

### APPENDIX 5 – Arranger’s Host Details

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

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 – Working hours	
Does the host business operate all throughout the year?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	

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

Section D – Staff (if applicable)	No change to details (renewals only) <input type="checkbox"/>
How many staff are at the premises (include family members) and involved in the business other than the applicant?	
How many staff members are present at any one time?	
Will a member of staff be available on site at all times?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Where appropriate; for each member of staff (or staff role), please describe their current experience and any current training qualification:	
---	--

<b>Section E – Animal transportation</b>		<b>No change to details (renewals only)</b> <input type="checkbox"/>
Where required what sort of vehicle will be used for animal transportation?	Type and make of vehicle	
	Vehicle registration	
Please describe any relevant modifications:		

<b>Section F – Disease control</b>		<b>No change to details (renewals only)</b> <input type="checkbox"/>
Where is your host's isolation facility located?	<input type="checkbox"/> At premises stated in <b>section A</b> (you will need a dedicated space as stated in the Defra guidance). <input type="checkbox"/> At vets stated in <b>section G</b> (you will need to provide written confirmation from your vets of this)	

<b>Section G – Host vets</b>		<b>No change to details (renewals only)</b> <input type="checkbox"/>
Trading Name:	Name of vet:	
Postal address:		
Email:	Phone (Work):	

<b>Section H – Fire and emergency evacuation procedure</b>		<b>No change to details (renewals only)</b> <input type="checkbox"/>
Detail the designated key holder for the host business		
Full name:		
Address:		
Phone (Mobile):		
Distance from the licenced premises:	..... Miles	..... Minutes
When was your last emergency drill?	Date:	Time:

<b>Section I – Providing accommodation for dogs</b>	
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:	
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. <input type="checkbox"/> No
Are children under 16 present at the household?	<input type="checkbox"/> Yes – a procedure must be in place to safeguard children and dogs. If the host has a documented procedure, please provide it. <input type="checkbox"/> No

<b>Section J – Finances</b>	
What was the hosts previous annual <b>income</b> or if no history, the expected income for the coming year?	

<b>Section K – Required host documentation</b> To be compliant with legislative requirements and achieve a high rating the following host documents which will be site specific need to be provided:	<b>No change to details (renewals only)</b> <input type="checkbox"/>
<input type="checkbox"/> Feeding regimes.	
<input type="checkbox"/> Documented procedure regarding cleaning.	
<input type="checkbox"/> Documented procedure covering the transportation of animals should it be required.	
<input type="checkbox"/> The prevention of and control of the spread of disease (expected guidance will be provided by the arranger and they will provide the written procedure to the LA).	
<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"/> 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.	
<input type="checkbox"/> Documented procedure regarding the emergency plan in case of a fire or other emergencies including telephone list of the emergency services. If you have any dangerous wild animals on site, detail specific plans for their removal and immediate rehoming.	
<input type="checkbox"/> Documented process for keeping dogs under 1 year (if arranger's policy allows dogs less than 1 year).	
<input type="checkbox"/> Training record(s) for host.	

<b>Section L – Arranger inspections</b> – Please note we must inspect all hosts in our district before a licence will be issued.	
Where known, the dates and times when you are intending to visit/inspect the host boarders:	

<b>Section M – Declaration</b> (to be completed by the arranger) – please sign to confirm acceptance and understanding.	
<ul style="list-style-type: none"> <li>The details contained in Appendix 5 and any attached documentation is correct to the best of my knowledge and belief.</li> <li>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.</li> <li>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.</li> </ul>	
Signature:	
Print name:	Date: