

What additional information do I need to submit with my application?

1) Plan of the Premises

There is no specified scale for submitted plans, but they must be in a format which is clear and legible in all material respects, i.e. they must be accessible and provide sufficient detail for the licensing authority to be able to determine the application, including the relative size and position of any features relevant to the application. In addition, the following specific information must be marked on it:

- the extent of the boundary of the building, any external and internal walls of the building and, if different, the perimeter of the premises
- the location of points of access to and egress from the premises
- in a case where the premises is to be used for more than one licensable activity, the area within the premises used for each activity
- in a case where the premises include any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts
- the location and type of any fire safety and any other safety equipment
- the location of a kitchen, if any, on the premises
- the locations of smoke detector and carbon monoxide detector;
- the location of windows
- clear indications (with dimensions) of locations where animals are kept
- clear indications of lockable external doors and gates.

The plan may include a legend through which the matters mentioned or referred to are sufficiently illustrated by the use of symbols on the plan.

2) Insurance policy

You must provide a copy of your current public liability insurance certificate for the operation. The document must show the start and finish date of the cover. If your public liability insurance expires **before** the renewal of your licence (for example where a licence is issued for longer than 1 year, but your policy is renewed annually), you will be expected to provide an updated copy of the certificate, confirming that you hold public liability insurance for the duration of the licence.

3) Operating Procedures

Written operating procedures stating contingency measures to be taken in the event of emergencies, including measures for the transportation of animals (eg if an animal is taken to a vet), must be provided. A copy of the procedures must be available to all staff.

4) Risk Assessments (Including Fire)

A Fire Risk Assessment that includes a location map detailing access/egress for people and animals. Hampshire Fire and Rescue Service provide information and document templates to assist you: <https://www.hantsfire.gov.uk/keeping-safe/at-work/risk-assessments/>

5) Infection Control Procedure

- Documented cleaning and disinfection procedure for the premises including the chemicals used
- The procedure for cleaning and disinfection of vehicles
- The steps taken when quarantine is required, and associated cleaning and disinfection procedure

6) Qualifications

Copies of documents confirming any relevant qualifications held by you or your staff.

7) Training Records

Copies of documents confirming training that you and your staff have undertaken.