



West Oxfordshire
Application for a licence to operate an animal
boarding establishment
Animal Boarding Establishments Act 1963

For help contact
 email: partnership@westoxfordshire.gov.uk
 Telephone: 01993 861000

* required information

Section 1 of 9

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	<input type="text" value="Not Currently In Use"/>	This is the unique reference for this application generated by the system.
Your reference	<input type="text" value="Wychwood Walkies"/>	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
Are you an agent acting on behalf of the applicant?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name	<input type="text" value="Ella"/>	
* Family name	<input type="text" value="Burnside"/>	
* E-mail	<input type="text" value="wychwoodwalkies@gmail.com"/>	
Main telephone number	<input type="text" value="07950926757"/>	Include country code.
Other telephone number	<input type="text"/>	
<input type="checkbox"/> Indicate here if you would prefer not to be contacted by telephone		

Are you:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

* Is your business registered in the UK with Companies House?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
* Is your business registered outside the UK?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
* Business name	<input type="text" value="Wychwood Walkies and doggy day care"/>	If your business is registered, use its registered name.
* VAT number	<input type="text" value="- none"/>	Put "none" if you are not registered for VAT.
* Legal status	<input type="text" value="Sole Trader"/>	

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 9

APPLICATION DETAILS

Type of boarding offered

- Commercial Home

Type of application

- New Renewal

Animals To Be Accommodated

Cats

- Yes No

Dogs

- Yes No

Maximum number

Section 3 of 9

PREMISES TO BE LICENSED

Name of premises/
trading name

Continued from previous page...

Premises Address

Is the address the same as (or similar to) the address given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name	<input type="text" value="45"/>
Street	<input type="text" value="The sands"/>
District	<input type="text"/>
City or town	<input type="text" value="Milton Under Wychwood"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="OX7 6ER"/>
Country	<input type="text" value="United Kingdom"/>

Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail	<input type="text" value="wychwoodwalkies@gmail.com"/>
Main telephone number	<input type="text" value="07950926757"/>
Other telephone number	<input type="text"/>

Section 4 of 9

ACCOMMODATION AND FACILITIES

Details of the quarters used to accommodate animals, including number, size and type of construction

3 Bed Semi Detached House with 2 Reception Rooms

Exercise facilities and arrangements

Large Garden (Currently under renovation but safe and useable) Fields 2 minute walk from the property which dogs in day care will be walked for a minimum of one hour per day.

Heating arrangements

Heating through out the house

Method of ventilation of premises

Windows and Doors

Lighting arrangements (natural and artificial)

Continued from previous page...

Natural and Artificial

† Water supply

Taps downstairs, upstairs and outside

† Facilities for food storage and preparation

Air tight containers, clean kitchen.

† Arrangements for disposal of excreta, bedding and other waste material

Wheelie Bins

† Isolation facilities for the control of infectious diseases

I can separate dogs in different rooms downstairs if needed

† Fire precautions/equipment and arrangements in the case of fire

4x doors downstairs to access garden and front drive. Smoke alarms

† Arrangements for keeping a register/record of animals

A signing in book

† Arrangements for minimising the disturbance from noise

Dogs will never be left unsupervised.

Section 5 of 9

VETERINARY SURGEON

Usual Veterinary Surgeon

† Name

Carterton Vets

Continued from previous page...

Address

† Building number or name	<input type="text" value="Carterton Vets"/>
† Street	<input type="text" value="Broadshire way"/>
District	<input type="text"/>
† City or town	<input type="text" value="Carterton"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
† Country	<input type="text" value="United Kingdom"/>

Contact Details

E-mail	<input type="text"/>
† Main telephone number	<input type="text" value="01993764262"/>
Other telephone number	<input type="text"/>

Section 6 of 9

EMERGENCY KEY HOLDER

† Do you have an emergency key holder?

- Yes No

Section 7 of 9

DISQUALIFICATIONS AND CONVICTIONS

Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:

† Keeping a pet shop?

- Yes No

† Keeping a dog?

- Yes No

† Keeping an animal boarding establishment?

- Yes No

† Keeping a riding establishment?

- Yes No

† Having custody of animals?

- Yes No

† Has the applicant, or any person who will have control or management of the establishment, been convicted of any offences under Animal Welfare or Wildlife Legislation?

- Yes No

Continued from previous page...

Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?

