

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

**APPLICATION FOR A LICENCE TO ARRANGE THE PROVISION OF ACCOMODATION
FOR ANIMAL BOARDING**

Please ensure that you have read the 'general' and 'specific' licence conditions contained within the regulations as well as the DEFRA guidance that relates to your application before completing this form. These documents can be accessed via the Council's website.

APPLICANT DETAILS		
(Applicant must be the individual(s) who will carry on the licensable activity)		
Please complete all the questions in this form using BLACK ink		
Business/Company Name		
Is your Business based in the area of North Tyneside?		
Full Name of Applicant(s):	Please indicate title: (Mr, Mrs, Miss, Ms etc)	
Full Address Including Postcode of Applicant(s):		
Date of Birth for each Applicant:		
Contact Numbers for Applicant(s):		
Email Address for Applicant(s):		
	YES	NO
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping a pet shop?		
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping a dog?		
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping an animal boarding establishment?		
Has the applicant(s), or any person who will have control or management of the business, ever been disqualified from keeping a riding establishment?		
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from having custody of animals?		

Has the applicant(s), or any person who will have control or management of the establishment, been convicted of any offences under the animal Welfare Act 2006?		
Has the applicant(s), or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?		
Has any person named in this application ever been convicted of a crime?		
If Yes, to any of the above then please provide details:-		
	YES	NO
Do you have planning consent for business use? If no, please check with the planning department whether it is required		
Do you have three or more years of compliance history with a Local Authority		
Do you have public liability insurance?		
If NO please state the steps you are taking to obtain public liability insurance		
If YES please provide the following details:-		
Policy Number:		
Period of Cover:		
Amount to Cover (£m):		
BUSINESS DETAILS		
Name of Business/Company Trading Name		
Address of Premises to be licensed including postcode (if different to applicant details)		
Premises contact Numbers (if different to applicant details)	Landline: Mobile:	
Premises/Business Email (if different to applicant details)		
Premises/Business Website Address		
Which type of boarding will be offered?	YES	NO
Home Boarding for Dogs		
Day Care for Dogs		

Please list all host families in the North Tyneside council area (please use continuation sheet if necessary) Name	Address	Contact Telephone Number	Contact Email
Declaration			
	YES	NO	
Are you aware all your host families must meet the conditions in Schedule 2 & 4 of the regulations?			
Are you providing policies and procedures for your host families?			
Are you aware you must hold a licence for each Local Authority area your business operates in?			
Is the business aware it must monitor the standard of each host family utilised under the regulations to ensure a consistent approach?			
Are you aware your businesses licence can be suspended or revoked in North Tyneside due to failing of a host family or families?			

GUIDANCE AND ADDITIONAL INFORMATION

It is recommended that you read the procedural guidance notes published by the Department for Environment, Food & Rural Affairs (DEFRA) for local authorities. DEFRA has also published guidance in relation to all licensable activities which includes the conditions of licence that will be imposed if a licence is issued.

The guidance documents can be found by accessing the link below into your internet browser. The guidance documents will be useful to applicants and operators as they explain the licensing requirements, conditions of licence, inspection of premises together with information relating to how the star rating length of licence to be issued will be determined by the Council.

http://www.cfsg.org.uk/_layouts/15/start.aspx#/SitePages/Legislation%20and%20Guidance.aspx

Please read the information below and then proceed to the declaration section and provide any necessary documents.

DECLARATION

- I agree to permit an officer and/or veterinary surgeon or veterinary practitioner authorised by the Council to inspect the premises which are subject of this application if it is deemed necessary.
- I declare that the details contained in the application form and the attached documentation is correct to the best of my knowledge.
- I also confirm that I have read and understood the privacy notice and that I am aware of the provisions of the relevant legislation and the model conditions which I will comply with at all times.

Date		Signature of Applicant(s)	
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Please provide the following information with your application:

- Insurance policy
- Operating procedures
- Risk assessments (including Fire)
- Infection Control Procedure
- Qualifications
- Training Records
- Details/evidence of certification by a UKAS-accredited body with three or more years compliance history

Please send your application, along with the required part of the fee, which can be found on the Council's website <https://my.northtyneside.gov.uk/category/1340/animal-welfare-licences> to:

North Tyneside Council, Environmental Health, Cobalt Business Park, The Quadrant, 16 The Silverlink N, North Tyneside, NE27 0BY. Alternatively you can submit your application by email to: animal.licensing@northtyneside.gov.uk

To make payment of the required fee by credit or debit card over the phone please call admin Services on 0191 643 6100.