



# Northumberland County Council

**The Animal Welfare Act 2006  
The Animal Welfare (Licensing of Activities Involving Animals) (England)  
Regulations 2018 (as amended)**

## **Application for a licence to operate a home boarding establishment. Franchisee**

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

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

<b>1</b>	<b>Type of Application</b>						
1.1	New		Renewal			<b>If applying for a new Licence go to 2</b>	
1.2	Existing licence number						
1.3	Existing licence expiry date						
<b>2</b>	<b>Dogs to be Accommodated</b>						
2.1	Maximum Number of Dogs Boarded by all Hosts						
<b>3</b>	<b>Agent</b>						
3.1	Are you an agent acting on behalf of the applicant?			Yes		No	<b>If No, go to 4a</b>
3.2	Full Name (including title)						
3.3	Address						
3.4	Email						
3.5	Main telephone number						
3.6	Other telephone number						
<b>4a</b>	<b>Individual Applicant Details 1</b>				<b>If applying as a business, go to 5a</b>		
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						
4.7	Capacity (e.g. owner / manager / etc.)						
<b>4b</b>	<b>Individual Applicant Details 2 (If more applicants wish to be a licence holder, please continue on a separate sheet of paper)</b>						
4.8	Full Name (including title)						
4.9	Address						
4.10	Email						
4.11	Main telephone number						
4.12	Other telephone number						

4.13	Date of birth					
4.14	Capacity (e.g. owner / manager / etc.)					
<b>5a</b>	<b>Business Applicant Details</b>					
5.1	Is your company registered with Companies House?	Yes		No		<b>If No, go to 5.3</b>
5.2	Registration number					
5.3	Name of Business					
5.4	Is your business registered outside the UK?	Yes		No		
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					
5.10	The country where your head office is located					
<b>5b</b>	<b>Business Address – This should be the official address at which it is required of you by law to receive all communication</b>					
5.11	Building name/number					
5.12	Street					
5.13	District					
5.14	City or town					
5.15	County or administrative area					
5.16	Postcode					
5.17	Country					
<b>6</b>	<b>Premises to be Licensed</b>					
6.1	Will the franchisee be using their own premises to accommodate any dogs under this licensable activity?	Yes		No		<b>If No, go to 8</b>
6.2	Name of premises/trading name					
6.3	Address					
6.4	Telephone number					
6.5	Email					
6.6	Do you have planning permission for this business use?	Yes		No		
<b>7</b>	<b>Accommodation and Facilities</b>					
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 and artificial)					
7.6	Water supply to the premises and for the animals					
7.7	Facilities for food storage and preparation					
7.8	Arrangements for disposal of excreta, bedding and other trade waste material					
<b>7</b>	<b>Accommodation and Facilities</b>					
7.9	Details of 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	<input type="checkbox"/>	No	<input type="checkbox"/>	
7.12	How do you propose to minimise disturbance from noise?					
<b>8</b>	<b>Host Premises</b>					
8.1	How many host premises does the applicant intend to use for the licensable activity?					
8.2	Please ensure that <b>each</b> host completes the host premises application form, which should be submitted along with this application along with the additional fees					
<b>9</b>	<b>Veterinary Surgeon</b>					
9.1	Name of usual veterinary surgeon					
9.2	Company name					
9.3	Address					
9.4	Telephone number					
9.5	Email					
<b>10</b>	<b>Emergency Key Holder – You must have at least one emergency key holder who lives within 30 minutes' drive of the premises</b>					
10.1	Full Name (including title)					
10.2	Position/relationship to applicant					
10.3	Address					
10.4	Daytime telephone number					
10.5	Evening/other telephone number					
10.6	Email					
<b>11</b>	<b>Public Liability Insurance</b>					
11.1	Do you have public liability insurance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<b>If No, go to 12</b>
11.2	Please provide details of the policy					
11.3	Insurance company					

11.4	Policy number				
11.5	Period of cover				
11.6	Amount of cover (£)				
11.7	Does this policy cover the host premises?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

<b>12</b>	<b>Disqualifications and Convictions</b>				
<b>Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:</b>					
12.1	Keeping a pet shop?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.2	Keeping a dog?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.3	Keeping an animal boarding establishment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.4	Keeping a riding establishment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.5	Having custody of animals?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.6	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	<input type="checkbox"/>	No	<input type="checkbox"/>
12.7	Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.8	If yes to any of these questions, please provide details				
<b>13</b>	<b>Additional Details – Please check the statutory licence conditions and guidance notes for any additional information which may be relevant to the application</b>				
13.1					

## Declarations

<b>14</b>	<b>Additional Information (Supporting Documents / Written Procedures)</b>				
<b>Please attach the following information to your application and tick to confirm it has been enclosed:</b>					
14.1	Operating procedures (see Part A, General Condition 9.0)				<input type="checkbox"/>
14.2	Emergency procedures (see Part A, General Condition 10.0)				<input type="checkbox"/>
14.4	Relevant qualifications/experience for home boarding dogs (see Part A, General Condition 4.0)				<input type="checkbox"/>
14.5	Training/continued professional development (CPD) records (see Part A, General Condition 4.0)				<input type="checkbox"/>
14.6	Insurance policy ( <b>must be submitted with both new and renewal application</b> )				<input type="checkbox"/>
14.6	A plan of the franchisee' premises if used for the licensable activity (please provide measurements in metric)				<input type="checkbox"/>

14.7	For <b>RENEWAL</b> applications only – All polices/procedures will be checked at the inspection therefore you do not need to re-submit these with your application	
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<b>15</b>	<b>Declaration</b>		
<b>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)</b>			
15.1	I/We have read the statutory licence conditions and guidance notes 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		
15.2	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.		
15.3	I/We enclose the receipt for payment of the appropriate application fee/s.		
15.4	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.		
<b>16</b>	<b>Payment</b>		
16.1	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 Payment can be made using the link below: <a href="https://paymentportal.northumberland.gov.uk/Payment/NCC/Misc/">https://paymentportal.northumberland.gov.uk/Payment/NCC/Misc/</a>		
16.2	Payment Made	Yes	No
16.3	Veterinary Fee 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.		

