

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

Application for a licence to operate an animal boarding establishment

This form should be fully completed, signed and sent to:

Hammersmith & Fulham Council

London Borough of Hammersmith and Fulham,
Food and Safety Team
Hammersmith Town Hall
King Street
London W6 9JU

☎ **020 8753 1081**

✉ foodandsafety@lbhf.gov.uk

This box is for office use only.
Licence number
Date Received
Fee Paid £
Chq / debit card/ credit card / BAC's

I/we hereby apply to the London Borough of Hammersmith and Fulham for a licence to keep an Animal Boarding Establishment

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

1	Applicant Details		
State the capacity in which you are applying			
Individuals or Individuals		<input type="checkbox"/>	please complete (Section A)
A company		<input type="checkbox"/>	please complete (Section B)
SECTION A. To be completed ONLY if you are applying as an individual(s)			
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other (please state)		
Surname			
Forenames			
Full Home Address			
Contact Details			
Daytime			
Mobile (optional)			
Email (optional)			

Additional individual applicant	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other (please state)
Surname	
Forenames	
Home Address	
Contact Details	
Daytime	
Mobile (optional)	
E-mail (optional)	
B. To be completed ONLY if you are applying as a Company	
Company Name	
Full Address	
Description of company <i>i.e. limited or partnership</i>	
Company Number	
Telephone Number	
E-mail (optional)	

2	Type of Application			
2.1	Commercial Boarding	Home Boarding	Day Care	
2.2	Type of Application	New	Renewal	
2.3	Existing licence number			
2a	Animals to be accommodated			
	Animals to be accommodated			
2.4	Cats	Yes/No	Maximum number	
2.5	Dogs	Yes/No	Maximum number	
2b	Further information about the applicant			
2.6	Date of birth			

3	Premises to be licensed		
3.1	Name of premises/trading name		
3.2	Address of premises		
3.3	Telephone number of premises		
3.4	Email address		
3.5	Do you have planning permission for this business use.	Yes/No	
4	Accommodation and facilities		
4.1	Details of the quarters used to accommodate animals, including number, size and type of construction		
4.2.	Exercise facilities and arrangements		
4.3	Heating arrangements:		
4.4	Method of ventilation of premises		
4.5	Lighting arrangements (natural & artificial)		
4.6	Water supply		
4.7	Facilities for food storage & preparation		
4.8	Arrangements for disposal of excreta, bedding and other waste material		
4.9	Isolation facilities for the control of infectious diseases		
4.10	Fire precautions/equipment and arrangements in the case of fire		
4.11	Do you keep and maintain a register of animals?	Yes/No	
4.12	How do you propose to minimise disturbance from noise?		
5	Veterinary surgeon		
5.1	Name of usual veterinary surgeon		
5.2	Company name		
5.3	Address		
5.4	Telephone number		
5.5	Email address		
6	Emergency key holder		
6.1	Do you have an emergency key holder?	Yes / No	If no, go to 7.1
6.2	Name		
6.3	Position/job title		
6.4	Address		
6.5	Daytime telephone number		
6.6	Evening/other telephone number		
6.7	Email address		
6.8	Add another person?	Yes / No	If yes, 6.2 to 6.8 will be repeated
7	Public liability insurance		
7.1	Do you have public liability insurance?	Yes / No	If no, go to question 7.6
	If yes, please provide details of the policy		
7.2	Insurance company		
7.3	Policy number		
7.4	Period of cover		
7.5	Amount of cover (£m)		

7.6	Please state what steps you are taking to obtain such insurance		
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8	Disqualifications and convictions		
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	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:		
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8.1	Keeping a pet shop?	Yes/No	
8.2	Keeping a dog?	Yes / No	
8.3	Keeping an animal boarding establishment?	Yes/No	
8.4	Keeping a riding establishment?	Yes/No	
8.5	Having custody of animals?	Yes/No	
8.6	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?	Yes/No	
8.7	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	
8.8	If yes to any of these questions, please provide details,		

9	Additional details		
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	Please check local guidance notes and conditions for any additional information which may be required		
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9.1	Additional information which is required or may be relevant to the application		
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10	Standard declaration and signature section		
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The details in the application form and any attached documentation are correct to the best of my knowledge and belief.

Signature..... Print Name.....

Capacity..... Date.....

Address to be used for correspondence

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Post Code.....

The application should be returned with the application fee to:

London Borough of Hammersmith and Fulham,
Food and Safety Team
Hammersmith Town Hall
King Street
London W6 9JU

How to Make Payment:

Cheques are to be made payable to the London Borough of Hammersmith and Fulham.
Please check our website for the most up to date fee www.lbhf.gov.uk

For payment by Credit or Debit card contact the Licensing Technical Support on
020 8753 1081. If paying by BACS please make payment to:

Name on account:	London Borough of Hammersmith & Fulham
Sort Code	60 50 06
Account Number:	1140 2598
Bank:	Natwest (Hammersmith Branch)