



Application form for an ANIMAL BOARDING LICENCE

**To: East Renfrewshire Council, as the Licensing Authority under the
Animal Boarding Establishments Act 1963**

For: A new licence to keep an animal boarding establishment

A renewal licence to keep an animal boarding establishment

ESTABLISHMENT DETAILS

Name of Establishment:

Address of Premises for which the Licence is Required:

Postcode:

Business Telephone:

Business Email Address:

Type of Animals to be Lodged:

Maximum Number of Animals to be Lodged:

State any disqualification imposed following a conviction for an offence under Acts below:

Animal Boarding Establishment Act 1963	<input type="checkbox"/>
Protection of Animals Act 1911	<input type="checkbox"/>
Protection of Animals (Scotland) Act 1912	<input type="checkbox"/>
Pet Animals Act 1951	<input type="checkbox"/>
Protection of Animals (Cruelty to Dogs) (Scotland) Act 1934	<input type="checkbox"/>
Protection of Animals (Cruelty to Dogs) Act 1933	<input type="checkbox"/>
Protection of Animals (Amendment) Act 1954	<input type="checkbox"/>

PLEASE NOTE: You must enclosed detailed drawings showing proposed layout and dimensions including finishes must be submitted with this application

Declarations

I understand that I am responsible for all of the information given on this form and that the information I have given is true and complete.

Name:

Date:

Please note East Renfrewshire Council will publish the Animal Boarding Licence holders register. Please complete the following if you consent to your establishment name and address to be published below:

I do not consent to my details being published online

I do consent to my details being published online

Signature: _____

Date: _____

APPLICANT DETAILS

Name of Applicant:

Address of Applicant:

Postcode:

Contact Telephone:

Contact Email Address:

GENERAL INFORMATION FOR APPLICANTS

1. Licences are given for a period of 12 months.
2. All licences expire on 31st December each year by law. Renewal of the licence for a further 12 months will be offered by the Council unless there are good reasons not to do so. Such reasons could include previous failure to comply with licence conditions.
3. Renewal applications are sent out approximately two months prior to the expiry date of the existing licence.
4. Council Officers will endeavour to provide assistance to enquiries in relation to licensing issues.
5. It is normal practice for Officers to ask for improvements, should there be any required. Where there are several items in need of attention and they are considered to be of significant importance then a re-inspection may be carried out. Should there be repeated failures to carry out required improvements then licences may be refused or revoked.
6. