



Northumberland County Council

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

Application for a licence to operate an animal boarding establishment

Please complete all the questions in the form. If you have nothing to record, please state "Not applicable" or "None"

1. Type of Application							
1.1	Type of Application	New		Renewal		If new go to section 1.3	
1.2	Existing licence number						
Animals to be accommodated							
1.3	Cats	Yes		No		Maximum number	
	Dogs	Yes		No		Maximum number	
2. Agent							
2.1	Are you an agent acting on behalf of the applicant? (Put "no" if you are applying on your own behalf or on behalf of a business you own or work for).	Yes		No		If yes go to section 2.2 If no go to section 3	
Further information about the Agent							
2.2	Full Name						
2.3	Address						
2.4	Email						
2.5	Main telephone number						
2.6	Other telephone number						
3. Applicant Type							
3.1	Applying as an individual	Yes		No		If yes go to section 4	
3.2	Applying as a business or organisation, including a sole trader	Yes		No		If yes go to section 5	

4. Applicant Details - Individual	
4.1	Full Name (including title)
4.2	Address
4.3	Email
4.4	Main telephone number
4.5	Other telephone number
4.8	Date of birth

5. Applicant Business - Business						
5.1	Is your company registered with companies house?	Yes		No		If no go to section 5.3
5.2	Registration Number					
5.3	Name of Business					
5.4	Is your business registered outside the UK					
5.5	VAT Number					
5.6	Legal status of the business					
5.7	Name of business owner					
5.8	Name of applicant					
5.9	Applicant's position in the business position in the business					
5.10	The country where your head office is located					
Business Address – This should be your official address – The address required of you by law to receive all communication						
5.11	Building name or number					
5.12	Street					

5. Applicant Business - Business	
5.13	District
5.14	City or Town
5.15	County or administrative area
5.16	Post Code
5.17	Country

6. Premises to be licensed					
6.1	Name of premises/trading name				
6.2	Address of premises				
6.3	Telephone number of premises				
6.4	Email address				
6.5	Do you have planning permission for this business use?	Yes		No	

7. Accommodation and facilities	
7.1	Details of the quarters used to accommodate animals, including number, size and type of construction
7.2	Exercise facilities and arrangements
7.3	Heating arrangements:
7.4	Method of ventilation of premises

7. Accommodation and facilities					
7.5	Lighting arrangements (natural & artificial)				
7.6	Water supply				
7.7	Facilities for food storage & preparation				
7.8	Arrangements for disposal of excreta, bedding and other waste material				
7.9	Isolation facilities for the control of infectious diseases				
7.10	Fire precautions/equipment and arrangements in the case of fire				
7.11	Do you keep and maintain a register of animals?	Yes		No	
7.12	How do you propose to minimise disturbance from noise?				
8. Veterinary surgeon					
8.1	Name of usual veterinary surgeon				
8.2	Company name				
8.3	Address				
8.4	Telephone number				
8.5	Email address				

9. Emergency key holder						
9.1	Do you have an emergency key holder?	Yes		No		If no go to section 10
9.2	Full Name					
9.3	Position/job title					
9.4	Address					
9.5	Daytime telephone number					
9.6	Evening/other telephone number					
9.7	Email address					
9.8	Add another person?	Yes		No		If yes complete Annex 1
10. Public liability insurance						
10.1	Do you have public liability insurance?	Yes		No		If no got to section 10.6
	If yes, please provide details of the policy					
10.2	Insurance company					
10.3	Policy number					
10.4	Period of cover					
10.5	Amount of cover (£m)					
10.6	Please state what steps you are taking to obtain such insurance					
11. Disqualifications and convictions						
11.1	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:					
	Keeping a pet shop?	Yes		No		
	Keeping a dog?	Yes		No		
	Keeping an animal boarding establishment?	Yes		No		
	Keeping a riding establishment?	Yes		No		
	Having custody of animals?	Yes		No		
11.2	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		

