

Commercial Day Care Application Form

Please ensure you have read the conditions of this licence.

Grant Renewal

Name of Business:	
Address of Premises:	
Telephone number of premises:	
Email address of business:	

Name of Owner(s):	
Residential Address of Owners:	
Telephone Numbers of Owner(s):	
Email Addresses of Owners:	

Name of Manager / Keeper (If different from above):	
Address of Manager / Keeper:	
Telephone Number of Manager/ Keeper:	
Email address of Manager / Keeper:	

Please confirm the owners / Managers do not have any criminal convictions under The Animal Welfare Act 2006:	
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<u>Premises:</u>	
<u>How many square meters space is available to the dogs whilst in day care?</u>	

How many dogs are you applying for?	
How many kennels do you have constructed?	
What materials have been used to construct the inside of the building?	
What heating system is being used?	
What ventilation does the building have?	
What lighting is in the building?	
Does the building have its own entrance or shared?	
Public Liability Insurance taken out for the business model?	

Staff / Training:	
How many members of dedicated day care staff do you have?	
Do you hold individual staff files containing the company's written training policy and their individual qualifications?	

Facilities:	
Do you have a separate kitchen area for preparing dog food:	
What are the arrangements for vermin control:	
What are the arrangements for excrement disposal:	
What are the arrangements for cleaning / washing bedding:	
What system is in place to record dogs attending?	

Fire Plan:	
Please enclose a copy of:	
Your building plan / diagram	
Emergency evacuation plan	
Electric certificate	

Complete a risk assessment	
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Check List:	
Please ensure you have enclosed:	
Copy of your public liability insurance	
Copy of your building plan/ diagram	

Copy of your emergency evacuation plan / procedure	
Copy of completed risk assessment	
Licence Fee.	

Failure to provide the above requested paperwork, will result in a delay in the application process.

I / We declare that 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 / omission, I / we render my myself / ourselves liable to prosecution and my / our licence may be suspended

I / we understand in the pursuance of the prevention or detection of crime, personal information may be released to government agencies such as benefits agency and the inland revenue.

Signed by Applicant 1: -----

Print Name:-----

Signed by Applicant 2: -----

Print Name: -----

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 Commercial Day Care 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 'Commercial Day Care 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