



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

## LICENCE APPLICATION FOR KENNELS AND CATTERIES

NEW LICENCE

RENEWAL LICENCE

### Applicant's Details (block capitals)

Name of Applicant(s): .....

Date of Birth: ..... National Insurance No. ....

Home Address: .....

.....

Daytime telephone number: .....

Email: .....

Is any person named above disqualified from:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| • Keeping a dog/cat?                        | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Having custody of animals?                | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Keeping a Pet Shop?                       | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Keeping an Animal Boarding Establishment? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Keeping a Breeding Establishment?         | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

If yes - please insert details .....

### Premises Details (block capitals)

Trading Name: ..... Current licence number (if applicable): .....

Address of Premises for which the licence is required if (different from above):

.....

.....

Post Code: .....

Telephone number: .....

Website Address: .....

**Application Details (block capitals)**

Number of Cats / Dogs which are intended to be boarded at the premises:

- Cats: .....
- Dogs: .....

Description of the quarters used to accommodate animals:

- Construction: .....  
.....
- Size: .....
- Number of pens/kennels: .....
- Heating Arrangements: .....
- Method of Ventilation: .....
- Lighting arrangements (natural & artificial) .....
- Water supply: .....
- Facilities for food storage and preparation: .....

Arrangements for minimising the disturbance from noise:

- .....

Exercise Facilities and arrangements provided:

- .....

Description of isolation facilities available:

- .....  
.....

Arrangements for disposal of excreta, bedding and other waste materials:

- .....

Facilities for food storage and preparation:

- .....

Fire precautions and equipment:

- .....  
.....

**Application Details continued (block capitals)**

Method for keeping a register/record of animals:

- .....

**Staffing**

Number of staff employed and level of qualifications of each employee:

- .....
- .....
- .....

**Additional information**

Do you have an Emergency Key holder YES  NO

Name of key holder: .....

Home Address: .....

.....

Daytime telephone number: .....

Email: .....

Is any person named above disqualified from:

- Keeping a dog? YES  NO
- Having custody of animals? YES  NO
- Keeping a Pet Shop? YES  NO
- Keeping an Animal Boarding Establishment? YES  NO
- Keeping a Breeding Establishment? YES  NO

If yes - please insert details .....

**Veterinary Surgeon**

Are you registered with a Veterinary Surgeon YES  NO

Name of Veterinary surgeon: .....

Address: .....

.....

Contact number: .....

**Payment Details**

**Fee to be paid on application.**

**£420.00**

**Any administration/amendments made to a licence during the term will be charged at:**

**£32.00**

**The following documentation **MUST** be provided with the completed application form and payment.**

- Plan of Premises
  
- The following procedures: Feeding regimes  
Cleaning regimes  
Transportation  
Prevention of and control of the spread of disease  
Monitoring and ensuring health and welfare of all animals  
The death or escape of an animal  
In case of Fire
  
- Certificates of Qualifications
  
- Staff Training records

**I am aware of the provisions of the relevant Act and model licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.**

Signed: ..... Print Name: .....

Dated: .....

**NB: The information on this form will be treated as confidential.  
The cost of any independent vet required to be used, by the City Council, as part of the application process will be charged to the applicant as an additional fee.**

This application must be accompanied by the appropriate fee and returned to:

**Dog Enforcement Team  
Whitley Depot  
259 London Road  
Coventry  
CV3 4AR**

**Tel: 07976 736957**

**Email: [animal.welfare@coventry.gov.uk](mailto:animal.welfare@coventry.gov.uk)**