11.3	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	
11.4	If yes to any of these questions, please provide details,				
12. Additional details					
Please check the statutory licence conditions and guidance notes for any additional information which may be relevant to the application					
12.1					
15. Additional Information (Supporting Documents / Written Procedures)					
Please attach the following information to your application and tick to confirm it has been enclosed:					
15.1	Operating procedures (see Part A, General Condition 9.0)				
15.2	Emergency procedures (see Part A, General Condition 10.0)				
15.3	Relevant qualifications/experience for Kennel boarding and/or Cat Boarding (see Part A, General Condition 4.0)				
15.4	Training/continued professional development (CPD) records (see Part A, General Condition 4.0)				
15.5	Insurance policy (must be submitted with both new and renewal application)				
15.6	A plan of the premises (please provide measurements in metric)				
15.7	For RENEWAL applications only – All policies/procedures will be checked at the inspection therefore you do not need to re-submit these with your application				
16. Declaration					
This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant (please tick all boxes)					
16.1	I/We have read the statutory licence conditions and guidance notes (Dog Kennel Boarding/Cat Boarding) prior to making this application.				
16.2	I/We are aware that I/We will be liable for any and all veterinary charges in association with this application				
16.3	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.				
16.4	I/We enclose the receipt for payment of the appropriate application fee/s.				
16.5	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.				

17 Payment						
17.1	<p>Payment must be made at the time of making the application. The fees are as follows: £248.00 - Renewal application £275.00 - New application £ 83.00 - Re-inspection fee £ 88.00 - Additional host inspection fee £252.00 - Additional licensing activity fee</p> <p>Payment can be made using the link below: https://paymentportal.northumberland.gov.uk/Payment/NCC/Misc/</p>					
17.2	<table border="1"> <tr> <td>Payment Made</td> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table>	Payment Made	Yes		No	
Payment Made	Yes		No			
17.3	<p>Veterinary Fee All new applications require a veterinary inspection from one of our appointed vets, vet fees will be invoiced to the applicant once the inspection is complete. The applicant(s) is required to pay the veterinary fee in full before the grant of the licence.</p> <p>Renewal Applications - The Licensing Authority reserves the right to appoint a veterinary inspection from one of our appointed vets should they deem this necessary. Vet fees will be invoiced to the applicant once the inspection is complete. The applicant(s) is required to pay the veterinary fee in full before the grant of the licence.</p>					

18 Signatures	
This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
18.1	Signed
18.2	Full Name (including title)
18.3	Capacity
18.4	Date

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.

Please return the completed application form, payment and supporting documents to:

Northumberland County Council
Licensing Department
West Hartford Fire Station
West Hartford Business Park
Cramlington
Northumberland
NE23 3JP

If you have any queries please contact the licensing section by telephone on 01670 620443 or by email at licensing01@northumberland.gov.uk

Annex 1

Additional emergency key holder	
Name	
Position/job title	
Address	
Daytime telephone number	
Evening/other telephone number	

Name	
Position/job title	
Address	
Daytime telephone number	
Evening/other telephone number	

Name	
Position/job title	
Address	
Daytime telephone number	
Evening/other telephone number	



Northumberland County Council

Catteries

Please read the full DEFRA Guidance notes for all conditions required to provide boarding for cats enclosed with this information

Pre-inspection information

Veterinary Inspection

- All **NEW** applications require a veterinary inspection from one of our appointed vets. The vet will carry out an inspection alongside one of our licensing officers and provide a written report as to the suitability of the premises and welfare conditions.

