



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

**HOST FAMILY NOTIFICATION - ANIMAL BOARDING ESTABLISHMENT**

(A separate form must be completed for EACH host to be included in the Licence)

<b>APPLICANT DETAILS</b>	
<b>(Applicant must be the individual(s) who will carry on the activity)</b>	
To be completed in <b>BLACK</b> ink <span style="float: right;">* Please delete as appropriate –</span>	
Full Name of Applicant(s) Please indicate title (i.e. Mr, Mrs, Miss, Ms etc.)	
Address of Applicant(s)	
Postcode	
Date of Birth for each Applicant	
Contact Numbers for Applicant(s)	Landline  Mobile
Email Address for Applicant(s)	
	<b>YES                      NO</b>
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping a pet shop?	
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping a dog?	
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping an animal boarding establishment?	
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from keeping a riding establishment?	
Has the applicant(s), or any person who will have control or management of the establishment, ever been disqualified from having custody of animals?	

Has the applicant(s), or any person who will have control or management of the establishment, been convicted of any offences under the Animal Welfare Act 2006?		
Has the applicant(s), or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?		
If Yes, to any of the above then please provide details:-		
	<b>YES</b>	<b>NO</b>
Do you have planning consent for business use? If no, please check with the planning department whether it is required.	<input type="checkbox"/>	<input type="checkbox"/>
Is your business certified by a UKAS-accredited body with 3 or more years of compliance history?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have three or more years of compliance history with a Local Authority?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have public liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>
If NO please state what steps you are taking to obtain such insurance.	<input type="checkbox"/>	<input type="checkbox"/>
If YES please provide the following details:-		
Policy Number:-		
Period of Cover:-		
Amount of Cover (£m):-		
Please give any dates over the next 10 weeks when the premises will not be available for inspection.		
<b>PREMISES used under the Regulations by the Host Family</b>		
Name of Business / Trading Name (if any)		
Address of Premises (if different to applicant details)		
	Postcode	
Premises Contact Numbers (if different to applicant details)	Landline	
	Mobile	

Premises / Business Email (if different to applicant details)		
Website Address for Premises / Business		
Will the premises be operative throughout the year?	Please provide details (include estimated number of days for boarding)	
What are the opening times of the premises? (Please advise most convenient time to visit – generally)		
<b>Which type of boarding will be offered?</b>	<b>YES</b>	<b>NO</b>
Home Boarding for Dogs		
Day Care for Dogs		
<b>ACCOMMODATION AND FACILITIES</b>		
Please provide the maximum number of animals to be accommodated	Dogs:	
Please provide details of the following matters:		
The quarters to be used to accommodate dogs, including number, size and type of construction		
Exercise facilities and arrangements		
Heating arrangements		
Method of ventilation for the premises		

Lighting arrangements (natural & artificial)	
Water supply	
Facilities for food storage & preparation	
Arrangements for disposal of excreta, bedding and other waste material	
Isolation facilities for the control of infectious diseases	
Fire precautions / equipment and arrangements in case of fire	
How do you propose to minimise disturbance from noise?	
Do you keep and maintain a register of animals?	
<b>VETERINARY SURGEON</b>	
Name of usual veterinary surgeon	
Company Name	
Full Address including post code	
Telephone Number	
Email address	

<b>STAFF (if applicable)</b>	
Number of staff at the premises including family members involved in the business other than the applicant.	
Number of staff present at any one time	
Will a member of staff be available on site at all times?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where appropriate; for each member of staff (or staff role), please describe their current experience and any current training qualification	
<b>EMERGENCY KEY HOLDER</b>	
	<b>YES</b>
	<b>NO</b>
Do you have an emergency key holder? If YES please provide details below.	
Name:  Position / Job Title:  Address:   Postcode:  Daytime Telephone No:  Evening / Other Telephone No:  Email address:	

## GUIDANCE AND ADDITIONAL INFORMATION

It is recommended that you read the procedural guidance notes published by the Department for Environment, Food & Rural Affairs (DEFRA) for local authorities. DEFRA has also published guidance in relation to all licensable activities which includes the conditions.

The guidance documents can be found by accessing the link below if you have an electronic version of this form, alternatively type the address in the link below into your internet browser. The guidance documents will be useful to applicants and operators as they explain the licensing requirements, conditions of licence, inspection of premises.

**Host families must also be able to demonstrate their accommodation and paperwork are to the same standard as that expected of a licensed premises.**

Please read the following information and then proceed to the declaration section and provide any necessary documents.

## PRIVACY NOTICE

**Who will control my data?** The Data Controller for all the information you provide on this form, together with any supporting information or documents requested as part of the application process, is Derbyshire Dales District Council, Town Hall, Bank Road, Matlock, Derbyshire, DE4 3NN.

**If there is something you don't understand.** Please contact the Licensing Team on 01629 761313 or by emailing [licensing@derbyshiredales.gov.uk](mailto:licensing@derbyshiredales.gov.uk)

**Who else will we share your information with?** We will only use this information in conjunction with your application and any licence issued. This may include checks with a Veterinary Surgeon / Practitioner, DEFRA, RSPCA, UKAS-accredited body, Planning Service, Environmental Health Service, Trading Standards Animal Welfare Team, and the District Council's Legal Team and referral to the Council's Licensing Committee.

**How long will we keep this information for?** Your information will be kept for 3 years from the date you last accessed the service or 3 years after any licence issued ceases to have effect.

**What are my data rights?** Your personal information belongs to you - you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

### **How do I exercise these rights?**

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Information Governance Team, Corporate Resources, Derbyshire Dales District Council, Town Hall, Bank Road, Matlock, Derbyshire, DE4 3NN.

Tel: 01629 761100 Email: [dataprotection@derbyshiredales.gov.uk](mailto:dataprotection@derbyshiredales.gov.uk)

## DECLARATION

I /we agree to permit an officer and / or a veterinary surgeon or veterinary practitioner authorised by the District Council to inspect the premises which are the subject of this application.

I/we declare that the details contained in the application form and the attached documentation is correct to the best of my knowledge.

I/we also confirm that I read and understand the privacy notice and that I/we are aware of the provisions of the relevant legislation and the model licence conditions which I/we will comply with at all times and that I have read and understand the privacy notice.

Date		Signature of Applicant(s)	
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**Please attach/provide the following information with your application:**

- **Signed Legal Declaration**
- **Layout / outline plan of the premises (unless we have this already and the layout has not changed )**

**The following may also need to be seen /inspected. It would be helpful to receive them with your application as it may save time during the inspection:**

- **Insurance policy**
- **Operating procedures**
- **Risk assessments (including Fire)**
- **Infection control procedure**
- **Qualifications**
- **Training records**

Please send your application and supporting information to the following address:

Licensing Team  
Regulatory Services  
Derbyshire Dales District Council  
Town Hall  
Bank Road  
Matlock  
Derbyshire  
DE4 3NN

Alternatively you can submit your application via email to: [licensing@derbyshiredales.gov.uk](mailto:licensing@derbyshiredales.gov.uk)

Please read the information on fees carefully, especially if you are applying for more than one animal activity. Information on fees and charges can be found on the Derbyshire Dales District Council website.

<http://www.derbyshiredales.gov.uk/services-business/licensing/animal/animal-licences>

The District Council no longer accepts payment by cheque – the preferred method of payment is payment by Debit/Credit Card.

Once we have received your application we will call you to take the payment.