# Application for an Arrangement Licence to Provide or Arrange for the Provision of Home Boarding for Dogs

Before applying for a Home Boarding for Dogs Arrangement Licence, you must familiarise yourself with the [Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018](https://www.legislation.gov.uk/uksi/2018/486/contents) (as amended) and their associated guidance.

Submission

You may submit your application in the following ways:

**Email:** [licensing@herefordshire.gov.uk](mailto:licensing@herefordshire.gov.uk)

**Post:** Herefordshire Council, Licensing Team, Plough Lane, Hereford, HR1 2PJ

Payment

The appropriate application fee must accompany applications. Please use one of the following options to make a payment:

1. Call 01432 261761 (between 9:00am – 4:15pm) to make a card payment over the phone.
2. [Online payment](https://ip.e-paycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage&siteId=252&languageCode=EN&source=AIP)
3. BACS payment :

Bank: Nat West

Branch: 12 Broad Street, Hereford, HR4 9AH

Sort Code : 53-50-41

Account No: 10313281

Reference: Your licence number or your name

Application process

Arrangement applications must be accompanied by each host premises application.

Once the applications has been accepted and validated, you will be contacted by a Licensing Officer to arrange the necessary inspection(s).

Once the Council is in receipt of the Inspecting Officers’ report, and providing everything is satisfactory and the licence fee has been paid, the licence will be issued.

**If any part of the application is incomplete, the required documentation detailed in section 14 of the application is not submitted, or the application fee is not paid, the application will not be processed. We will hold the application for a maximum of 28 days and if the missing information, documentation and/or fee is not submitted within the 28 day holding-period, the application will be rejected and the fee/s will be refunded, minus a £25.00 admin fee.**

If you require further guidance we offer a chargeable Pre-Application Advice and Assistance Service. [Please see our website for more details.](https://www.herefordshire.gov.uk/business-1/changes-animal-related-licensing/2)

**The Animal Welfare Act 2006**

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

# Application for an Arrangement Licence to Provide or Arrange for the Provision of Home Boarding for Dogs

**Please complete all the questions on the form.**

If you have nothing to record, please state "Not Applicable", "N/A" or "None"

1. **Type of Application**
   1. New Grant If applying for a new grant, go to 2
   2. Renewal
   3. Variation
   4. Existing licence number Click or tap here to enter text.
   5. Existing licence expiry date Click or tap here to enter text.
2. **Dogs to be Accommodated**
   1. Maximum number to be licensed Click or tap here to enter text.
3. **Agent** 
   1. Are you an agent acting on behalf of the applicant?

Yes  No If no go to 4

* 1. Name Click or tap here to enter text.
  2. Address Click or tap here to enter text.
  3. Email Click or tap here to enter text.
  4. Main telephone number Click or tap here to enter text.
  5. Other telephone number Click or tap here to enter text.

1. **Individual Applicant Details 1** If applying as a business go to 6
   1. Name Click or tap here to enter text.
   2. Address Click or tap here to enter text.
   3. Email Click or tap here to enter text.
   4. Main telephone number Click or tap here to enter text.
   5. Other telephone number Click or tap here to enter text.
   6. Date of birth Click or tap here to enter text.
   7. Capacity (e.g. owner / manager / etc.) Click or tap here to enter text.
2. **Individual Applicant Details 2**

(If more applicants wish to be a licence holder, please continue on a separate sheet of paper)

* 1. Name Click or tap here to enter text.
  2. Address Click or tap here to enter text.
  3. Email Click or tap here to enter text.
  4. Main telephone number Click or tap here to enter text.
  5. Other telephone number Click or tap here to enter text.
  6. Date of birth Click or tap here to enter text.
  7. Capacity (e.g. owner / manager / etc.) Click or tap here to enter text.

1. **Business Applicant Details**
   1. Is your company registered with Companies House?

Yes No If No, go to 6

* 1. Registration number Click or tap here to enter text.
  2. Is your business registered outside the UK?

Yes No

* 1. VAT number Click or tap here to enter text.
  2. Legal status of the business Click or tap here to enter text.
  3. Name of business owner Click or tap here to enter text.
  4. Name of applicant Click or tap here to enter text.
  5. Applicant’s position in the business Click or tap here to enter text.
  6. The country where your head office is located Click or tap here to enter text.