Notes:

- The staff to cats ratio will be around 1:25
- Any wood used must be smooth and treated and properly maintained to render it impervious
- Additional heat can be provided by a heated bed/pad but this must not be the primary heat source for the cat
- Environmental enrichment is required for each cat
- Each cat unit must include an elevated area (either in the sleeping accommodation or the run)
- Cats must have a hiding place available
- Scratching facilities must be available in each unit
- Communal exercise areas are not permitted
- Spare cat carriers must be available
- Protective clothing and footwear for use with cats which may need to be isolated
- The licence holder must register with a veterinarian
- There must be a designated key holder available in case of emergencies, details of this person need to be lodged with the Licencing authority

Procedures/policies needed:

- A written staff training policy (to include induction, annual appraisal, planned continued professional development, use of online courses and literature, should no staff be employed this should demonstrate the license holders own knowledge development. This must also cover cat welfare, cat handling, cat behaviour, cleanliness and hygiene, feeding and food prep, disease control, recognising and treating sick animals) **NB: Applicable only if staff are employed at the premises**
- A written record of training, knowledge and experience must be kept
- Unit doors should open inwards, any that do not require a documented procedure to demonstrate staff safety
- A cleaning and disinfecting procedure (to include isolation provisions)
- A procedure covering transportation
- A procedure covering feeding
- A procedure covering the prevention of, and control of the spread of, disease
- A procedure covering the monitoring and ensuring the health and welfare of the animals

- A procedure covering the death or escape of an animal
- A procedure covering the care of animals following suspension/revocation of the licence or during and following an emergency
- A fire risk assessment and documented fire procedure is required
- A written emergency plan
- There must be a written policy in place for dealing with extremes of temperature and weather conditions (both hot and cold).
- A written enrichment programme to be documented, to include, play, appropriate toys and feeding enrichment
- A procedure to accommodate the needs of cats under one year of age
- A record of all euthanasia is to be kept
- Documented system of recording observations for illness, injury or abnormal behaviour for each cat and any actions taken

Consents/information required:

- Dietary requirements must be agreed with the owner
- Consent over the use of toys/interaction preferences
- Consent for cats from the same household to share a unit
- Consent to separate cats from the same household should a problem arise
- Consent to seek a veterinary assessment and emergency treatment and to administer any medicines prescribed by a veterinarian
- Consent as to which veterinarian is to be used
- A record of anything left with the cat at the cattery (basket/bedding/toys etc)
- Suitable emergency contact information is required

Records:

A register must be kept of all the cats on the premises which must include—

- (a) the dates of each cat's arrival and departure,
- (b) each cat's name, age, sex, neuter status and a description of it or its breed,
- (c) each cat's microchip number, where applicable,
- (d) the number of any cats from the same household,
- (e) a record of which cats (if any) are from the same household,
- (f) the name, postal address, telephone number and email address of the owner of each cat and emergency contact details,
- (g) in relation to each cat, the name, postal address, telephone number and email address of a local contact in an emergency,
- (h) the name and contact details of each cat's normal veterinarian and details of any insurance relating to the cat,
- (i) details of each cat's relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise,
- (j) details of each cat's diet and related requirements,
- (k) any required consent forms,
- (l) a record of the date or dates of each cat's most recent vaccination, worming and flea treatments, and
- (m) details of any medical treatment each cat is receiving.

Star ratings:

As part of the new regulations each premises will receive a star rating following their formal inspection. In order to achieve the best star rating possible each premises will need to have covered all of the standard conditions and have all consents, policies and procedures in place.

In order to meet the highest possible rating for both the high and low risk categories in the rating matrix certain extra conditions will need to be met. The higher standards are classified in to two types: **required** and **optional** and are outlined below. **Higher standards that appear in blue text are required**, whereas **those that appear in red text are optional**. To qualify as meeting the higher standards, the business needs to achieve all of the required higher standards as well as a minimum of 50% of the optional higher

REQUIRED HIGHER STANDARDS

1. There must be at least one full time member of staff for every 20 cats or a higher number of qualified staff.
2. All cats must be checked at least once at an appropriate interval out of hours (between 6pm and 8am) by a person or CCTV.
3. Temperature in sleeping area must be between 18°C and 26°C.
4. The environment must have a layout and design that gives the cats choice.
5. If more than one cat shares a unit, daily behavioural observations must be recorded and acted upon. These should especially focus on any signs of stress or aggression.
6. Cat units must be 1.5 times the minimum area sizes in this guide. The calculation of the total area can include raised areas.
7. Sneeze barriers must be completely opaque rather than translucent. They will be:
 - up to 600 millimetres and behind any shelves
 - 300 millimetres above and to the side of any shelves
8. Each cat must have access to at least two raised areas – one of which must be in the sleeping area and one must be in the exercise area.

