



Northumberland

County Council

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

Application to be nominated as a host attached to a home boarding establishment licence

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

1. Franchisee	
Franchisee Name	
1.1	Name
1.2	Address
1.3	Email
1.4	Main telephone number
1.5	Other telephone number

2. Applicant Type						
2.1	Applying as an individual	Yes		No		If yes go to section 3
2.2	Applying as a business or organisation, including a sole trader	Yes		No		If yes go to section 5

3. Host Details - Individual	
3.1	Name
3.2	Address
3.3	Email
3.4	Main telephone number
3.5	Other telephone number

3.6	Date of birth	
3.7	Number of Dogs	

4. Host premises to be included on licence					
4.1	Name of premises/trading name				
4.2	Address of premises				
4.3	Telephone number of premises				
4.4	Email address				
4.5	Do you have planning permission for this business use?	Yes		No	

5. Accommodation and facilities	
5.1	Rooms to be used to accommodate dogs (Specify)
5.2	Details of the quarters used to accommodate animals, including number, size and type of construction
5.3	Exercise facilities and arrangements
5.4	Heating arrangements:
5.5	Method of ventilation of premises
5.6	Lighting arrangements (natural & artificial)
5.7	Water supply
5.8	Facilities for food storage & preparation

5. Accommodation and facilities					
5.9	Arrangements for disposal of excreta, bedding and other waste material				
5.10	Isolation facilities for the control of infectious diseases				
5.11	Fire precautions/equipment and arrangements in the case of fire				
5.12	Do you keep and maintain a register of animals?	Yes		No	
5.13	How do you propose to minimise disturbance from noise?				

6. Host veterinary surgeon	
6.1	Name of usual veterinary surgeon
6.2	Company name
6.3	Address
6.4	Telephone number
6.5	Email address

7. Emergency key holder						
7.1	Do you have an emergency key holder?	Yes		No		If no go to section 8
7.2	Name					
7.3	Position/job title					
7.4	Address					
7.5	Daytime telephone number					
7.6	Evening/other telephone number					
7.7	Email address					

7.8	Add another person?	Yes		No		If yes complete Annex 1
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8. Disqualifications and convictions

8.1	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		

8.2	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		
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8.3	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		
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8.4	If yes to any of the above questions, please provide details,					
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9. Additional details

Please check local guidance notes and conditions for any additional information which may be required

10.1	Additional information which is required or may be relevant to the application					
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10. Payment

10.1	<p>Payment must be made at the time of making the application. The fee is as follows: £ 88.00 - Additional host inspection fee Payment can be made using the link below: https://paymentportal.northumberland.gov.uk/Payment/NCC/Misc/</p>					
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10.2	Payment Made	Yes		No		
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10.3	<p>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.</p>					
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11. Model Licence Conditions & Guidance	
All applicants to tick that they have read the applicable model licence conditions & guidance	
11.1	Animal Boarding

12. Additional Information	
Please attach the following Information <i>Renewal Applications – Policies/Procedures will be checked at inspection</i>	
12.1	A plan of the premises
12.2	Insurance policy
12.3	Operating procedures
12.4	Risk Assessments (including Fire)
12.5	Infection control procedure
12.6	Qualifications
12.7	Training records

13. Declaration	
13.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.
13.2	I am aware of the provisions of the relevant Act and model licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.
13.3	I am aware that I will be liable for any and all veterinary charges in association with this application.
13.4	Ticking this box indicates you have read and understood the above declaration
13.5	Signed
13.6	Full Name
13.7	Capacity
13.8	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 0345 600 6400 or by email at licensing01@northumberland.gov.uk

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	