

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



**Application for a licence to operate a dog boarding
establishment**

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

What type of application are you making?	
<input type="checkbox"/> New application Date for new licence to begin:	<input type="checkbox"/> Renewal application Existing licence number:

Section 1

1.1 Agent						
Are you an agent acting on behalf of the applicant	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border: none;">Yes</td> <td style="width: 15%; border: none;"></td> <td style="width: 15%; border: none;">No</td> <td style="width: 15%; border: none;"></td> <td style="width: 40%; border: none;">If no go to 1.3</td> </tr> </table>	Yes		No		If no go to 1.3
Yes		No		If no go to 1.3		
1.2 Further information about the Agent						
Name						
Address						
Email						
Main telephone number						
Other telephone number						
Is all correspondence to be sent to this Agent?	Yes/No					

1.3 Applicant details (these will be the details of the licence holder)	
Name	
Address	
Email	
Main telephone number	
Date of birth of Applicant	

Section 2

2.1 Type of Application					
Boarding in Kennels	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border: none;">Home Boarding</td> <td style="width: 15%; border: none;"></td> <td style="width: 15%; border: none;">Day Care</td> <td style="width: 15%; border: none;"></td> </tr> </table>	Home Boarding		Day Care	
Home Boarding		Day Care			

2.2 Address at which dog boarding will take place (if different from 1.3 above)	
Name of premises/trading name	
Address of premises	
Telephone number of premises	
Email address	

	Is there planning permission for this business use	Yes/No	
	Add another premises	Yes/No	If yes, Section 2.2 must be repeated on separate sheet of paper

2.3	Maximum number of dogs to be accommodated		
	Maximum number		

2.4	Accommodation and facilities		
	Details of the quarters used to accommodate dogs, including number, size and type of construction		
	Exercise facilities and arrangements		
	Heating arrangements:		
	Method of ventilation of premises		
	Lighting arrangements (natural & artificial)		
	Water supply (if different from mains)		
	Facilities for food storage & preparation		
	Arrangements for disposal of excreta, bedding and other waste material		

2.4	Accommodation and facilities		
	Isolation facilities for the control of infectious diseases		
	Fire precautions/equipment and arrangements in the case of fire		
	Do you keep and maintain a register of dogs?	Yes/No	
	How do you propose to minimise disturbance from noise?		

2.5	Veterinary surgeon		
	Name of usual veterinary surgeon		
	Company name		
	Address		
	Telephone number		
	Email address		

2.6	Emergency key holder		
	Do you have an emergency key holder?	Yes/No	If no, go to 2.7
	Name		
	Position/job title		
	Address		
	Daytime telephone number		
	Evening/other telephone number		
	Email address		
	Add another person?	Yes/No	If yes, Sections 2.6 must be repeated on separate sheet of paper

2.7	Disqualifications and convictions		
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from: (if yes, add details in the space provided)		
	Keeping a pet shop?	Yes/No	
	Keeping a dog?	Yes/No	
	Keeping an animal boarding establishment?	Yes/No	

2.7	Disqualifications and convictions		
	Keeping a riding establishment?	Yes/No	
	Having custody of animals?	Yes/No	
	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	
	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	
	If yes to any of these questions, please provide details,		

Section 3

3.1	Payment
	Payment must be made at the time of making the application – please note, if your application is successful, an additional fee will be payable (please see attached fee structure)

3.2	Additional Information	For renewal please provide any new/ amended documents
	Please attach the following Information -	
	A plan of the premises (where dogs are being kept or accommodated)	
	Operating procedures	
	Risk Assessments (including Fire)	
	Infection control procedure	
	Qualifications	
	Training records	

3.3	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 Regulations 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.
	Ticking this box indicates you have read and understood the above declaration
	Full Name
	Signature
	Capacity
	Date

This completed form must be returned together with the fee and additional documentation to the:-
Licensing Team, Hartlepool Borough Council, Civic Centre, Victoria Road, Hartlepool, TS24 8AY or
licensing@hartlepool.gov.uk

Fee Structure 2023/24

Animal Welfare Licence – Dog Boarding

Please note the application fee is non-refundable (which includes initial inspection)

Licence Applications - New

Application fee (including initial inspection)	£105
Mandatory mid-licence inspection fee	£65
Annual enforcement fee (payable for each year of licence)	£45

Therefore: -

1 year licence	£215
2 year licence	£260
3 year licence	£305

A vet's fee is also payable where a vet's inspection is either required by law or deemed to be necessary by the Council.

For franchise holders:- where you use a "host" that is not licensed as a dog boarding business their premises must be detailed in your licence application and the following additional fees would be payable:

£80 per host and a further £60 per host for the mandatory mid-licence inspection

Licence Applications - Renewal

Application fee (including inspection)	£90
Mandatory mid-licence inspection fee	£65
Annual enforcement fee (payable for each year of licence)	£45

Therefore: -

1 year licence	£200
2 year licence	£245
3 year licence	£290

A vet's fee is also payable where a vet's inspection is deemed by the Council to be necessary.

For franchise holders:- where you use a "host" that is not licensed as a dog boarding business their premises must be detailed in your licence application and the following additional fees would be payable:

£70 per host and a further £60 per host for the mandatory mid-licence inspection