Yes No

Section 8 of 9

ADDITIONAL DETAILS

Provide any additional information which is required or relevant to your application (check for local guidance notes and conditions which may provide details of specific requirements in your area)

Section 9 of 9

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Initial application £137.96+ Vets fees Renewal £99.06+ Vets fees Home boarding Initial application £110.44 Renewal £79.31

Fee amount (£)

DECLARATION

I am aware of the provisions of The Animal Boarding Establishments Act 1963. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

Full name

Capacity

Date / /
dd mm yyyy

[Add another signatory](#)

Once you're finished you need to do the following:

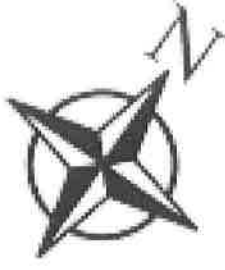
1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/animal-boarding-establishment-licence/west-oxfordshire/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

OFFICE USE ONLY

Applicant reference number	<input type="text" value="Wychwood Walkies"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>



Ground Floor



First Floor

MiltonunderWychwood, Chipping Norton, OX7
Total floor area 166.0 sq. m. (1,787 sq. ft.) approx.

This floor plan is for illustration purposes only and may not be representative of the property. Plan not to scale. Specifically no guarantee is given on the gross internal floor area of the property if quoted on this plan and any figures given is for initial guidance only and should not be relied on as a basis of valuation.

Insurance Schedule
Arranged Through:

Brooks Braithwaite (Sussex) Ltd
4 Bridge Road Business Park, Bridge Road,
Haywards Heath, West Sussex
RH16 1TX

On Behalf of:

Miss Ella Burnside
45 The Sands
Milton-under-Wychwood
Chipping Norton
Oxfordshire
OX7 6ER

Business Activities:-

Dog Walking
Home Boarding
Pet Taxi

Client Name: Miss Ella Burnside
Insured:
Post Code: OX7 6ER
Policy Number: IS50819401
Period of Insurance: 19/02/2018 to 19/02/2019

Premium £: 158.00
IPT(@12%) £: 18.96
Policy Fee £: 22.50

Total Annual Premium £: 199.46
First Direct Debit of £: 26.66
Remaining Direct Debit 9x £: 19.20 **0% APR**

**Insured/Not
Insured**

Section 1

Property Damage

1a Commercial Buildings - Standard Construction

Cover - Defined policy events but excluding accidental damage



Not Insured

Excess £250 all occurrences.

Section 1

Property Damage

1a Commercial Buildings - Non Standard Construction

Cover - Defined policy events but excluding accidental damage

Not Insured

Excess £250 all occurrences.

Section 1

Accidental Damage

Available on sections 1a to 1c

Cover - Optional accidental Damage to Insured Buildings, Contents and Stock.

Not Insured

Section 1

Property Damage

1b Contents

Cover - Defined policy events but excluding Accidental damage, designed to include Fixtures/Fittings, Office Furniture, Floor Covering, Dog/Cat Bed/Bowls, Portable Heaters, Fire Fighting Equipment etc but excluding items declared under Sections 1c and 1e.

Not Insured

Excess £100 each and every claim.

Section 1

Property Damage

1c Stock

Cover - Defined policy events but excluding Accidental damage, designed to include your stock including items for resale but, excluding animals at your premises.

Not Insured

Excess £100 each and every claim

Section 1

Property Damage

1e Computer and Other Business Equipment

Cover on Insured's Premises Only.

Cover - Defined policy events but including Accidental damage, designed to include Computers, Word Processors, VDUs, Keyboards, Printers, Fax Machines, Photocopiers, Telecommunication Equipment, Freezers, Grooming Equipment etc.

Insured
Sum Insured:
£500.00

Excess £100 each and every claim.

Section 2

Business Interruption

Only available if purchased in conjunction with Sections 1a (Buildings) or 1b (Contents).

Cover - designed to cover loss of revenue due to the business being interrupted as a result of an event defined under section 2. Benefit payable up to 12 months following the event and is based upon your annual revenue.

Not Insured

Excess £100 each and every claim.

Section 3

Money

Designed to cover loss of money by theft, (including cheque, POs and credit card receipts) from your premises or in transit to a bank.

Insured
Sum Insured:
£4,000.00

Excess £50 each and every claim.