1. **Business Address** – This should be the official address at which it is required of you by law to receive all communication
   1. Building name/number Click or tap here to enter text.
   2. Street Click or tap here to enter text.
   3. District Click or tap here to enter text.
   4. City or town Click or tap here to enter text.
   5. County or administrative area Click or tap here to enter text.
   6. Postcode Click or tap here to enter text.
   7. Country Click or tap here to enter text.
2. **Premises to be Licensed** 
   1. Will the arranger be using their own premises to accommodate any dogs under this licensable activity?

Yes No

* 1. Name of premises/trading name Click or tap here to enter text.
  2. Address Click or tap here to enter text.
  3. Telephone number Click or tap here to enter text.
  4. Email Click or tap here to enter text.
  5. Do you have planning permission for this business use?

Yes No

1. **Accommodation and Facilities**
   1. Details of the quarters used to accommodate animals, including number, size and type of construction Click or tap here to enter text.
   2. Exercise facilities and arrangements Click or tap here to enter text.
   3. Heating arrangements Click or tap here to enter text.
   4. Method of ventilation of premises Click or tap here to enter text.
   5. Lighting arrangements (natural and artificial) Click or tap here to enter text.
   6. Water supply to the premises and for the animals Click or tap here to enter text.
   7. Facilities for food storage and preparation Click or tap here to enter text.
   8. Arrangements for disposal of excreta, bedding and other trade waste material

Click or tap here to enter text.

* 1. Details of isolation facilities for the control of infectious diseases

Click or tap here to enter text.

* 1. Fire precautions/equipment and arrangements in the case of fire

Click or tap here to enter text.

* 1. Do you keep and maintain a register of animals?

Yes  No

* 1. How do you propose to minimise disturbance from noise? Click or tap here to enter text.

1. **Host Premises** 
   1. How many host premises does the applicant intend to use for the licensable activity?Click or tap here to enter text.
2. Host Premises Details 1
   1. Name Click or tap here to enter text.
   2. Address Click or tap here to enter text.
   3. Email Click or tap here to enter text.
   4. Main telephone number Click or tap here to enter text.
   5. Other telephone number Click or tap here to enter text.
   6. Date of birth Click or tap here to enter text.
   7. Maximum number of dogs the host premises can accommodate

Click or tap here to enter text.

* 1. Add another host premises?

Yes No If no go to 14

1. **Host Premises Details 2**
   1. Name Click or tap here to enter text.
   2. Address Click or tap here to enter text.
   3. Email Click or tap here to enter text.
   4. Main telephone number Click or tap here to enter text.
   5. Other telephone number Click or tap here to enter text.
   6. Date of birth Click or tap here to enter text.
   7. Maximum number of dogs the host premises can accommodate

Click or tap here to enter text.

* 1. Add another host premises?

Yes  No

1. **Host Premises Details 3**
   1. Name Click or tap here to enter text.
   2. Address Click or tap here to enter text.
   3. Email Click or tap here to enter text.
   4. Main telephone number Click or tap here to enter text.
   5. Other telephone number Click or tap here to enter text.
   6. Date of birth Click or tap here to enter text.
   7. Maximum number of dogs the host premises can accommodate

Click or tap here to enter text.

* 1. If you intend to use further host premises, please attach a separate list of these with the information requested in questions 8.2 to 8.8 for each.

1. **Veterinary Surgeon**
   1. Name of usual veterinary surgeon Click or tap here to enter text.
   2. Company name Click or tap here to enter text.
   3. Address Click or tap here to enter text.
   4. Telephone number Click or tap here to enter text.
   5. Email Click or tap here to enter text.
2. **Emergency Key Holder** – You must have at least one emergency key holder who lives within 30 minutes’ drive of the premises
   1. Name Click or tap here to enter text.
   2. Position/relationship to applicant Click or tap here to enter text.
   3. Address Click or tap here to enter text.
   4. Daytime telephone number Click or tap here to enter text.
   5. Evening/other telephone number Click or tap here to enter text.
   6. Email Click or tap here to enter text.
3. **Public Liability Insurance** 
   1. Do you have public liability insurance?

