

Application to add a host family to a licence for the home boarding of cats and dogs

*This application form for a licensed activity accompanies **Part A – Application for an Animal Activity Licence**. Please ensure you have supplied both forms or your application may be rejected.*

North Lincolnshire Council is under a duty to protect the public funds it administers and to prevent and detect crime, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud or crime. It may also share this information with other bodies administering public funds solely for these purposes.

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

1 Franchisee / Home Boarding Arranger Details

1.1	Licence number	<input type="text"/>
1.2	Company Name	<input type="text"/>
1.3	Name	<input type="text"/>
1.4	Address	<input type="text"/>
1.5	Telephone	<input type="text"/>
1.6	Email Address	<input type="text"/>

2a Host Family Details

2.1	Name	<input type="text"/>
2.2	Address	<input type="text"/>
2.3	Telephone	<input type="text"/>
2.4	Alternate Telephone Number	<input type="text"/>
2.5	Email Address	<input type="text"/>

2a Host Premises Details

2.6	Name of premises / trading name	<input type="text"/>
2.7	Address of premises	<input type="text"/>
2.8	Telephone number of premises	<input type="text"/>
2.9	Email address	<input type="text"/>
2.10	Do you have planning permission for this business use?	<input type="text" value="Yes / No"/>

2c Animals to be accommodated

2.12	Maximum Number of Dogs	<input type="text"/>
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OFFICE USE ONLY

Fee	£ <input type="text"/>	Receipt No.:	<input type="text"/>	Payment Method	<input type="text"/>	Cost Centre:	NEL002
		Auth:	<input type="text"/>	Date	<input type="text"/>	Income Code:	9002

3 Accommodation and facilities

3.1	Details of the quarters used to accommodate animals, including number, size and type of construction	
3.2.	Exercise facilities and arrangements	
3.3	Heating arrangements:	
3.4	Method of ventilation of premises	
3.5	Lighting arrangements (natural & artificial)	
3.6	Water supply	
3.7	Facilities for food storage & preparation	
3.8	Arrangements for disposal of excreta, bedding and other waste material	
3.9	Isolation facilities for the control of infectious diseases	
3.10	Fire precautions/equipment and arrangements in the case of fire	
3.11	Do you keep and maintain a register of animals?	Yes / No
3.12	How do you propose to minimise disturbance from noise?	

4 Veterinary surgeon

4.1	Name of usual veterinary surgeon	
4.2	Company name	
4.3	Address	
4.4	Telephone number	
4.5	Email address	

5a Emergency key holder

5.2	Name	
5.3	Position/job title	
5.4	Address	
5.5	Daytime telephone number	
5.6	Evening/other telephone number	
5.7	Email address	
5.8	Add another person?	Yes / No If no, go to 6.1

5b Emergency key holder 2*

5.9	Name	<input type="text"/>
5.10	Position/job title	<input type="text"/>
5.11	Address	<input type="text"/>
5.12	Daytime telephone number	<input type="text"/>
5.13	Evening/other telephone number	<input type="text"/>
5.14	Email address	<input type="text"/>

6 Model Licence Conditions & Guidance

All applicants to tick that they have read the applicable model licence conditions & guidance

6.1 Animal Boarding

7 Disqualifications and convictions

Has the applicant, host family, or any person who will have control or management of the establishment, ever been disqualified from:

7.1	Keeping a pet shop?	<input type="text"/> Yes / No
7.2	Keeping a dog?	<input type="text"/> Yes / No
7.3	Keeping an animal boarding establishment?	<input type="text"/> Yes / No
7.4	Keeping a riding establishment?	<input type="text"/> Yes / No
7.5	Having custody of animals?	<input type="text"/> Yes / No
7.6	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?	<input type="text"/> Yes / No
7.7	Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?	<input type="text"/> Yes / No
7.8	If yes to any of these questions, please provide details,	<input type="text"/>

8 Additional Information

Please attach the following information and complete the following declaration:

A plan of the premises *Include measurements*

Details of procedures:

Daily operating procedures *These should include cleaning, feeding, exercise, disposal of waste, and monitoring of animals in care*

Transport

Extreme weather – hot and cold

Infection control

Medication administration & records

Emergency procedures *Emergencies include, but are not limited to, fire; flood; the premises rendered or declared uninhabitable; or in the event the licence is revoked or suspended*

Animal death procedure

Animal escape procedure

Qualifications

Training records

8.1 I hereby confirm that I can meet the criteria needed to obtain a licence and that should any matters be omitted that it will impact on my application. It is my responsibility to make sure that all information is complete and correct.

8.2 Signature

8.3 Name

8.4 Date

9 Additional details

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

9.1 Additional information which is required or may be relevant to the application

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10 Declaration

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

I am aware of the provisions of the relevant Act and model licence conditions. The details contained in the application forms and any attached documentation are correct to the best of my knowledge and belief.

10.1 I agree to permit an officer, veterinary surgeon or veterinary practitioner authorised by the Council to inspect the premises before any licence is granted.

I hereby authorise the details of the aforementioned business, including; the name of licence holder; business name; address; contact telephone number; and licence expiry details being published on a Public Register which will be made available on North Lincolnshire Council's website.

10.2 Signing this box indicates you have read and understood the above declaration

10.3 Full Name

10.4 Capacity

10.5 Date