



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

LICENCE APPLICATION FOR HOME DOG BOARDING

NEW LICENCE

☐

RENEWAL LICENCE

☐

Applicant's Details (block capitals)

Name of Applicant(s):

Date of Birth: National Insurance No.

Home Address:

.....

Daytime telephone number:

Email:

Is any person named above disqualified from:

- | | | |
|---|------------------------------|-----------------------------|
| • Keeping a dog? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Having custody of animals? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Keeping a Pet Shop? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Keeping an Animal Boarding Establishment? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Keeping a Breeding Establishment? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

If yes - please insert details

Premises Details (block capitals)

Trading Name: Current licence number (if applicable):

Address of Premises for which the licence is required if (different from above):

.....

.....

Post Code:

Telephone Number:

Website Address:

Application Details (block capitals)

Number of dogs which are intended to be boarded at the premises:

-

Number and type of animals resident at premises:

-
-

Confirm owned animals are Vaccinated

YES ☐

NO ☐

Vaccination renewal date for owned animals:

Description of premises type and number of rooms in which animals are (will be) accommodated: (All rooms used must have a window to the outside)

-
-
-
-
-
-

Arrangements for minimising the disturbance from noise:

-

Exercise Facilities provided:

-

Height of fencing:

-

Description of isolation facilities available:

-
-

Arrangements for disposal of excreta, bedding and other waste materials:

-

Application Details continued (block capitals)

Facilities for food storage and preparation:

-

Fire precautions and equipment:

-
.....

Method for keeping a register/record of animals:

-

Additional information

Do you have an Emergency Key holder YES ☐ NO ☐

Name of key holder:

Home Address:
.....

Daytime telephone number:

Email:

Is any person named above disqualified from:

- | | | |
|---|------------------------------|-----------------------------|
| • Keeping a dog? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Having custody of animals? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Keeping a Pet Shop? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Keeping an Animal Boarding Establishment? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Keeping a Breeding Establishment? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

If yes - please insert details

Veterinary Surgeon

Are you registered with a Veterinary Surgeon YES ☐ NO ☐

Name of Veterinary surgeon:

Address:
.....

Contact number:

Payment Details and Declaration

Fee to be paid upon application.

£432.00

Any administration/amendments made to a licence during the term will be charged at:

£34.00

The following documentation MUST be provided along with the completed application form

- Plan of Premises
- The following procedures:
 - Feeding regimes
 - Cleaning regimes
 - Transportation
 - Prevention of and control of the spread of disease
 - Monitoring and ensuring health and welfare of all animals
 - The death or escape of an animal
 - In case of Fire
- Certificates of Qualifications
- Training records

Before signing and submitting the application please consider the following:

- There must be a fit and proper person present to supervise the dogs at all times.
- The licence holder or designated manager must have training at a minimum OFQUAL regulated level 2 qualification in a relevant subject by 2021.
- If you are not the owner/occupier you will need written permission from your landlord.
- The premises must have its own double door system and not a shared access.
- Any person aged under 16 years living at the premises must have procedures in place to regulate the interactions between the dogs and that person.
- Garden must be completely escape proof.
- Ponds must be covered if they present a risk.
- Any resident dog or cat must be vaccinated (proof must be provided)

I am aware of the provisions 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.

Signed: Print Name:

Dated:

**NB: The information on this form will be treated as confidential.
The cost of any independent vet required to be used, by the City Council, as part of the application process will be charged to the applicant as an additional fee.**

This application must be accompanied by the appropriate fee and returned to:

**Dog Enforcement Team
Whitley Depot
259 London Road
Coventry
CV3 4AR**

Tel: 07976 736957

Email: animal.welfare@coventry.gov.uk