

**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.**

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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/Working hours** |
| Does the host operate throughout the year? | * Yes
* 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? |  |

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| **Section C – Consents** |
| Have all the consents and planning permissions been obtained for the host’s business? | * Yes
* No
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| **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?  | * Yes
* No
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| 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: |  |

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| **Section F – Disease control**  | **Attachments may be required** |
| 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 G** (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**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:  |

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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 (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? | * Yes – documented process must be provided (see below).
* No
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| Are children under 16 present at the household?  | * Yes – procedure required to safeguard children and dogs. **Recommendation to document**
* 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 –Host documentation**  | **Attachments required** |
| 🛈 Confirm completion and attachment of written procedure by ✓ below. |
| **Written procedures in place and attached, with specifics for host premises:**  |
| * Feeding regimes
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| * Cleaning
 |
| * Transportation (if required)
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| * The prevention of and control of the spread of disease
 |
| * 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)
 |
| * Care of animals following the suspension or revocation of the licence and facilities failure e.g. heating, cooling or aeration loss
 |
| * 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…’
 |
| * Documented procedures for keeping dogs under 1 year (if applicable)
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| * Plan of house indicating a designated room for each dog, including any residential dogs
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| **Evidence / information required and attached for:** | **Attachments required** |
| * Training record (s) for host - this maybe a statement of experience and/or an annual record of non-formal or self-guided study
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| **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 arrangerA 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.
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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 |