

Commercial Dog Walking Registration Application Form

To apply to be registered as a commercial dog walker, fill out this application form and return to:

Animals & Licensing
Swindon Borough Council
5th floor, Wat Tyler House
Beckhampton Street
Swindon
SN1 2JG

Alternatively, please email to dogwarden@swindon.gov.uk

Before submitting this form, please confirm that you have read and understand the:

- Terms and Conditions
- Code of Conduct
- Fees and Charges for Commercial Dog Walker applications

Please attach any additional material as required.

PLEASE NOTE THE APPLICATION CHECK LIST ON PAGE 11 AND ENSURE ALL RELEVANT DOCUMENTS ARE SENT WITH YOUR APPLICATION.

Applications without the necessary documents will automatically be refused.

If you have any queries before submitting this application please contact us as per the details above.

A Privacy Notice has been completed for this form, this can be found [here](#):

https://www.swindon.gov.uk/directory_record/23086/registration_of_commercial_dog_walkers_privacy_notice

Terms and Conditions – see also Code of Conduct in Appendix 1

It is the applicant's responsibility to ensure they and all their employees comply with the Code of Conduct.

All applications are subject to final approval by the authority where documents will be checked.

If the authority is satisfied that the applicant is a responsible dog walker, they will be added to the list available to the public and identification card(s) will be issued. Allow 2-4 weeks for the processing of applications. Please note that changes to the website list may take longer.

If the authority rejects the application, details as to why will be given to the applicant to give the opportunity to correct. Please note that there may be an additional fee if substantial changes are required so may be treated as new application.

Refused applicants have the opportunity to appeal in writing to the Licensing Manager if they disagree with the decision. Appeals will be considered and responded to within 28 days.

Any complaints received regarding registered dog walkers will be put to the company. If serious or multiple substantiated complaints are received the company may be removed from the registration list. Appeals regarding this decision should be made to the Licensing Manager.

If a company is removed from the registration following complaints they may be allowed to reapply in the future if can demonstrate changes have been made to their procedures.

Copies of Insurance certificates must be forwarded to the Local Authority every year and copies of first aid certificates must be provided every three years or the registration may be removed and the company will have to apply again.

It is the applicant's responsibility to forward updated certificates on time

Type of Application	New	Renewal
Existing Registration number (if applicable)		
Applicant's full name		
Email address		
Mobile number		
Other phone number(s)		
Address		

and reapply on time every three years. The Local Authority will not send reminders

Your details

Business Details

Company/Trading name	
Website and/or Facebook page etc	
Is your business a registered company? (Y/N)	
Company registration number	

Is your business VAT registered? (Y/N)	
Vat registration number	
Does your business offer other pet related services? Y/N Please specify in detail including species catered for	e.g. Boarding, grooming, pet sitting etc
Insurance details – name of insurer and policy number. <i>Please attach a copy of your certificate.</i>	

Walkers Information

Number of individual dog walkers on registration	
Full names of walkers	
What training do you provide to your staff?	

References/experience

If you are a member of any trade body such as APDW, please give details of your membership. This may act as your reference from an industry professional

Please provide details about your experience of dogs including multiple dog walking.

Include details of any relevant dog handling experience, the number of years' experience you have and with what breeds of dog etc

Training and Behaviour

<p>Do you have any relevant training or behaviour qualifications? Please state details and when qualified</p>	
<p>Do you have any other relevant training or behaviour experience?</p>	
<p>Can you describe some of the physical signs of stress in dogs?</p>	
<p>Can you describe how you would deal with the following scenarios?</p> <ul style="list-style-type: none"> a) You are walking three dogs by yourself and two start to fight b) A dog slips its lead and will not come to you c) A dog refuses to get in/out of the vehicle 	

Transport – if more than one vehicle used by company, please give details of all

What vehicle(s) do you use as part of your business? Make/Model/Registration number	
How are dogs secured/separated in your vehicle?	
Does your vehicle have any specific modifications for transporting animals?	
What kind of air con and/or ventilation is there in the vehicle?	
How do you cleanse and disinfect your vehicle? If you use specific products please describe	

Where you walk dogs

Where do you normally walk dogs?	Public Land	Private Land
If private: is this your own land or rented land?		
Is it secure? How?		
Do you have sole use of it at that time?		
Do you typically collect dogs and transport to place to walk?		
Do you allow owners to drop dogs off at your home for their walk?		

