



Shared Regulatory Services
Gwasanaethau Rheoliadol a Rennir



**Licence Application for a Home Boarding Establishment
Section 1 Animal Boarding Establishments Act 1963**

Grant Renewal

1a. Applicant Details *(all correspondence will be sent to this address)*

Mr Mrs Miss Other

Full Name	
House no and Street	
District	
Postcode	
Tel no	
Email Address	

1b. Additional Applicant Details *(if more than one applicant or applying as a partnership etc.)*

Mr Mrs Miss Other

Full Name	
House no and Street	
District	
Postcode	
Tel no	
Email Address	

2. Establishment Details *(this will be used on the licence)*

Name of Business			
Name/no. and Street			
District			
Postcode			
Tel no			
Email Address			
Any Children Under 5?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Any Children Under 16? Yes <input type="checkbox"/> No <input type="checkbox"/>

3. Please give details of the number of animals that you would wish to keep at the establishment below

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4. Please give details of all resident animals at the premises. This must include name, breed, age and gender

5. 24 Hour Veterinary Surgery Details *(must be aware of home boarding establishment)*

Name(s) of surgeon(s)	
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Name of Practice	
Name/no. and Street	
District	
Postcode	
Tel no	

6. Emergency Contact Details <i>(within a 15 minute drive radius)</i>	
Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>
Miss <input type="checkbox"/>	Other <input type="checkbox"/>
Full Name	
House no and Street	
District	
Postcode	
Tel no	
Email Address	

7. What arrangement have been made to isolate a dog should the need arise?

8. Are you or have you, or any other person residing in the establishment been convicted or disqualified under the following:	
The Animal Welfare Act 2006 or The Animal Health Act 1981?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been refused a licence involving animals	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered yes to any of the above, please provide further details below:	

9a. Please attach the following documentation along with this application form	
Public Liability Insurance Certificate	
Fire Evacuation Plan	Create a floor plan of the premises. To include the location of smoke detectors, fire extinguisher and exits. You must also include instructions in the case of a fire, to include where the dogs are to be relocated to.
Fire Warning Procedure	Explain your fire protocol
Risk Assessment	Identify all risks or hazards and how you will mitigate those risks

9b. Conditions	
Please confirm, by ticking the box, that you have thoroughly read through 'Dog Home Boarding Establishments – Conditions of Licence'.	Yes <input type="checkbox"/>

I/We declare to the best of my/our knowledge and belief that the above information is correct. I/We understand that if I/We knowingly or recklessly make a false statement or omission, I/we render myself/ourselves liable to prosecution and my/our licence may be suspended or revoked.

I/We understand that in pursuance of the prevention or detection of crime, personal information may be released to Government Agencies such as the Benefits Agency and the Inland Revenue.

Signed **Date:**
(applicant)
Print Name

Signed **Date:**
(applicant)
Print Name

(If the licence is to be issued in joint names both applicants must sign the declaration)

FOR OFFICE USE ONLY

Date of Inspection _____ Recommendation _____
Date Reported to Council and Decision _____ No. of Licence _____
_____ Date Entered in Register _____

BRIDGEND COUNCIL ONLY:

Email your completed application and supporting documents to licensing@bridgend.gov.uk and we will contact you to take payment via credit or debit card/

Alternatively please post your application to the address below and enclose a cheque made payable to "Bridgend County Borough Council".

BACS payments can be made to:

Bank: Barclays

Sort Code: 20-12-58

Account No: 13415198

Please quote Home Boarding Licence and 2906 8263 when making a payment and email licensing@bridgend.gov.uk to confirm you are making a BACS payment.

CARDIFF COUNCIL ONLY:

Please note BACS payments **MUST** be confirmed by emailing licensing@cardiff.gov.uk

BACS payments can be made to:

Account name: CARDIFF COUNCIL

Sort Code: 52-21-06

Account No: 20408838

Please quote 'Home Boarding Licence' as a reference

Cheques made payable to '**Cardiff Council**' are accepted by post to Cardiff Council, Licensing Section, City Hall, Cathays Park, Cardiff, CF10 3ND

Card payments can be made over the telephone. Please email licensing@cardiff.gov.uk and give your name, contact telephone number and premises name. A member of the team will then contact you to make payment over a secure telephone line.

VALE OF GLAMORGAN COUNCIL ONLY:

Email your completed application and supporting documents to licensing@valeofglamorgan.gov.uk and make a credit/debit card payment online through the Vale of Glamorgan Council website payment system. Please visit www.valeofglamorgan.gov.uk and on the website homepage you will need to select the 'pay' tab followed by 'make a payment online', from the drop-down menu select 'other income' then 'Licensing - Animal Licensing Fees'.

Alternatively, please post your application to the address below and enclose a cheque made payable to the "Vale of Glamorgan Council".

RENEWAL ONLY – You can make a credit/debit card payment via the C1V Contact Centre by ringing 01446 709105.

I/we understand that the following information will be published on the Vale of Glamorgan website animal boarding public register - name of licence holder, licensed address, type of licence, licence number, expiry date. Please refer to the link below for details of our privacy statement and withholding consent.

<https://www.valeofglamorgan.gov.uk/Documents/Working/PublicNotices/Fair-Processing-Notice-Licensing.pdf>

I understand that if this application is authorised, I must inform the Licensing Authority of any changes in my circumstances that mean I no longer meet the conditions for this authorisation.	
I agree to permit an Authorised Officer, Veterinary Surgeon/ Practitioner authorised by the Council to inspect the premise which is the subject of this licence before a licence is granted.	
I understand that in pursuance of the prevention or detection of crime, personal information may be released to Government Agencies such as the Benefits Agency and the Inland Revenue.	
<p>I, the undersigned, do hereby declare the following particulars to be true and complete to the best of my knowledge and belief. I confirm that I understand my obligations under the Animal Welfare Act 2006 that all animals must;</p> <ol style="list-style-type: none"> 1. be provided with a suitable diet 2. be provided with a suitable environment 3. be protected from pain, injury, disease and suffering 4. be allowed to exhibit normal behaviour 5. have the freedom to live with or apart from other animals as applicable. 	
I understand that I may face prosecution under the Animal Welfare Act 2006 if I fail to carry out these duties.	

Please use the continuation sheet at page 7 of this form if you would like to add any additional comments, ensuring you state the question number you are referring to.

Signature:

Date:

Please return the completed form to the relevant local authority department.

Bridgend

Bridgend County Council
Licensing Section
Civic Offices
Angel Street
Bridgend
CF31 4WB
Or email licensing@bridgend.gov.uk

Cardiff

Cardiff Council
Licensing Section
Room 206, City Hall
Cardiff
CF10 3ND
Or email licensing@cardiff.gov.uk

Vale of Glamorgan

Vale of Glamorgan Council
Licensing Section
Civic Offices
Holton Road
Barry
CF63 4RU
Or email licensing@valeofglamorgan.gov.uk

This form is available in Welsh / Mae'r ffurflen hon ar gael yn Gymraeg

Continuation Sheet