

## Hampstead Heath Professional Dog Walking Licence Application Form

To apply for an annual Professional Dog Walking licence, please fill out this form and tick to confirm that you have read and understood the following documents before you submit your application:

- Hampstead Heath Licence Terms and Conditions for Professional Dog Walking
- Hampstead Heath Code of conduct for Dog Walkers
- Fees and charges for Professional Dog Walking licences
- Hampstead Heath Management Strategy 2018-2028
- Dogs Trust Code of Conduct

All applications are subject to final approval by the City of London Corporation.

All sections must be completed, and the requested supporting documentation provided in order for the application to be considered. Please allow up to 4 weeks for the processing of applications.

Applicant's full name

Company or trading name

Email

Telephone (mobile)

Address

Postcode

Website

Is your company registered?

Yes

No

Company registration number

National Insurance number

The City of London Corporation has an obligation to inform HMRC of any person or organisation who earns income from its premises

Is your business a Charity?

- Yes  
 No

Charity number

Is your company VAT registered?

- Yes  
 No

VAT registration number

Number of dog walking licences applying for? A licence is not transferable between dog walkers within the same company.

Full names of dog walkers

Please include your business name in the file name of the document. When submitting your application form, please also provide:

- A signed and dated risk assessment and health & safety method statement to cover your dog walking sessions and a brief written policy on your emergency procedures (first aid, accident reporting). For more information about how to complete a risk assessment please visit [www.hse.gov.uk/risk/index.htm](http://www.hse.gov.uk/risk/index.htm)
- Two passport sized photographs of each Professional Dog Walker.
- Evidence of Public Liability Insurance, minimum of £2 million and the number of dogs, you are covered to walk at any one time.
- Customer or character references x 2
- Details of previous experience [including the number of years you have had and experience of multiple dog walking] and relevant qualifications.
- Details of how you will transport the dogs.
- Information about any dog related convictions you have.
- Details of how you will support the outcomes of the Hampstead Heath Management Strategy 2018-2028. “weblink”

**Priority 3** of the Hampstead Heath Management Strategy 2018-2028 sets out our approach to ensure a balance is maintained between visitor activities and the conservation of natural, built and heritage values.

In the boxes below, evidence how your Business will contribute to achieving licence application (criteria i to iv). Please refer to the Hampstead Heath Management Strategy 2018-2028 to inform your answers.

- i. Explain how your activity aligns with the Heath Vision and the Strategic Outcomes for Hampstead Heath.
- ii. Explain what you will do to ensure your activity protects and conserves the Heath.
- iii. Explain how your activity is sustainable (environmentally and financially) and based on a strong business case.
- iv. Explain how your event promotes the Heath values of shared stewardship and collective responsibility.

Agree to terms and conditions \*

I confirm that I have read and agree to the terms and conditions and will adhere to the code of conduct when undertaking professional dog walking on Hampstead Heath for myself individually/on behalf of an organisation (please delete as appropriate).

I agree to the City of London to process my personal data for the purpose of arranging and issuing a Professional Dog Licence for the Hampstead Heath.

Please note that you are able to withdraw your consent at any time by contacting [hampstead.heath@cityoflondon.gov.uk](mailto:hampstead.heath@cityoflondon.gov.uk).

For further information about how the City Corporation processes your personal data please see our privacy notice as held at [www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk), or contact the Information Officer at [information.officer@cityoflondon.gov.uk](mailto:information.officer@cityoflondon.gov.uk).

Sign:

Date: