Licensing Team
Public Protection
Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
Shropshire
SY2 6ND

0345 678 9026
licensing@shropshire.gov.uk

- Before applying for a Cat Boarding Licence, you must familiarise yourself with the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and their associated guidance.
- You may submit your application in the following ways:

  Email: licensing@shropshire.gov.uk
  Post: Licensing Team
  Public Protection
  Shropshire Council
  Shirehall
  Abbey Foregate
  Shrewsbury
  Shropshire
  SY2 6ND

- Applications must be accompanied by the appropriate application fee:

  NEW
  - 10 animals or less - £338.06 due at time of application. £181.94 due after licence has been granted.

  - 11 animals or more - £384.80 due at time of application. £204.20 due after licence has been granted.

  RENEW
  - 10 animals or less - £54.00 due at time of application. £401.00 due after licence has been granted.

  - 11 animals or more - £48.95 due at time of application. £451.05 due after licence has been granted.

  ADDITIONAL ACTIVITY (not carried out as main licensable activity at premises)
  - 10 animals or less - £188.00

  - 11 animals or more – £224.00

- Once your application has been accepted and validated, you will be contacted by a Licensing Officer to arrange the necessary inspection(s).
- Once the Council is in receipt of the Inspecting Officers' report and providing everything is satisfactory the licence will be issued.

If any part of the application is incomplete, the required documentation detailed in section 13 of the application is not submitted or the application fee is not paid, the application will not be processed until such a time as all the information, documentation and/or fee is provided.

Shropshire Council

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

Application for a Licence to Provide Boarding for Cats

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

1	**Type of Application**					
1.1	Type of Application	New		Renewal		
1.2	Existing licence number if renewal					

2	**Agent**					
2.1	Are you an agent acting on behalf of the applicant	Yes		No		**If no go to 3**
2b	**Further information about the Agent**					
2.2	Name					
2.3	Address					
2.4	Email					
2.5	Main telephone number					
2.6	Other telephone number					

3	**Individual Applicants (if applying as more than one individual complete details in this section for each person)**	**If applying as a business, go to 4**
3.1	Name	
3.2	Address	
3.3	Email	
3.4	Main telephone number	
3.5	Other telephone number	
3.6	Date of birth	

4	**Business Applicants**					
4.1	Is your company registered with companies house	Yes		No		**If no go to 4.3**
4.2	Registration Number					
4.3	Is your business registered outside the UK					
4.4	VAT Number					
4.5	Legal status of the business					
4.6	Applicant's position in the business					
4.7	The country where your head office is located					
4b	**Business Address (This should be the official address at which it is required of you by law to receive all communication)**					
4.8	Building name or number					

4	Business Applicants	
4.9	Street	
4.10	District	
4.11	City or Town	
4.12	County or administrative area	
4.13	Post Code	
4.14	Country	

5	Animals to be accommodated	
5.1	Maximum number of cats to be accommodated	

6	Premises to be licensed					
6.1	Name of premises/trading name					
6.2	Address of premises					
6.3	Telephone number of premises					
6.4	Email address					
6.5	Do you have planning permission for this business use?	Yes		No		

7	Accommodation and facilities					
7.1	Details of the quarters used to accommodate animals, including number, size and type of construction					
7.2	Exercise facilities and arrangements					
7.3	Heating arrangements:					
7.4	Method of ventilation of premises					
7.5	Lighting arrangements (natural & artificial)					
7.6	Water supply					
7.7	Facilities for food storage & preparation					
7.8	Arrangements for disposal of excreta, bedding and other waste material					
7.9	Isolation facilities for the control of infectious diseases					
7.10	Fire precautions/equipment and arrangements in the case of fire					
7.11	Do you keep and maintain a register of animals?	Yes		No		

8	Veterinary surgeon	
8.1	Name of usual veterinary surgeon	
8.2	Company name	
8.3	Address	
8.4	Telephone number	
8.5	Email address	

9	Emergency key holder	
You must have at least one emergency key holder who lives within 30 minutes drive of the premises		
9.1	Name	
9.2	Position/relationship to applicant	
9.3	Address	
9.4	Daytime telephone number	

9.5	Evening/other telephone number	
9.6	Email address	

10	Public liability insurance					
10.1	Do you have public liability insurance?	Yes		No		
10.2	If yes, please provide details of the policy					
10.3	Insurance company					
10.4	Policy number					
10.5	Period of cover					
10.6	Amount of cover (£m)					
10.7	Please state what steps you are taking to obtain such insurance					

11	Disqualifications and convictions					
Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:						
11.1	Keeping a pet shop?	Yes		No		
11.2	Keeping a dog?	Yes		No		
11.3	Keeping an animal boarding establishment?	Yes		No		
11.4	Keeping a riding establishment?	Yes		No		
11.5	Having custody of animals?	Yes		No		
11.6	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		
11.7	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		
11.8	If yes to any of these questions, please provide details,					

12	Additional details	
12.1	Additional information which may be relevant to the application	

Declarations

13	Additional Information		
Please attach the following information to your application and tick to confirm it has been enclosed			
13.1	Operating procedure (see general condition 9.0)		
13.2	Emergency procedure, including fire risk assessment (see general condition 10.0)		
13.3	Preventative healthcare plan – signed by vet (see specific condition 5.4)		
13.4	Qualifications or demonstration of knowledge and experience in field where no qualifications (for applicant and/or any staff)		
13.5	Staff training plan (where applicable)		

14	Declaration
This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant	

14.1	I have read the licence conditions and associated guidance (which are available on the Council's website) prior to making this application		
14.2	I agree to allow an inspector and/or vet authorised by the Council to inspect the premises which are the subject of this application before any licence is granted		
14.3	I enclose the current fee		
14.4	I declare that the information I have supplied in this application is true, complete and accurate to the best of my knowledge. I have read and understood the conditions of licence and will abide by them.		
14.5	**Ticking this box indicates you have read and understood the above declarations**		

If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information, they shall be guilty of an offence.

Data Protection

The information provided will be used in the process of considering the application and may be sent to authorised bodies including: Police, Benefits, Councillors, Inland Revenue, other local authorities.

Shropshire Council is under a duty to protect the Public Funds that we handle and to this end we may share your information internally or with other organisations for the prevention and detection of a crime or any matters connected to a breach of Shropshire Councils Licensing Policy. We will not transfer your personal data outside the European Economic Area or disclose it to any third party other than for the purposes outlined.

Applicant Signature:		Date:	

Full name (in capitals):	