



Northumberland

County Council

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

Application for a licence to provide or arrange for the provision of dog day care

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	Maximum Number of Dogs					

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 (Including Title)					
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
4.6	Date of birth

5. Applicant - 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 the Business owner					
5.8	Name of the applicant					
5.9	Your 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					
5.13	District					
5.14	City or Town					

5. Applicant - Business		
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	
7.5	Lighting arrangements (natural & artificial)	
7.6	Water supply	

7. Accommodation and facilities				
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 (Including Title)				
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 go 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. Disqualifications and convictions	
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	

13. Payment						
13.1	<p>Payment must be made at the time of making the application.</p> <p>The fees are as follows:</p> <p>£248.00 - Renewal application</p> <p>£275.00 - New application</p> <p>£ 83.00 - Re-inspection fee</p> <p>£ 88.00 - Additional host inspection fee</p> <p>£252.00 - Additional licensing activity fee</p> <p>Payment can be made using the link below:</p> <p>https://paymentportal.northumberland.gov.uk/Payment/NCC/Misc/</p>					
13.2	<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			
13.3	<p>Veterinary Fee</p> <p>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> <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>					

14. Additional Information	
Additional Information (Supporting Documents / Written Procedures)	
14.1	Operating procedures (see Part A, General Condition 9.0)
14.2	Emergency procedures (see Part A, General Condition 10.0)
14.3	Relevant qualifications/experience for Day Care for Dogs (see Part A, General Condition 4.0)
14.4	Training/continued professional development (CPD) records (see Part A, General Condition 4.0)
14.5	Plan of the premises
14.6	Insurance policy (must be submitted with both new and renewal application)

14.7	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	
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15. Declaration		
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This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.

15.1	I/We have read the statutory licence conditions and guidance notes (Day Care for dogs) prior to making this application.	
15.2	I/We are aware that I/We will be liable for any and all veterinary charges in association with this application	
15.3	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.	
15.4	I/We enclose the receipt for payment of the appropriate application fee/s.	
15.5	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.	

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

16.5	Signed	
16.6	Full Name (Including title)	
16.7	Capacity	
16.8	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	

Dog Day Care

Please read the full DEFRA Guidance notes for all conditions required to provide day care for dogs enclosed with this information

Pre-inspection information

Notes:

- The premises must be at a fixed location and no dog may be kept on the premises overnight
- Staff to dog ratio must not normally exceed 1:10 (Guide)
- Each dog must have six square meters of space available to them within the premises (this can include outside space)
- There must be at least two secure physical barriers between a dog and any entrance or exit to the property
- There must be an area where any dog can avoid seeing other dogs and people if it so chooses
- There must be sufficient resting places for every dog (this does not have to be an individual area per dog)
- If crates are used, a dog must not be secured in a crate for longer than 1 hour in any 8 hour period
- 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
- The licence holder must register with a veterinarian
- Dogs must be supervised at all times
- 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 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 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 (emergency plan)
- A fire risk assessment and documented fire procedure is required
- A written emergency plan
- Documented system of recording observations for illness, injury or abnormal behavioural for each dog

- There must be a written policy in place for dealing with extremes of temperature and weather conditions (both hot and cold).
- An written enrichment programme, to include grooming, socialisation and play. All dogs must also receive appropriate toys and/or feeding enrichment
- A procedure to accommodate the needs of dogs under one year of age
- A policy for monitoring the introduction of new dogs to existing groups
- A documented screening procedure is required for each dog prior to stay
- A record of all euthanasia is to be kept

Consents/information required:

- Consent to the use of a crate (only if the dog is already habituated to it)
- Consent not to use toy or feed enrichment if recommended by the owner
- Consent to be walked outside of the facility
- Consent for the dog to walked off lead
- 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
- Consent to feed (if applicable)
- Consent to mix dogs under 1 year with older dogs
- Consent to be walked with other dogs
- 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 design and layout of the facility must give the dogs a choice of areas.**

2. There must be a clear plan setting out 2 walks per dog each day for a minimum of 20 minutes each or 2 sessions of access to a secure open area away from the kennel unit. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons for the same periods of time.

OPTIONAL HIGHER STANDARDS

1. There must be at least one full-time member of staff per 8 dogs.
2. There must be a member of permanent, full-time staff with an appropriate Ofqual regulated Level 3 qualification
3. There must be a structured training programme for staff that specifically addresses canine behaviour in a day care environment
4. Ventilation must be a managed, fixed or portable, air system to maintain temperatures in all weathers. This can be an air conditioning unit or removable fans installed safely away from animals.
5. Dogs must receive beneficial human interactions throughout the day and these must be documented.

Scoring Matrix		Welfare Standards		
		Minor Failings (existing business that are failing 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