

# Application for a licence to provide or arrange for the provision of boarding for cats or dogs

## Privacy statement

Environmental Health and Licensing process personal data to carry out its functions and services. This privacy statement explains some important information about how we use your personal information. The Council also has a general privacy statement. Found at: [www.bolsover.gov.uk/www.ne-derbyshire.gov.uk](http://www.bolsover.gov.uk/www.ne-derbyshire.gov.uk)

The banner features the logos for Bolsover District Council and North East Derbyshire District Council. It lists several languages with their respective phrases: Polish (Mówimy Twoim językiem), French (Nous parlons votre langue), Spanish (Hablamos su idioma), Slovak (Rozprávame Vaším jazykom), and Chinese (我们会说你的语言). A black box at the bottom provides contact information for large print or other formats: call Bolsover District Council on 01246 242424 or North East Derbyshire District Council on 01246 231111.

## Using your personal information

### What information do we collect?

We collect personal information when needed from individuals (and businesses) to provide our services and carry out our statutory functions. These include the processing of animal licence applications, including inspections and associated enforcement activities

Your personal information will be processed by Environmental Health and Licensing for the purpose it was given. Some of your personal information may also be shared with other council departments/service teams who need the information to provide a service that you have requested.

The Council is required by legislation to keep public registers. This means that the

information provided will be made available to the public.

The Council is under a duty to protect public funds, and to this end we may use the information that you provide to us for the prevention and detection of fraud. To meet these obligations we take part in data matching exercises such as the National Fraud Initiative. For further information see [www.bolsover.gov.uk/www.ne-derbyshire.gov.uk](http://www.bolsover.gov.uk/www.ne-derbyshire.gov.uk)

We may also share information for data matching purposes with other bodies responsible for auditing or administering public funds such as the Police, HM Revenues and Customs, Department for Work and Pensions and other Local Authorities. For more information on how we use personal information please go to our privacy statement on our website [www.bolsover.gov.uk](http://www.bolsover.gov.uk) / [www.ne-derbyshire.gov.uk](http://www.ne-derbyshire.gov.uk) or use the contact details on the accompanying letter.

## Equality Policy Statement

Bolsover and North East Derbyshire District Councils are committed to equalities as employers and in delivering the services they provide to all sections of the community. We believe that no person should be treated unfairly and are committed to eliminating all forms of discrimination, advancing equality and fostering good relations between all groups in society.

# Application for a licence to provide or arrange for the provision of boarding for cats or dogs



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

### Applicant profile section 1

<b>1</b>	<b>Reference number</b>	
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"

<b>2a</b>	<b>Agent</b>					
2.1	Are you an agent acting on behalf of the applicant	Yes		No		<b>If no, go to 3.1</b>
<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	Are you applying as a business or organisation, including a sole trader	Yes		No		
3.7	Are you applying as an individual	Yes		No		

## Application for a licence to provide or arrange for the provision of boarding for cats or dogs

<b>4a</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	District				
4.11	City or Town				
4.12	County or administrative area				
4.13	Post Code				
4.14	Country				

# 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"

<b>1a Type of Application</b>							
1.1	Commercial Boarding		Home Boarding		Day Care		
1.2	Type of Application			New		Renewal	
1.3	Existing licence number (if applicable)						
<b>1b Animals to be accommodated</b>							
1.4	Cats	<b>Yes/No</b>	Maximum number				
1.5	Dogs	<b>Yes/No</b>	Maximum number				
<b>1c Further information about the applicant</b>							
2.6	Date of birth						

<b>2 Premises to be licensed</b>	
2.1	Name of premises/trading name
2.2	Address of premises
2.3	Telephone number of premises
2.4	Email address
2.5	Do you have planning permission for this business use.
<b>Yes/No</b>	

<b>3 Accommodation and facilities</b>	
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 & artificial)

## Application for a licence to provide or arrange for the provision of boarding for cats or dogs

<b>3 Accommodation and facilities</b>	
3.6	Water supply
3.7	Facilities for food storage & 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?
	<b>Yes/No</b>
3.12	How do you propose to minimise disturbance from noise?

