



# Brent

## Application for Animal Boarding

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

### Section 1 - Standard Applicant Profile

<b>1</b>	<b>Reference number</b>	
1.1	System reference Number (if known)	
1.2	Your reference (if known)	

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

<b>2a</b>	<b>Agent</b>				
2.1	Are you an agent acting on behalf of the applicant	Yes		No	If no, go to 3.1
<b>2b</b>	<b>Further information about the Agent</b>				
2.2	Name				
2.3	Address				
2.4	Email				
2.5	Main telephone number				
2.6	Other telephone number				

<b>3</b>	<b>Applicant details</b>				
3.1	Name				
3.2	Address				
3.3	Email				
3.4	Main telephone number				
3.5	Other telephone number				
3.6	Are you applying as a business or organisation, including a sole trader	Yes		No	
3.7	Are you applying as an individual	Yes		No	

<b>4a</b>	<b>Applicant Business</b>				
4.1	Is your company registered with companies house	Yes		No	If no, go to 4.3
4.2	Registration Number				
4.3	Is your business registered outside the UK				
4.4	VAT Number				
4.5	Legal status of the business				
4.6	Your position in the business				
4.7	The country where your head office is located.				

<b>4a</b>	<b>Applicant Business</b>	
<b>4b</b>	<b>Business Address – This should be your official address – The address required of you by law to receive all communication</b>	
4.8	Building name or number	
4.9	Street	
4.10	District	
4.11	City or Town	
4.12	County or administrative area	
4.13	Post Code	
4.14	Country	

## Section 2 - Premises Activity

<b>1a</b>	<b>Type of Application</b>						
1.1	Commercial Boarding		Home Boarding		Day Care		
1.2	Type of Application			New		Renewal	
1.3	Existing licence number (if applicable)						
<b>1b</b>	<b>Animals to be accommodated</b>						
1.4	Cats			Yes/No	Maximum number		
1.5	Dogs			Yes/No	Maximum number		
<b>1c</b>	<b>Further information about the applicant</b>						
2.6	Date of birth						

<b>2</b>	<b>Premises to be licensed</b>	
2.1	Name of premises/trading name	
2.2	Address of premises	
2.3	Telephone number of premises	
2.4	Email address	
2.5	Do you have planning permission for this business use	Yes/No

<b>3</b>	<b>Accommodation and facilities</b>	
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	

<b>3</b>	<b>Accommodation and facilities</b>	
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?	<b>Yes/No</b>
3.12	How do you propose to minimise disturbance from noise?	

<b>4</b>	<b>Veterinary surgeon</b>	
4.1	Name of usual veterinary surgeon	
4.2	Company name	
4.3	Address	
4.4	Telephone number	
4.5	Email address	

<b>5a</b>	<b>Emergency key holder</b>		
5.1	Do you have an emergency key holder?	<b>Yes/No</b>	<b>If no, go to 6.1</b>
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?	<b>Yes/No</b>	<b>If no, go to 6.1</b>
<b>5b</b>	<b>Emergency key holder 2</b>		
5.9	Name		
5.10	Position/job title		
5.11	Address		
5.12	Daytime telephone number		
5.13	Evening/other telephone number		
5.14	Email address		

<b>6</b>	<b>Public liability insurance</b>		
6.1	Do you have public liability insurance?	<b>Yes/No</b>	<b>If no, go to 6.7</b>
6.2	Please provide details of the policy		
6.3	Insurance company		
6.4	Policy number		
6.5	Period of cover		
6.6	Amount of cover (£)		
6.7	Please state what steps you are taking to obtain such insurance		

<b>7</b>	<b>Disqualifications and convictions</b>	
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:	
7.1	Keeping a pet shop?	<b>Yes/No</b>
7.2	Keeping a dog?	<b>Yes/No</b>
7.3	Keeping an animal boarding establishment?	<b>Yes/No</b>
7.4	Keeping a riding establishment?	<b>Yes/No</b>
7.5	Having custody of animals?	<b>Yes/No</b>
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?	<b>Yes/No</b>
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?	<b>Yes/No</b>
7.8	If yes to any of these questions, please provide details,	

<b>8</b>	<b>Additional details</b>	
	Please check local guidance notes and conditions for any additional information which may be required	
8.1	Additional information which is required or may be relevant to the application	

### Section 3 - Standard Declaration

<b>1</b>	<b>Model Licence Conditions &amp; Guidance</b>	
	All applicants to tick that they have read the applicable model licence conditions & guidance	
1.1	Pet Vending	
1.2	Animal Boarding	
1.3	Performing Animals	
1.4	Riding Establishments	
1.5	The Breeding and Sale of Dogs	

<b>2</b>	<b>Additional Information</b>	
	Please attach the following Information	
2.1	A plan of the premises	
2.2	Insurance policy	
2.3	Operating procedures	
2.4	Risk Assessments (including Fire)	
2.5	Infection control procedure	
2.6	Qualifications	
2.7	Training records	

<b>3</b>	<b>Declaration</b>	
3.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
3.2	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.	
3.3	Signing this box indicates you have read and understood the above declaration	
3.4	Full Name	
3.5	Capacity	
3.6	Date	

Please return this form with the appropriate fee to:

Planning, Transport & Licensing,  
5<sup>th</sup> Floor, Brent Civic Centre, Engineers Way, Wembley HA9 0FJ

Tel: (020) 8937 5359,  
Email: [business.licence@brent.gov.uk](mailto:business.licence@brent.gov.uk)

**Data Protection:** *The London Borough of Brent will use this information for the purposes of The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and related purposes. Any member of the public may examine the application form on request. Further information can be found at [www.brent.gov.uk/privacy](http://www.brent.gov.uk/privacy)*

*You are providing your information to Brent Council, contact details [business.licence@brent.gov.uk](mailto:business.licence@brent.gov.uk). The Council's Data Protection Officer can be contacted via [dpo@brent.gov.uk](mailto:dpo@brent.gov.uk), or 020 8937 1402. Your information is collected for the purpose of processing your licence application as required to fulfil the council's duties under the following legislation, statutory or contractual requirement or obligation.*

**Legislation**

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

**Context**

*For the processing of licensing applications and  
the prevention of fraud*

*The information may be shared with the Secretary of State, Defra, the Home Office to ascertain the right to work and HM Revenue and Customs, at their request, to identify potential fraud. The information shall be retained until the licence is surrendered and shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten. You have a right to lodge a complaint with the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk))*