



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

**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"

**Section 1 - Standard applicant profile**

<b>1</b>	<b>Reference number</b>	
1.1	System reference Number (if known)	
1.2	Your reference (if known)	

<b>2a</b>	<b>Agent</b>				
2.1	Are you an agent acting on behalf of the applicant	Yes		No	If no, go to 3.1
<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	
3.8	Date of birth				

<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>4a</b>	<b>Applicant Business</b>	
<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	

## Section 2- Licence Specific Questions

<b>1a</b>	<b>Type of Application</b>							
1.1	<b>Commercial Kennels</b>		<b>Commercial Cattery</b>		<b>Home Boarding</b>		<b>Doggie Day Care</b>	
<i><b>NB: Where there is a cattery and kennels, or cattery and home-boarder at the same address these will be separate licences. In most cases where a home-boarder provides both day care and overnight accommodation within a single domestic dwelling this would be licenced under a single home-boarding licence. Where day care and other activities are in separate buildings this would require separate licences.</b></i>								
1.2	Type of Application		New		Renewal			
1.3	Existing licence number (if applicable)							
<b>1b</b>	<b>Animals to be accommodated</b>							
1.4	Cats		<b>Yes/No</b>		Maximum number			
1.5	Dogs		<b>Yes/No</b>		Maximum number			

<b>2</b>	<b>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 of Premises/Business	
2.5	Do you have planning permission for this business use.	<b>Yes/No</b>

<b>3</b>	<b>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)	
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>

<b>3</b>	<b>Accommodation and facilities</b>		
3.12	How do you propose to minimise disturbance from noise?		

  

<b>4</b>	<b>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</b>	<b>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</b>	<b>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		
5.14	Email address		

  

<b>6</b>	<b>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</b>	<b>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>

<b>7</b>	<b>Disqualifications and convictions</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</b>	<b>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	

## Section 3- Declaration

<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	

**A single application form will be accepted for a number of licensable activities, however, there are different fees for different licences; kennels, cattery, home-boarding and day care, these all represent a separate licence.**

**Please see our website for fees.**

**The fee(s) needs to be paid to Chorley Council by credit/debit card, by contacting by telephone on 01257 515151**

### **DATA PROTECTION**

Chorley Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. The Council has signed up to the National Fraud Initiative (NFI) and therefore may also share information with the NFI for the purpose of fraud prevention. For further information click [here](#) and for information about how this information may be processed click [here](#).

The Council's Privacy Notice explains how your personal data will be used and can be found using this link [here](#)  
For further information on Data Protection click [here](#)

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