



CHELTENHAM

BOROUGH COUNCIL

APPENDIX 5 – Arranger's Host Details

EACH host, under the licence, must have their own form completed by the arranger
If a host has a turnover of more than £1000 per annum they must hold their own licence.

Section A - Details of host	
First name(s):	Surname:
Host trading name:	
Address:	
Post code:	
Phone (Work):	Phone (Mobile):
Email:	
Website:	
Arranger trading name:	
Arranger licence number (if issued):	

Section B– Operating/Working hours	
Does the host operate throughout the year?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please state period it normally operates)
How many days (please estimate) does the host provide boarding?	
In general, between 8:30am -4pm, when is the most suitable time to visit the host?	

Section C – Consents	
Have all the consents and planning permissions been obtained for the host's business?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section D – Staff (including host)	
How many people are at the premises (include family members)?	
How many dog careers are there?	
Will someone be available on site at all times?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Where appropriate; for each member of staff (dog career), please describe their current experience and any current training qualification (see also section K below):	
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Section E – Animal transportation		
Where required what sort of vehicle will be used for animal transportation?	Type and make of vehicle	
	Vehicle registration	
Please describe any relevant modifications:		

Section F – Disease control	Attachments may be required
Where is your host's isolation facility located?	<input type="checkbox"/> At premises stated in section A (you will need a dedicated space as stated in the Defra guidance). <input type="checkbox"/> At vets stated in section G (you will need to provide written confirmation from your vets of this)

Section G – Host's vet	
Trading Name:	Name of vet:
Address:	
Email:	Phone (Work):

Section H – Fire and emergency evacuation procedure		
Designated key holder details for the host business		
Full Name:		
Address:		
Phone (Mobile):		
Distance from hosts premises: Miles Minutes	
When was the hosts last emergency drill?	Date:	Time:

Section I – Providing accommodation for dogs	
Are there separate facilities on the premises associated with rescue or breeding activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe the facilities (separate facilities are required for the Higher standard to apply):	

How many dogs does the host propose to provide accommodation for at any one time?	
How many dogs or cats live at the premises? Dogs Cats
Does the host accept dogs less than 1 year of age?	<input type="checkbox"/> Yes – documented process must be provided (see below). <input type="checkbox"/> No
Are children under 16 present at the household?	<input type="checkbox"/> Yes – procedure required to safeguard children and dogs. Recommendation to document <input type="checkbox"/> No

Section J – Finances	
What was the hosts previous annual income or if no history - What is the expected income for the coming year?	

Section K –Host documentation	Attachments required
① Confirm completion and attachment of written procedure by ✓ below.	
Written procedures in place and attached, with specifics for host premises:	
<input type="checkbox"/> Feeding regimes	
<input type="checkbox"/> Cleaning	
<input type="checkbox"/> Transportation (if required)	
<input type="checkbox"/> The prevention of and control of the spread of disease	
<input type="checkbox"/> Monitoring and ensuring the health and welfare of all the animals	
<input type="checkbox"/> The death or escape of an animal (including storage of carcasses)	
<input type="checkbox"/> Care of animals following the suspension or revocation of the licence and facilities failure e.g. heating, cooling or aeration loss	
<input type="checkbox"/> Emergency plans in case of a fire or other emergencies including telephone list of the emergency services. (If any dangerous wild animals on site, detail specific plans for their removal and immediate rehoming). + Emergency Policy for dealing with extremes of temperature and weather conditions if not in 'Care of animals...'	
<input type="checkbox"/> Documented procedures for keeping dogs under 1 year (if applicable)	
<input type="checkbox"/> Plan of house indicating a designated room for each dog, including any residential dogs	
Evidence / information required and attached for:	Attachments required
<input type="checkbox"/> Training record (s) for host - this maybe a statement of experience and/or an annual record of non-formal or self-guided study	

Section L – Arranger inspections - Please note we also inspect hosts in our district before a licence can be issued.

What are the dates and times (or time scale) when you, as the arranger, are intending to or have inspected this host:	
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Section M – Declaration - to be completed by the arranger
A signature for each host is required

- The details contained in Appendix 5 and any attached documentation is correct to the best of my knowledge and belief.
- I understand if there are any wilful omissions, or incorrect statements made, my whole application may be refused without further consideration or, if a licence has been issued, it may be liable to immediate suspension or revocation.
- I confirm that I have informed the host that the inspecting officer will be allowed to take photographs and/or videos of the animals and the premises and that they have agreed to this.

Signature:

Print name:

Date:

Need help completing this form?

Phone 01242 264135

Email envhealth@cheltenham.gov.uk

www.cheltenham.gov.uk/animal-licensing

Animal Licensing
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