**Privacy Statement**

Havant Borough Council need to process your data to comply with a legal obligation primarily under The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. You have a number of rights on how your data is used, including the right to object, for more information on your rights see: <https://www.havant.gov.uk/privacy-policy>

|  |  |
| --- | --- |
|  | **APPLICATION FOR COMMERCIAL KENNEL AND / OR CATTERY LICENCE**  The Animal Welfare (Licensing of Activities Involving Animals)  (England) Regulations 2018 |

**I HEREBY APPLY to Havant Borough Council to grant to me, subject to the provisions of The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, a licence to** **provide boarding for dogs and/or cats.**

**1. APPLICANT DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | Mr  Mrs  Miss  Ms  Other  (Please specify) | | | |
| **Surname** | |  | | |
| **Forename(s)** | |  | | |
| **I confirm that I am at least 18 years of age**  *Please note that you must be 18+ years old to hold a licence.* | | | | |  |  | | --- | --- | | Yes | No | |
| **Address** | | |  | |
| **Postcode** | |  | | |
| **Contact telephone number** | | |  | |
| **Email address** | |  | | |

**2. BUSINESS DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Is this application being made in connection with a business?**  *If YES, please complete details below. If NO, proceed to Section 3.* | | | |  |  | | --- | --- | | Yes | No | |
| **Business / Trading Name** |  | | |
| **Registration Number** |  | | |
| **Registered / Head Office Address** | |  | |
| **Postcode** |  | | |
| **Business telephone number** | |  | |
| **Business email address** |  | | |

**3. PREMISES DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Address of premises to be licensed** | | |  | |
| **Postcode** |  | | | |
| **Premises telephone number** | | |  | |
| **Premises email address** | |  | | |
| **I understand that I may require planning permission to use my premises for the specified licensable activities.** | | | | |  |  | | --- | --- | | Yes | No | |

**4. ANIMALS TO BE ACCOMODATED**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dogs** | |  |  | | --- | --- | | Yes | No | | **Maximum number** |  |
| **Cats** | |  |  | | --- | --- | | Yes | No | | **Maximum number** |  |
| **Please provide details of any other animals kept on the premises, i.e. pets** | | | |
|  | | | |

**5. ACCOMODATION AND FACILITIES**

|  |
| --- |
| **Details of the quarters used to accommodate animals, including the number, size and type of construction.** |
|  |
| **Exercise facilities and arrangements** |
|  |
| **Heating arrangements** |
|  |
| **Method of ventilation** |
|  |
| **Lighting arrangements (natural and artificial)** |
|  |

|  |  |
| --- | --- |
| **Water supply** | |
|  | |
| **Facilities for food preparation and storage** | |
|  | |
| **Arrangements for disposal of excreta, bedding and other waste material** | |
|  | |
| **Isolation facilities for the control of infectious diseases** | |
|  | |
| **Fire precautions / equipment and arrangements in case of fire** | |
|  | |
| **Proposals to minimise disturbance from noise** | |
|  | |
| **Do you keep and maintain a register of animals accommodated?** | |  |  | | --- | --- | | Yes | No | |

**6. VETERINARY SURGEON**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of usual veterinary surgeon** | | | | |  |
| **Company name** | | |  | | |
| **Address** |  | | | | |
| **Postcode** |  | | | | |
| **Contact telephone number** | | | |  | |
| **Email address** | |  | | | |

**7. EMERGENCY KEY HOLDER**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Do you have an emergency key holder?** | | | | | |  |  | | --- | --- | | Yes | No | |
| **Full name** | | |  | | |
| **Address** |  | | | | |
| **Postcode** |  | | | | |
| **Daytime telephone number** | | | |  | |
| **Evening telephone number** | | | |  | |
| **Email address** | |  | | | |
| **Emergency Key Holder 2** | | | | | |
| **Full name** | | |  | | |
| **Address** |  | | | | |
| **Postcode** |  | | | | |
| **Daytime telephone number** | | | |  | |
| **Evening telephone number** | | | |  | |
| **Email address** | |  | | | |

**8. PUBLIC LIABILITY INSURANCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you have public liability insurance?** | | |  |  | | --- | --- | | Yes | No | |
| **Insurance company** |  | |
| **Policy number** |  | |
| **Please provide details of the policy** |  | |
| **Period of cover** |  | |
| **Amount of cover (£)** |  | |

**9. DISQUALIFICATIONS AND CONVICTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Has the applicant, or any person who will have control or management of the premises, ever been disqualified from:** | | | | |
| **Keeping a pet shop** | |  |  | | --- | --- | | Yes | No | | | | |
| **Keeping a dog** | |  |  | | --- | --- | | Yes | No | | | | |
| **Keeping an animal boarding establishment** | | | |  |  | | --- | --- | | Yes | No | | |
| **Keeping a riding establishment** | | |  |  | | --- | --- | | Yes | No | | | |
| **Having custody of animals?** | | |  |  | | --- | --- | | Yes | No | | | |
| **Has the applicant, or any person who will have control or management of the premises, ever been convicted of any offences under the Animal Welfare Act 2006?** | | | | |  |  | | --- | --- | | Yes | No | |
| **Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, suspended or revoked?** | | | | |  |  | | --- | --- | | Yes | No | |
| **If ‘YES’ to any questions in Section 9, please provide details.** | | | | |
|  | | | | |

**10. SUPPLEMENTARY DOCUMENTS**

|  |  |
| --- | --- |
| **I confirm that I have attached the following documents:** | |
| **A plan of the premises** | |  |  | | --- | --- | | Yes | No | |
| **Operating procedures** | |  |  | | --- | --- | | Yes | No | |
| **Risk assessments (including fire)** | |  |  | | --- | --- | | Yes | No | |
| **Infection control procedures** | |  |  | | --- | --- | | Yes | No | |
| **Qualifications** | |  |  | | --- | --- | | Yes | No | |
| **Training records** | |  |  | | --- | --- | | Yes | No | |

**11. DECLARATION**

|  |  |
| --- | --- |
| **This section must be completed by the applicant.**  *If you are an agent applying on behalf of the applicant, please ensure that this section is completed by the applicant.* | |
| **I agree to permit an officer and / or a veterinary surgeon or veterinary practitioner authorised by the Council to inspect the premises which are the subject of this application. I agree for photographs to be taken as part of the inspection.**  **I declare that the details contained in the application form and the attached documentation is correct to the best of my knowledge.**  **I understand that my application is not valid without payment of the application fee, and that a member of staff will contact me to take payment via telephone with a credit/debit card.**  **I confirm that I have read and understood the privacy notice, and that I am aware of the provisions of the relevant legislation and the model licence conditions which I will comply with at all times.** | |
| **By signing below I agree to the above declarations.** | |
| **Applicant signature** |  |
| **Full name** |  |
| **Date** |  |