

**APPENDIX 5 – Arranger’s Host Details**

**EACH host, under the licence, must have their own form completed by the arranger**

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| **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): |

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| **Section B– Operating hours** |
| Does the host business operate all throughout the year? | * Yes
* No (please state period it normally operates)

…………………………………………………………... |
| How many days (estimated) does the host provide boarding? |  |
| In general when is the most suitable time to visit the host? |  |

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| **Section C – Consents** |
| Have all the necessary consents and planning permissions been obtained for the host’s business? | * Yes
* No
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| **Section D – Staff** (if applicable)  |
| 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?  | * Yes
* No
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| Where appropriate; for each member of staff (or staff role), please describe their current experience and any current training qualification:  |  |

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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: |  |

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| **Section F – Disease control**  |
| Where is your host’s isolation facility located? | * At premises stated in **section A** (you will need a dedicated space as stated in the Defra guidance).
* At vets stated in **section H** (you will need to provide written confirmation from your vets of this)
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| **Section G – Host’s vet** |
| Trading Name: | Name of vet:  |
| Address: |
| Email:  | Phone (Work): |

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

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| **Section I – Providing accommodation for dogs** |
| Are there separate facilities on the premises associated with rescue or breeding activities? | * Yes
* No
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| If yes, describe the facilities: |  |
| 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? | * Yes – documented process must be provided.
* No
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| Are children under 16 present at the household?  | * Yes – a procedure must be in place to safeguard children and dogs. If the host has a documented procedure, please provide it.
* No
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| **Section J – Finances** |
| What was the hosts previous annual **income** or if no history - What is the expected income for the coming year? |  |

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| **Section K – Required host documentation**To be compliant with legislative requirements and achieve a high rating the following, site specific, documents need to be provided: |
| * Feeding regimes
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| * Documented procedure regarding cleaning
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| * Documented procedure regarding the transportation of animals (if required)
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| * The prevention of, and control of the spread of disease (expected guidance will be provided by the arranger and given to the Local Authority for each host)
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| * Monitoring and ensuring the health and welfare of all the animals
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| * The death or escape of an animal (including storage of carcasses)
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| * Documented procedure regarding the care of animals following the suspension or revocation of the licence and facilities failure e.g. heating, cooling or aeration loss
 |
| * Documented procedure regarding emergency plans in case of a fire or other emergencies including telephone list of the emergency services.
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| * Documented procedures for keeping dogs under 1 year (if arranger’s policy allows dogs less than 1 year)
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| * Training record (s) for host
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| **Section L – Arranger inspections -** Please note we must inspect hosts in our district before a licence will be issued.  |
| 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 arrange)– please sign to confirm acceptance and understanding.  |
| * 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.
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| Signature:  |
| Print name: | Date: |

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| **Need help completing this form?**Phone 01242 264135Email envhealth@cheltenham.gov.uk [www.cheltenham.gov.uk/animal-licensing](http://www.cheltenham.gov.uk/animal-licensing) | Animal LicensingCheltenham Borough CouncilMunicipal OfficesPromenadeCheltenhamGL50 9SA |