**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.**

<b>17a</b>	<b>Signature – Applicant 1</b>		
<b>This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.</b>			
17.1	<b>Signature</b> <b>Signing this box indicates you have read and understood the above declaration and privacy notice below</b>		
17.2	Full Name (Please PRINT)		
17.3	Date		

17b	<b>Signature – Applicant 2</b> (If more applicants wish to be a licence holder, please continue on a separate sheet of paper)	
<b>This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.</b>		
17.4	<b>Signature</b> <b>Signing this box indicates you have read and understood the above declaration and privacy notice below</b>	
17.5	Full Name (Please PRINT)	
17.6	Date	

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](mailto:licensing01@northumberland.gov.uk)

## Home Boarding - Franchisee

Please read the full DEFRA Guidance notes for all conditions required for the home boarding of dogs enclosed with this information

### Pre-inspection information

#### Notes:

1. Each dog (including resident dogs) will require its own designated room and the availability of rooms will be used to determine your maximum number of dogs allowed at the premises.
2. Rooms which are not acceptable are:
  - a conservatory
  - A bedroom in which the usual occupant is below the age of 16
  - Garage (unless converted to current standards for human habitation)
  - Cupboard
  - Cellar (unless converted to current standards for human habitation)
  - Loft (unless converted to current standards for human habitation)
  - Balcony
  - An outside building, structure or shed.
3. Hallways and bathrooms can be used as designated rooms as long as the conditions relating to space, temperature and ventilation can be met
4. When outside the premises each dog must wear an identity tag with the licence holders details on
5. No more than six dogs can be walked at any one time
6. Any small animals on the premises must be kept completely separate to any boarding dogs
7. The licence holder must register with a 24hr veterinary practice
8. There must be a designated key holder available in case of emergencies, details of this person need to be lodged with the Licencing authority
9. A first aid kit suitable for treatment of dogs must be kept on site

#### Procedures/policies needed:

1. 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**
2. A written record of training, knowledge and experience must be kept
3. A cleaning and disinfecting procedure (to include isolation provisions)
4. A procedure covering transportation
5. A procedure covering feeding
6. A procedure covering the prevention of, and control of the spread of, disease
7. A procedure covering the monitoring and ensuring the health and welfare of the animals
8. A procedure covering the death or escape of an animal
9. A procedure covering the care of animals following suspension/revocation of the licence or during and following an emergency
10. A fire risk assessment and documented fire procedure
11. A written emergency plan
12. A written enrichment programme to be documented, to include grooming, socialisation, play and appropriate toys and feeding enrichment
13. There must be a written policy in place for dealing with extremes of temperature and weather conditions (both hot and cold).
14. A documented trial familiarisation session is required for all dogs prior to stay

15. Documented system of recording observations for illness, injury or abnormal behavioural for each dog
16. A procedure to accommodate the needs of dogs under one year of age
17. A policy for monitoring new dogs coming into the home boarding environment
18. A record of all euthanasia is to be kept

### Consents/information required:

1. Consent to feed together (if applicable)
2. Consent to be walked outside of the home environment/garden
3. Consent to be let off the lead
4. Consent to be walked with dogs other than those from its household
5. Consent to board with other dogs
6. Consent to seek a veterinary assessment and emergency treatment and to administer any medicines prescribed by a veterinarian
7. Consent as to which veterinarian is to be used
8. Consent to allow dogs from the same household to share a designated room (each individual dog still requires a designated room in case the need arises to separate the dogs)
9. Consent to the use of a crate (only if the dog is already habituated to it)
10. An enrichment programme to be documented with the owner, to include grooming, socialisation and play
11. 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

- There must be at least one full-time member of staff per 8 dogs.
- There must be a clear plan setting out 2 walks per dog each day for a minimum of 20 minutes each. There must be an alternative form of enrichment planned for dogs that cannot be exercised for veterinary reasons for the same periods of time.
- For a boarding premises that keeps multiple dogs at once, there must be an overnight trial stay for all stays longer than 3 nights. Only one dog can be trialled at a time unless the dogs are from the same household.
- Dogs must be exercised at least twice per day. Each dog must have a written daily exercise regime including lead exercise and free running in a secure area. 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 (50% Required)

- Bathrooms, hallways and partitioned rooms are not used as designated rooms.
- There must be a member of permanent, full-time staff with an appropriate OFQUAL regulated Level 3 qualification.
- Ventilation must be a managed, fixed or portable, air system to maintain temperatures in all weathers. This can be an air conditioning unit or removeable fans installed safely away from animals.
- There must be a designated other person or member of staff who can cover any emergency so that the dogs are never left alone.
- Any outside space will have two secure physical barriers between any dog and any exit.
- Only dogs from the same household are boarded at any one time.

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	<b>1 Star</b> 1 yr. licence Min 1 unannounced visit within 12 month period	<b>3 Star</b> 2 yr. licence Min 1 unannounced visit within 12 month period	<b>5 Star</b> 3 yr. licence Min 1 unannounced visit within 12 month period
	High Risk	<b>1 Star</b> 1 yr. licence Min 1 unannounced visit within 12 month period	<b>2 Star</b> 1 yr. licence Min 1 unannounced visit within 12 month period	<b>4 Star</b> 2 yr. licence Min 1 unannounced visit within 12 month period