<b>4 Veterinary surgeon</b>	
4.1	Name of usual veterinary surgeon
4.2	Company name
4.3	Address
4.4	Telephone number
4.5	Email address

<b>5a Emergency key holder</b>			
5.1	Do you have an emergency key holder?	<b>Yes/No</b>	<b>If no, go to 6.1</b>
5.2	Name		
5.3	Position/job title		
5.4	Address		
5.5	Daytime telephone number		
5.6	Evening/other telephone number		
5.7	Email address		
5.8	Add another person?	<b>Yes/No</b>	<b>If no, go to 6.1</b>
<b>5b Emergency key holder 2</b>			
5.9	Name		
5.10	Position/job title		
5.11	Address		
5.12	Daytime telephone number		
5.13	Evening/other telephone number		

## Application for a licence to provide or arrange for the provision of boarding for cats or dogs

5.14	Email address	
------	---------------	--

<b>6 Public liability insurance</b>			
6.1	Do you have public liability insurance?	<b>Yes/No</b>	<b>If no, go to 6.7</b>
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 (£)		
6.7	Please state what steps you are taking to obtain such insurance		

<b>7 Disqualifications and convictions</b>			
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?	<b>Yes/No</b>	
7.2	Keeping a dog?	<b>Yes/No</b>	
7.3	Keeping an animal boarding establishment?	<b>Yes/No</b>	
7.4	Keeping a riding establishment?	<b>Yes/No</b>	
7.5	Having custody of animals?	<b>Yes/No</b>	
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?	<b>Yes/No</b>	
7.7	Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	<b>Yes/No</b>	
7.8	If yes to any of these questions, please provide details,		

<b>8 Additional details</b>			
Please check local guidance notes and conditions for any additional information which may be required			
8.1	Additional information which is required or may be relevant to the application		

# Application for a licence to provide or arrange for the provision of boarding for cats or dogs

## Declaration section

<b>1</b>	<b>Model Licence Conditions &amp; Guidance</b>	
	All applicants to tick that they have read the applicable model licence conditions & guidance	
1.1	Pet Vending	
1.2	Animal Boarding	
1.3	Performing Animals	
1.4	Riding Establishments	
1.5	The Breeding and Sale of Dogs	

<b>2</b>	<b>Additional Information</b>	
	Please attach the following Information	
2.1	A plan of the premises	
2.2	Insurance policy	
2.3	Operating procedures	
2.4	Risk Assessments (including Fire)	
2.5	Infection control procedure	
2.6	Qualifications	
2.7	Training records	

<b>3</b>	<b>Declaration</b>	
3.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
3.2	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.	
3.3	Signing this box indicates you have read and understood the above declaration	
3.4	Full Name	
3.5	Capacity	
3.6	Date	

I/we enclose the sum of £ **Part A fee** being the amount of fee payable for applying for the licence. A subsequent fee will be payable at the determination of the application prior to the issue the licence.

**Please note that until payment has been received, your application is not valid.**

This form should be completed and returned with the fee (cheques to be made payable to NEDDC) Joint Environmental Health Service, Bolsover District Council and North East Derbyshire District Council, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield S42 6NG. Payment can be made by calling our Technical Support team on 01246 217873 and quoting your debit card details

## **Application for a licence to provide or arrange for the provision of boarding for cats or dogs**

NB. The Council will wish to be satisfied that the conditions and requirements in the regulations are complied with before the licence is issued.

SHOULD THE COUNCIL DEEM IT NECESSARY TO CONSULT A VETERINARY SURGEON THE CHARGES INCURRED WILL BE RECOVERED FROM THE APPLICANT IN ADDITION TO THE LICENCE FEE