Yes  No If no go to 17

* 1. Please provide details of the policy Click or tap here to enter text.
  2. Insurance company Click or tap here to enter text.
  3. Policy number Click or tap here to enter text.
  4. Period of cover Click or tap here to enter text.
  5. Amount of cover (£) Click or tap here to enter text.
  6. Does this policy cover the host premises?

Yes No

1. **Disqualifications and Convictions**

Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:

* 1. Keeping a pet shop? Yes  No
  2. Keeping a dog? Yes  No
  3. Keeping an animal boarding establishment? Yes  No
  4. Keeping a riding establishment? Yes  No
  5. Having custody of animals? Yes  No
  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?

Yes  No

* 1. 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

* 1. If yes to any of these questions, please provide details Click or tap here to enter text.

1. **Additional Details** – **Please check the statutory licence conditions and guidance notes for any additional information which may be relevant to the application**
   1. Click or tap here to enter text.

Declarations

1. **Additional Information** (Supporting Documents / Written Procedures)

Please attach the following information to your application and tick to confirm it has been enclosed:

* 1. Operating procedures (see Part A, General Condition 9.0)
  2. Emergency procedures (see Part A, General Condition 10.0)
  3. Preventative healthcare plan – signed by registered vet (see Part B Specific Condition 18.2)
  4. Relevant qualifications/experience for home boarding dogs (see Part A, General Condition 4.0)
  5. Training/continued professional development (CPD) records (see Part A, General Condition 4.0)
  6. A plan of the arranger’s premises if used for the licensable activity (please provide measurements in metric)
  7. For renewal applications only – If you have previously submitted all of the aforementioned supporting documentation/written procedures and there are no changes to any of these documents, please tick this option.

1. **Declaration**

This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant

* 1. I/We have read the statutory licence conditions and guidance notes prior to making this application.
  2. I/We agree to allow an inspector and/or vet authorised by the Council to inspect the premises which are the subject of this application before any licence is granted.
  3. I/We enclose the receipt for payment of the appropriate application fee/s.
  4. I/We declare that the details contained in the application form and any attached documentation are correct to the best of my/our knowledge and belief/s. I/We have read and understood the conditions of licence and will abide by them.

**If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information, they shall be guilty of an offence.**

1. **Signature – Applicant 1**

This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.

* 1. Signature, Signing this box indicates you have read and understood the above declaration and privacy notice below Click or tap here to enter text.
  2. Full Name (Please PRINT) Click or tap here to enter text.
  3. Date Click or tap here to enter text.

1. **Signature – Applicant 2**

This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.

* 1. Signature, Signing this box indicates you have read and understood the above declaration and privacy notice below Click or tap here to enter text.
  2. Full Name (Please PRINT) Click or tap here to enter text.
  3. Date Click or tap here to enter text.

This notice covers the treatment of personal data that Herefordshire Council may collect when you e-mail us, complete an application form, or when you complete and submit an online form on our web site.

When completing forms you may be asked for personal information such as name, address, postcode etc. from which you can be personally identified. Herefordshire Council is registered with the Information Commissioner’s Office for the purpose of processing personal data in the performance of its legitimate business and is the Data Controller for the information that you supply. The legal basis for processing this data is our legal obligations under licensing legislation. We will keep your data for 6 years after the expiry of the licence.

We are obliged by legislation to make some of your information available as part of a public register. If you have valid reasons for your data not to be made public, please let us know. The data that is included in the public register is the Licence Holder, Licence Number, Licensable Animal Activity, Premises of Licensable Animal Activity, Species of Animals, Number of Animals, Star Rating and Licence Dates.

Where necessary we may have to share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the [Information Commissioner’s Office](https://ico.org.uk/)

Further information about the processing of your personal data by the council is available [on the council web site](https://www.herefordshire.gov.uk/info/200148/your_council/15/access_to_information/4%20or) or you can contact the council’s Data Protection Officer at Information Compliance & Equality, Herefordshire Council, Plough Lane, Hereford, HR4 0LE or email [informationgovernance@herefordshire.gov.uk](mailto:informationgovernance@herefordshire.gov.uk)