

## London Borough of Richmond upon Thames

### Professional Dog Walking Licence

A Public Space Protection Order that was adopted on 16<sup>th</sup> October 2017 restricts the number of dogs that can be walked by one person to a maximum of 4 in Council owned or managed land. The council has approved the granting of 18 licences for Professional Dog Walkers to walk up to 6 dogs across 6 sites:

Barnes Common	3 licences
Crane Park	3 licences
East Sheen	3 licences
Ham lands	3 licences
Hampton Common	3 licences
Palewell Common	3 licences

**N.B. Successful applicants may only hold one license on one site from the list above.**

These licences will be valid for 2 years from the 1<sup>st</sup> of October 2025 until the 30<sup>th</sup> of September 2027. Any remaining licences will be offered to interested parties again in September 2026 for the remaining year.

A full licence is charged at £141.67 + VAT per year. Successful applicants will be invoiced upon their licence being awarded.

To apply for one of the annual Professional Dog Walking licences, please complete this form and return by email or post:

- ✓ Email to [parks@richmond.gov.uk](mailto:parks@richmond.gov.uk)
- ✓ Post to Parks and Open Spaces, Civic Centre, 44 York Street, Twickenham, TW1 3BZ

If returning by email, please make sure that all attachments do not **exceed 8MB**.

If returning by post, please note that it is your responsibility to ensure that the documents you submit arrive at the Council and sending your application by recorded delivery is advised.

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

**Professional Dog Walking Licence Application Form**

Name of site, where licence is to be applied for in priority order.	1. 2. 3. 4. 5. 6.
Applicants Full Name *	
Address inc postcode	
Company or trading name	
Email	
Telephone	
Website	Yes /No

	Address if yes:-		
Company registration number if applicable			
National Insurance number **			
Is your company VAT registered	Yes /No <i>(delete as appropriate)</i>		
VAT registration number if applicable			
Professionally recognised body membership number - if any.			
<p>*A licence is not transferrable between dog walkers within the same company.                  **The Authority has an obligation to inform the Inland Revenue of any person or organisation who earns income from its premises</p>			
<p>In order for an application to be assessed it must include:</p> <ul style="list-style-type: none"> <li>✓ Copies of Business accounts for the last 3 years</li> <li>✓ Two passport photographs of each applicant</li> <li>✓ Evidence of Valid Public Liability Insurance for minimum £2 million and the number of dogs, you are covered to walk at any one time, if applicable</li> <li>✓ Animal Welfare statement</li> <li>✓ Operational method statement</li> <li>✓ a signed and dated risk assessment and a written policy on your emergency procedures (First Aid, Accident Reporting) <i>N.B. For more information about how to complete a risk assessment please visit <a href="http://www.hse.gov.uk/risk/index.htm">www.hse.gov.uk/risk/index.htm</a></i></li> </ul> <p>a registered trade reference, e.g. Kennel Club, or a reference from a qualified Vet. Details about your experience of multiple dog walking, including the number of years' experience you have, any training you have completed and any related qualifications you hold.</p> <p>N.B. Failure to supply any of the above will invalidate any application.</p>			
Please confirm that you have read, understood and agreed to the:			
	Assessment process	Y/N	
	Terms and conditions	Y/N	

	Code of Professional Dog Walking	Y/N	
	Fees and charges for Professional Dog Walking licences	Y/N	
<p>I confirm that the information I have provided is accurate. I have read understood and I agree to the Terms and Conditions and agree to adhere to the Code of Conduct for professional dog walking services if a licence is granted.</p> <p>Signature:</p> <p>Printed Name:</p> <p>Date:</p>			
<p>Please return either by email to <a href="mailto:parks@richmond.gov.uk">parks@richmond.gov.uk</a> or by post to Parks and Open Spaces, Civic Centre, 44 York Street, Twickenham, TW1 3BZ. All applications must be received by 17th September 2023. Applications will not be considered if received after that date. Applications will be assessed as per the assessment process (Appendix 1)</p>			

## Appendix 1.

**Assessment process**

All applications received by the closing date will be assessed against the categories below. If there are more applications than licences available, applications will be considered in order of priority as per below.

Priority 1	Registered on the electoral roll of the London Borough of Richmond.
Priority 2	Provision of 3 years business accounts
Priority 3	Evidence of Public Liability Insurance for £2 million and the number of dogs
Priority 4	Quality of operational Method statement
Priority 5	Quality of Animal Welfare statement
Priority 6	Quality of risk assessment and written policy on emergency procedures
Priority 7	Quality of registered trade reference or from a qualified Vet
Priority 8	Assessment of suitability based on details about experience of multiple

If after assessing applications against the priorities above any licences remain, the remaining applicants' names will be pulled from a hat by an independent person until all licences are granted.