

Homeboarding for dogs Application pack (recommended)

The below recommended application pack will assist in the formal inspection. It will assist with achieving a higher star rating. You can refer to [accompanying documents](#) (below) in your application parts **a-c** for reference.

- a) Standard application profile section 1
- b) Application for a licence (specific animal activity) – this can refer to accompanying documents supplied in your application pack
- c) Standard declaration section

Accompanying documents

- 1. Registration and consent form** (pre boarding form to be supplied to dog owners)
 - Refer to the specific guidances to see what is required in these registration forms. I.e. details in relation to the dog, vet, emergency contact
 - Consent section
 - Off-lead walking agreement & Waiver forms
 - written daily exercise regime for individual dogs

- 2. Full terms and conditions** (these are your terms and conditions that you have in place for the purpose of your business so that dog owners are aware, i.e. your cancellation fees, responsibility of vet bills incurred, costs of services ect)

- 3. Operating procedures** (a document that details what you are following in terms of the requirements set out in the regulation/guidances) – refer to the guidances in terms of what is required and state what you have in place for the following;
 - Licence display and other relevant documents
 - records, use, number and type of animal
 - staffing (if applicable) or other persons insured
 - suitable diet
 - suitable environment
 - monitoring of behaviour/training of animals
 - animal handling and interactions
 - protection from pain, suffering, injury and disease information to put into the operating procedures
 - Emergency procedures, i.e. vet emergency policy, emergency key holders, fire, health and safety, isolation.

4. **Your policy(s) you have in place** (document outlining what policies you have in place for your business. You may include policies in relation to;
 - Isolation of dogs
 - veterinary attention
 - dog walking/feeding
 - maximum number of dogs/ max dogs from households
 - medication
 - puppies
 - cleaning/hygiene
 - transportation
 - meet and greet for dog interaction
 - any further policies you wish to include necessary to your business needs
- Your terms and conditions can refer to your policies. Any policies that you implement are for the purpose of your business requirements.
- The use of conditions in the legislation can be used to help create policies that suit you

5. **Emergency evacuation plan**
 - This document will detail what plan you have in place in cases for emergency. You may include which fire escape exits you have, emergency contact numbers, what you will do with the dogs in cases of evacuation, whether you have collars with your emergency contact on them.

6. **Floor plan** (floor plan showing the purposes of each room, evacuation plans, isolation rooms.

7. **Walking plan** (a document showing a schedule of how you plan on doing your daily dog walks. This plan should reflect the amount of dogs you are applying for)

8. **Risk Assessment** (document showing what potential hazards that may occurred, who may be harmed and what you will do to alleviate risk.

9. **Insurance** (public liability insurance reflecting your business being insured for the appropriate activity, persons and length of period. Insurance should be for the premises only.

10. **Training** (provide any training qualification/certificates in the relevant licensable animal activity)

11. **Complaints procedure records/improvement record** (showing a record of any complaints received and actions taken to improve)

- If you do not have any previous complaints, you can still create a blank record, whereby future complaints can be kept for record keeping.
- You may choose to implement improvements which will show the licence holders willingness