OPTIONAL HIGHER STANDARDS

1. There must be at least one member of staff that has a relevant OFQUAL regulated Level 3 qualification.
2. Ventilation must be a managed, fixed, or portable, air system to maintain appropriate temperatures in all weathers. This can be an air conditioning unit or removable fans – but these must be safely installed away from cats.
3. Behavioural observations must be recorded daily.
4. Designated on site isolation facilities must be available. They must be the same size and have the same facility requirements as a normal cattery unit.
5. A competent person must be on site at all times.

Scoring Matrix		Welfare Standards		
		Minor Failings (existing business that are falling to meet minimum standards)	Minimum Standards (as laid down in the schedules & guidance)	Higher Standards (as laid down in the guidance)
R1	Low Risk	1 Star	3 Star	5 Star

		1 yr. licence Min 1 unannounced visit within 12 month period	2 yr. licence Min 1 unannounced visit within 12 month period	3 yr. licence Min 1 unannounced visit within 12 month period
	High Risk	1 Star 1 yr. licence Min 1 unannounced visit within 12 month period	2 Star 1 yr. licence Min 1 unannounced visit within 12 month period	4 Star 2 yr. licence Min 1 unannounced visit within 12 month period



Northumberland County Council

Kennels

Please read the full DEFRA Guidance notes for all conditions required to provide boarding in kennels for dogs enclosed with this information

Pre-inspection information

Notes:

- The staff to dogs ratio will be around 1:25 (Guide)
- Any wood used must be smooth and treated and properly maintained to render it impervious
- Dogs walked outside the facility must be kept on a lead at all times
- No more than six dogs can be walked at any one time
- When outside the premises each dog must wear an identity tag with the licence holders details on
- There must be a designated key holder available in case of emergencies, details of this person need to be lodged with the Licencing authority
- An emergency contact name/number must be displayed on the outside of the premises
- The licence holder must register with a 24 hour veterinary practice
- A range of muzzles of varying sizes and suitable dog catching devices must be on site
- Protective clothing and footwear for use with dogs which may need to be isolated
- A first aid kit suitable for treatment of dogs must be kept on site

Procedures/policies/records required:

- A written staff training policy (to include induction, annual appraisal, planned continued professional development, use of online courses and literature, should no staff be employed this should demonstrate the license holders own knowledge development. This must also cover dog welfare, dog handling, dog behaviour, cleanliness and hygiene, feeding and food prep, disease control, recognising and treating sick animals) **NB: Applicable only if staff are employed at the premises**
- A written record of training, knowledge and experience must be kept
- A safety procedure if head height is less than 1.8m or if corridor of facing units is less than 1.2m wide
- Unit doors should open inwards, any which are not require a documented procedure to demonstrate staff safety
- A cleaning and disinfecting procedure (to include isolation provisions)
- A procedure covering transportation
- A procedure covering feeding
- A procedure covering the prevention of, and control of the spread of, disease
- A procedure covering the death or escape of an animal
- A procedure covering the care of animals following suspension/revocation of the licence or during and following an emergency (emergency plan)
- A fire risk assessment and documented fire procedure is required
- A written emergency plan
- There must be a written policy in place for dealing with extremes of temperature and weather conditions (both hot and cold).