Section 4

Own Goods in Transit

Designed to cover your own Good in Transit

Insured
Sum Insured:
£2,000.00

Excess £50 each and every claim.

Section 5

Specified All Risks UK and EU

On/off premises coverage UK/EU wide for specified items. Only available on items which are insured under section 1e.

Insured
Sum Insured:
£500.00

Excess £100 each and every claim.

Section 6a

Loss or Theft of Keys

Designed to cover loss or theft of keys used in connection with your business (as stated on the Insurance Schedule).

Insured
Sum Insured:
£10,000.00

Excess £50 each and every claim.

Section 7

Employers' Liability

Cover- The Insured's statutory legal liability to employees and volunteers

Employers Liability includes cover for up to 10 persons employed/volunteering/undertaking work experience/providing labour on a self-employed basis/providing labour only as a subcontractor on behalf of the person or business named on this document.

Excluding any liability whatsoever in respect of Livery and Equine risks.

Not Insured

Excess Nil.

Section 8

Public Liability

Excluding any injury to the animal owner, or any damage to the animal owner's property caused by or attributable to the owner's animal.

Excluding any liability whatsoever in respect of Livery and Equine risks.

Excess £250 each and every Third Party Property Damage claim.

Insured
Sum Insured:
£5,000,000.00

Section 8b

Professional Indemnity Extention

Maximum benefit of £100,000 in the policy period.

Excess £250 each and every claim.

Insured
Sum Insured:
£100,000.00

Section 9
Care, Custody and Control of Animals
Plan 4, Capped £1250

Section A, Veterinary Fee Benefit, maximum £1250 per animal in the period of insurance
Section B, Death Benefit, maximum £1250 per animal in the period of insurance
Section C, Loss by theft or straying, maximum £1250 per animal in the period of insurance
Section D, Loss of Boarding Fees, maximum £350 per animal in the period of insurance
Section E, Advertising and Reward, maximum £350 per animal in the period of insurance
Section F, Animals in Transit, maximum £2000 per animal in the period of insurance.
Section F Excess £50 each and every claim.
Maximum Total Benefit in the Period of Insurance is £3000.

Insured

Section 9
Care, Custody and Control of Animals
Scheme Section G, Custodial Responsibility

Custodial Responsibility for animals in your care. This offers cover (up to a limit of £10,000 in the period of insurance; normally 12 months) in respect of costs and expenses incurred in defending or settling any claim for negligence made against you by any person utilising the services supplied by you under your normal contract or conditions of business.
Excess £50 each and every claim.

Insured
Sum
Insured:
£10,000.00

The premium should be paid by the due date to ensure that cover is maintained. In the event that the premium is paid AFTER renewal date, a new policy may be required and the premium payable and terms & conditions may be subject to change. Your policy cover will cease if you fail to keep up payments on an instalment, agreement or premium finance facility related to it.

Acting as agent of the Insurer in the sourcing and placing of this policy, we only offer cover from the scheme insurer(s) as detailed in the Terms and Conditions. You are entitled to request information regarding any commission we may receive as a result of placing your insurance business. This Insurance Schedule is based upon the information you have given us, either over the telephone, online or in writing. In the case of a renewal it is further based upon the information we hold on file and any changes you have made following your last Insurance Schedule being issued. This Insurance Schedule reflects your instructions to us and insurance requirements with regard to this particular risk only and is a non-advised sale. You should read this Insurance Schedule carefully to ensure it adequately meets your needs with regard to this insurance. If anything is incorrect or any changes are required or you wish any further explanation or clarification please telephone us. It is agreed that any words appearing in italics on this Insurance Schedule shall not form part of this policy and are set out purely for the purpose of providing guidance for You and shall have no legal or other effect and shall not be binding in any manner upon the Insurer or any Tribunal or Court.

Your Duty To Give Information

It is important that you inform us of any change in your circumstances that may be relevant to your particular insurance i.e.

- any criminal convictions
- any financial disputes
- changes to your business activities
- changes to the animals in which cover is required for
- any change of address
- any changes to policyholders

Non-disclosure, misdescription or misrepresentation of any information given may entitle Underwriters to

- avoid this Policy and return all premiums to You and You shall reimburse us in respect of all payments already made by Us
- apply additional terms from inception.
- reduce the claim amount paid proportionally to the amount of premium under charged

Unique Market Reference Number in respect of Sections 1 to 8: B609INC16016