



Northumberland

County Council

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

Application for a licence for home boarding for dogs

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					
1.4	Which rooms are to be used?					

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 Business Owner					
5.8	Name of 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	
5.15	County or administrative area	
5.16	Post Code	
5.17	Country	

6. Premises to be licensed				
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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				
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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. Accommodation and facilities					
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	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 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 the above 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>					

15. Additional Information	
Please attach the following Information	
<i>Renewal Applications – Policies/Procedures will be checked at inspection</i>	
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 Home Boarding for Dogs for exhibition licensing (see Part A, General Condition 4.0)
15.4	Training/continued professional development (CPD) records (see Part A, General Condition 4.0)
15.5	Plan of the premises
15.6	Insurance policy (must be submitted with both new and renewal application)
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.	
16.1	I/We have read the statutory licence conditions and guidance notes (Home Boarding for dogs) 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.
16.5	I/We enclose the receipt for payment of the appropriate application fee/s.
16.6	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 Signatures	
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 0345 6006400 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

Home Boarding

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:

- 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.
- 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.*
- Hallways and bathrooms can be used as designated rooms as long as the conditions relating to space, temperature and ventilation can be met
- When outside the premises each dog must wear an identity tag with the licence holders details on
- No more than six dogs can be walked at any one time
- Any small animals on the premises must be kept completely separate to any boarding dogs
- The licence holder must register with a 24hr veterinary practice
- There must be a designated key holder available in case of emergencies, details of this person need to be lodged with the Licencing authority
- A first aid kit suitable for treatment of dogs must be kept on site

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 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
- A fire risk assessment and documented fire procedure
- A written emergency plan

- A written enrichment programme to be documented, to include grooming, socialisation, play and appropriate toys and feeding enrichment
- There must be a written policy in place for dealing with extremes of temperature and weather conditions (both hot and cold).
- A documented trial familiarisation session is required for all dogs prior to stay
- Documented system of recording observations for illness, injury or abnormal behavioural for each dog
- A procedure to accommodate the needs of dogs under one year of age
- A policy for monitoring new dogs coming into the home boarding environment
- A record of all euthanasia is to be kept

Consents/information required:

- Consent to feed together (if applicable)
- Consent to be walked outside of the home environment/garden
- Consent to be let off the lead
- Consent to be walked with dogs other than those from its household
- Consent to board with other dogs
- 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 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)
- Consent to the use of a crate (only if the dog is already habituated to it)
- An enrichment programme to be documented with the owner, to include grooming, socialisation and play
- 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	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