Please give any other appropriate details	
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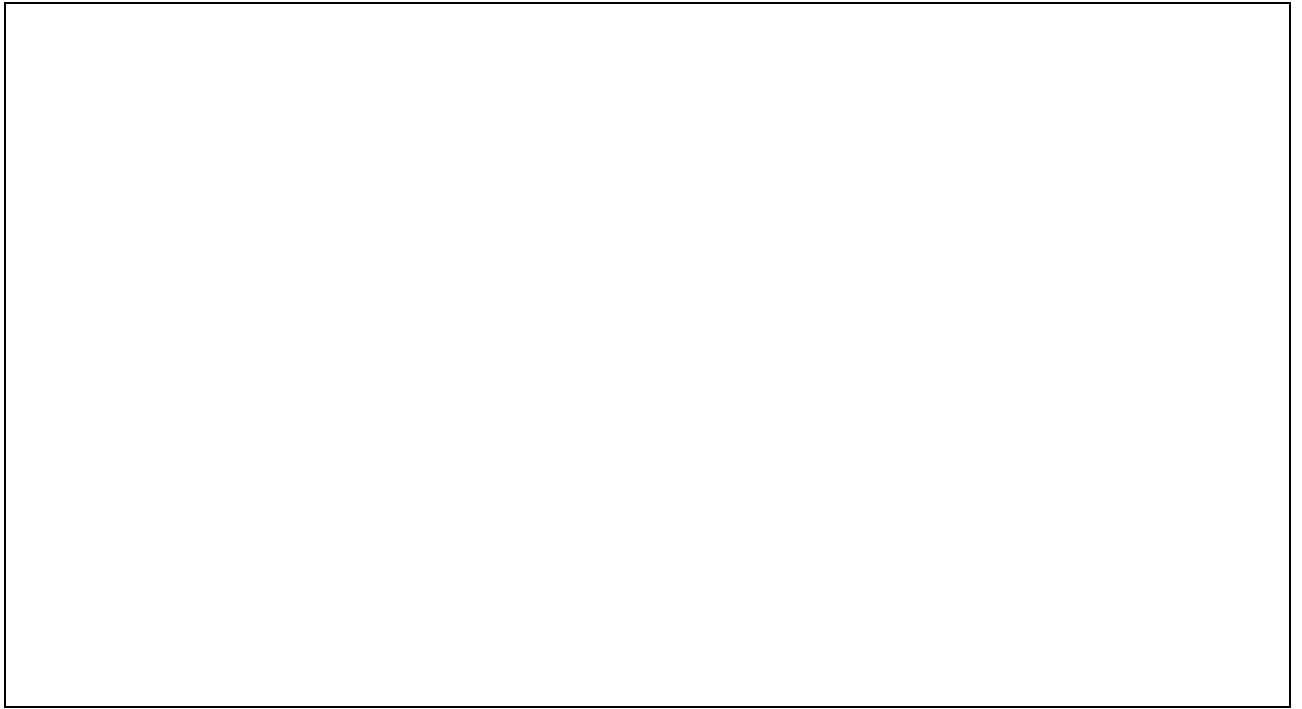
How you walk

Do you use your own leads/harnesses or those provided by owners?	
Do you have spare leads/collars?	
Do you have your own ID tags on the dogs when walking them?	
Do you have any other equipment immediately available e.g. kept in vehicle?	e.g. muzzles, cooling coats etc

Medical information

Is your business registered with a vet? If so, please state practice details	
Please give details of first aid course attended – e.g. company, practical/online. <i>NB certificate must attached to application</i>	
Do you have contingency plans if a dog had an infectious disease (e.g. Kennel Cough)?	
Do you carry a first aid kit on walks?	

Any other information which may be relevant to the application
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I confirm that:

I do not have any relevant disqualifications or convictions*

I am 18 or over

I have read and agreed to adhere to the Code of Conduct for Commercial Dog Walkers.

Signature _____

Print name _____

Date _____

I wish/do not wish* for my contact details to be on the publicly available list of registered commercial dog walkers

NB: Information, including personal data, which is provided in the course of making an application will be retained and will be made available if demanded by enforcement authorities and in support of the National Fraud Initiative. Information obtained directly by us or on behalf of us by direction, may be shared with other relevant agencies or authorities (such as RSPCA).

*Please contact the Licensing Authority if any queries regarding relevance.

Application Checklist

Please check to confirm you have included the following with your application:

- Signed and completed application form
- Two Passport sized photos of each dog walker
- Evidence of public liability insurance of at least 5 million pounds, including the number of dogs you are insured to walk
- Risk assessment, health and safety method statement which includes emergency procedure, accident reporting and first aid. For information on how to complete a risk assessment, visit www.hse.gov.uk/risk/index.htm
- Previous customer/character reference
- Trade reference (eg Association of Professional dog Walkers (APDW), Kennel Club, previous experience, qualifications etc)
- Copy of first aid course certificate
- Examples of your application/registration forms for customers including terms and conditions (please do not send forms with customer information on them)

We also recommend you check the CTSI business companion webpage. This is designed to give traders an overview of the various consumer protection legislation relating to their business.

<https://www.businesscompanion.info/en/quick-guides>

Appendix 1

Code of Conduct for Commercial Dog Walkers

By subscribing to the following code of conduct, professional walkers can minimise this impact, set a positive example to other dog walkers and deliver a safe and quality service for their clients.

Registered Commercial dog walkers acting in the Borough of Swindon agree to:

Not walk any more than 4 dogs at any one time unless on private secure land.

Ensure they have suitable and sufficient public liability insurance (minimum £5million cover).

Walk independently of each other. Contact with others is permissible but only a maximum of 2 dogs in total are to be allowed off lead **when walking with others**.

Children under the age of 10 should not accompany commercial dog walks

Accurate records should be kept of dogs they are responsible for including signed permission for dogs to be allowed off lead

Be respectful of other park users and their feelings towards dogs.

Quiet parks, or quiet areas within parks, should be used over busy parks and spaces near children's play areas. Parks with sensitive wildlife areas should be avoided as well as care taken to not disturb nesting birds and other wildlife.

Have a good knowledge of dog behaviour and reliable skills in training and handling dogs. The Council encourages the use of positive reinforcement methods as universally endorsed by behaviourists, charities and veterinarians

Have a certificate in animal first aid. It is recommended that this be a practical course and a first aid kit should be carried on walks.

Abide by all dog related legislation. Further information is available from Swindon Borough Council.

Dogs should be suitably secured and transported in a well ventilated vehicle fit for purpose. All dogs should be walked away from and returned to the vehicle on a lead. Extra care should be taken when arriving and leaving parks and greenspace to minimise issues for other users.