- A written enrichment programme to be documented, to include grooming, socialisation, play and appropriate toys and feeding enrichment
- A procedure to accommodate the needs of dogs under one year of age
- A policy for dealing with difficult dogs
- A record of all euthanasia is to be kept
- Documented system of recording observations for illness, injury or abnormal behaviour for each dog and any actions taken

Consents/information required:

- Consent to feed together (if applicable)
- Consent to be walked outside of the facility
- Consent to mix with dogs other than those from their own household (on walks or in exercise areas)
- Owners must stipulate if mixing occurs whether it is with named dogs only or dogs selected by the proprietor
- Consent for dogs from the same household to share a kennel
- Consent to separate dogs from the same household should a problem arise
- Consent to seek a veterinary assessment and emergency treatment and to administer any medicines prescribed by a veterinarian
- Consent as to which veterinarian is to be used
- Suitable emergency contact information is required

Records:

A register must be kept of all the dogs at the premises which must include—

- (a) the dates of each dog's arrival and departure;
- (b) each dog's name, age, sex, neuter status, microchip number and a description of it or its breed;
- (c) the number of any dogs from the same household;
- (d) a record of which dogs (if any) are from the same household;
- (e) the name, postal address, telephone number and email address of the owner of each dog and emergency contact details;
- (f) in relation to each dog, the name, postal address, telephone number and email address of a local contact in an emergency;
- (g) the name and contact details of the dog's normal veterinarian and details of any insurance relating to the dog;
- (h) details of each dog's relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise;
- (i) details of the dog's diet and related requirements;
- (j) consent forms;
- (k) a record of the date or dates of each dog's most recent vaccination, worming and flea treatments;
- (l) details of any medical treatment each dog is receiving.

Star ratings:

As part of the new regulations each premises will receive a star rating following their formal inspection. In order to achieve the best star rating possible each premises will need to have covered all of the standard conditions and have all consents, policies and procedures in place.

In order to meet the highest possible rating for both the high and low risk categories in the rating matrix certain extra conditions will need to be met. The higher standards are classified in to two types: **required** and **optional** and are outlined below. **Higher standards that appear in blue text are required**, whereas **those that appear in red text are optional**. To qualify as meeting the higher standards, the business needs to achieve all of the required higher standards as well as a minimum of 50% of the optional higher

REQUIRED HIGHER STANDARDS

1. The licence holder needs to have at least one full-time member of staff for every 15 dogs kept.
2. Dogs must be provided with a design and layout that gives them choice.
3. All individual dogs must be checked at least once at an appropriate interval during the out of hours period (for example, between 6pm and 8am) by CCTV or in person. There must be documented records of checking.
4. There must be a clear plan setting out 2 periods of exercise pr dog each day for a minimum of 20 minutes each. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons for the same periods of time.
5. The sleeping area must be at least 2.85 square metres.
6. There must be a documented daily enrichment plan setting out 2 or more sessions with toys or feed enrichment per day (in addition to their exercise).

OPTIONAL HIGHER STANDARDS

1. There must be a member of permanent, full-time staff with an appropriate Level 3 OFQUAL regulated qualification.
2. Ventilation must be a managed, fixed or portable air system to make sure appropriate temperatures are maintained in all weathers (a minimum of 10°C and a maximum of 26°C). This can be an air conditioning unit or removable fans safely installed away from animals.
4. A noise management plan to reduce noise to the dogs must be in place. For example:
 - Physical barriers
 - Sound-absorbing build structure
 - Positive reinforcement training to keep barking down
 - Kennel design to prevent noise generation with demonstration of effectiveness
3. A member of staff must be on site at all times.

Scoring Matrix		Welfare Standards		
		Minor Failings (existing business that are falling to meet minimum standards)	Minimum Standards (as laid down in the schedules & guidance)	Higher Standards (as laid down in the guidance)
Risk	Low Risk	1 Star 1 yr. licence Min 1 unannounced visit within 12 month period	3 Star 2 yr. licence Min 1 unannounced visit within 12 month period	5 Star 3 yr. licence Min 1 unannounced visit within 12 month period
	High Risk	1 Star 1 yr. licence Min 1 unannounced visit within 12 month period	2 Star 1 yr. licence Min 1 unannounced visit within 12 month period	4 Star 2 yr. licence Min 1 unannounced visit within 12 month period