      | Day Care for Dogs   |  |  |
| 13.4      | Home Boarding for Dogs  |  |  |

|           |   |
|-----------|---|
| <b>14</b> | <b>Additional Information - Please attach the following Information</b> |
| 14.1      | A plan of the premises  |
| 14.2      | Insurance policy  |
| 14.3      | Standard Operating procedures   |
| 14.4      | Emergency Response Plan   |
| 14.5      | Infection Control Procedure   |
| 14.6      | Qualifications  |
| 14.7      | Training records  |
| 14.8      | Other documents may be required specific to the type of activity        |

|           |  |
|-----------|--|
| <b>15</b> | <b>Declaration</b>   |
| 15.1      | This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.   |
| 15.2      | <p>I am aware of the provisions of the relevant Act, Regulations and Statutory Guidance. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.</p> <p>I understand that a person authorised by the Council will inspect the premises before a licence is issued. I understand that a person authorised by the council may inspect the premises either by appointment or unannounced at any reasonable time.</p> <p>I understand that a person authorised by the council may take photographs or video footage whilst carrying out inspections or visits to the premises.</p> <p>I am aware that a fee is payable for this licence application.</p> <p>I accept that all veterinary fees incurred by the authority in respect to the licence application will be recoverable at cost.</p> <p>I accept that in the event of my application being refused or I withdraw it, I will not be refunded the Part A application fee, or veterinary fee or any part thereof under any circumstances.</p> <p>I apply under the above legislation to carry on the activity of <b>Animal Boarding</b> at the above premises.</p> |
| 15.3      | Ticking this box indicates you have read and understood the above declaration  |
| 15.4      | Signature  |
| 15.5      | Capacity/Position of Signatory   |
| 15.6      | Date   |

## **Privacy Notice**

The Council is the data controller for purposes of the Data Protection Act (2018) and EU General Data Protection Regulation as of May 2018 and is registered as a data controller with the Information Commissioner's Office (ICO)

Brighton & Hove City Council are committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

### **Purposes and lawful basis of processing**

We are collecting your data for the purpose of issuing animal activity licences in the following areas:

- Pet Vending Licence
- Dog Breeding Licence
- Zoo Licence
- Dangerous Wild Animals Licence
- Dog Boarding Licence
- Cat Boarding Licence
- Hiring of Horses Licence
- Exhibition of Animals Licence
- Dog Day Care Licence

Along with the application we will require certain supporting documentation as set out in the relevant guidance depending on the type of licence.

Information gathered in the application process may be used to determine whether a licence can be issued or refused. Contact details may also be used to communicate in regard to your application or the licence you hold. Successful applicants may have their trade name and contact number published on the council's website.

Data may also be used to investigate licensed premises in the event of a complaint. If necessary, investigations may lead to enforcement action.

We are collecting and processing your data because the council has a legal obligation under one of the following Acts:

- The Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018
- Zoo Licensing Act 1981
- Dangerous and Wild Animal Act 1972

### **Who we will share your data with**

Your data may be shared internally with Legal Services, Planning and Housing. We may also share your data externally with a Veterinarian, Department of Environment, Food and Rural Affairs, Police, East Sussex Fire and Rescue and the courts.

### **How long we will hold your data (retention)**

We will hold your data for six years from when you are no longer a licence holder. If your application is refused we would keep your information for six years from that decision.

### **Transferring data outside the European Economic Area**

Your information is not processed outside of the European Economic Area.

### **Purposes & Consent**

Under the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018 we are encouraged to publish details of the licenses we issue, however, some business details contain personal data, for example, someone's full name. In these instances we would need the individual's consent to publish the details online.

**I consent to the use of my data for the above purpose**

## **Your information rights**

Under GDPR you have certain rights concerning your information.

For further information on your rights visit <https://www.brighton-hove.gov.uk/privacy>

## **Further information**

If you would like to discuss this further please contact our Information Governance Team on 01273 295959 or [data.protection@brighton-hove.gov.uk](mailto:data.protection@brighton-hove.gov.uk)

The council also has a Data Protection Officer, who can be contacted via <https://www.brighton-hove.gov.uk/dpo>

You can also contact the ICO for further information or to make a complaint:

Information Commissioner's Office

Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

<https://ico.org.uk/global/contact-us/email/>

<https://ico.org.uk/make-a-complaint/>