

**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 |
| 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 |
| 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 |
| 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 |
| * Documented procedure regarding cleaning |
| * Documented procedure regarding the transportation of animals (if required) |
| * 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) |
| * Monitoring and ensuring the health and welfare of all the animals |
| * The death or escape of an animal (including storage of carcasses) |
| * 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. |
| * Documented procedures for keeping dogs under 1 year (if arranger’s policy allows dogs less than 1 year) |
| * 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. | |
| Signature: | |
| Print name: | Date: |

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| **Need help completing this form?**  Phone 01242 264135  Email [envhealth@cheltenham.gov.uk](mailto:envhealth@cheltenham.gov.uk)  [www.cheltenham.gov.uk/animal-licensing](http://www.cheltenham.gov.uk/animal-licensing) | Animal Licensing  Cheltenham Borough Council  Municipal Offices  Promenade  Cheltenham GL50 9SA |