

# Application for a licence to operate an Animal Boarding Establishment

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

Licensing Team, Council Offices, 37 Pembroke Road, London W8 6PW  
Telephone: 020 7341 5152 email: [licensing@rbkc.gov.uk](mailto:licensing@rbkc.gov.uk)



THE ROYAL BOROUGH OF  
**KENSINGTON  
AND CHELSEA**

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

1	<b>Applicants details</b>	
1.1	Name of applicant (if more than one applicant state all the full names of all applicants)	
1.2	Home address (if applying as a company please state the registered office)	
1.3	Telephone  Mobile number	
1.4	Email address	
1.5	If applying as a company state the registration number of the company	
1.6	If the company is registered outside the UK state the main business address in the UK	
1.7	If applying as one or more individuals state the date of birth of all applicants	

2	<b>Premises to be licensed</b>	
2.1	Name of Premises/Trading Name	
2.2	Address of Premises	
2.3	Telephone Number	
2.4	Email address	
2.5	Does the premises have the required planning permission? If so, please send documentary evidence	

3	<b>Type of application</b>					
3.1	<b>Type of Application</b>	Commercial Boarding		Home Boarding		Day Care
3.2	<b>Type of Licence</b>	New		Renewal		
3.3	Existing licence number					
3a	<b>Animals to be accommodated</b>					
3.4	Cats	Yes/No		Maximum Number		
3.5	Dogs	Yes/No		Maximum Number		

4	<b>Accommodation and Facilities</b>					
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?					

<b>5</b>	<b>Veterinary surgeon</b>		
5.1	Name of usual veterinary surgeon		
5.2	Company name		
5.3	Address		
5.4	Telephone number		
5.6	Email address		

<b>6</b>	<b>Emergency key holder</b>			
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, repeat 6.2 to 6.8 on a separate page	

<b>7</b>	<b>Public liability insurance</b>			
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 covered			
7.5	Amount of cover (£m)			
7.6	Please state what steps you are taking to obtain such insurance			

<b>8 Disqualifications and convictions</b>			
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:		
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, (continue on a separate sheet if necessary)		

<b>9 Additional details</b>	
	Is there any other information which you believe may be relevant to the application? If yes provide details

<b>10 Signature and Declaration</b>	
	<p>Signature of applicant, or applicant's solicitor, or other duly authorised agent. If signing on behalf of the applicant, please state in what capacity.</p> <p>I am aware of the provisions of Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and the model conditions. The details in the application form and any attached documentation are correct to the best of my knowledge and belief.</p> <p>Ticking this box indicates you have read and understood the above declaration <input type="checkbox"/></p> <p>Signature ..... Print Name .....</p> <p>Capacity..... Date .....</p> <p><b>For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent</b></p> <p>Signature ..... Print Name .....</p> <p>Capacity..... Date .....</p>

	<p>Name and Address to be used for correspondence</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>City/Town..... Post Code.....</p> <p>Contact number .....</p> <p>Email address .....</p>	
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**Date Protection:**  
 Licence holder data is used in accordance with the General Data Protection Regulations. For further details please read the licensing team's Privacy Notice <https://www.rbkc.gov.uk/privacy-notice-licensing>. Licence holder data may also be included in data matches including the National Fraud Initiative to detect and prevent fraud.

The completed form should be returned to Royal Borough of Kensington and Chelsea, Licensing Team, Council Offices, 37 Pembroke Road, London, W8 6PW. Tel: 020 7341 5152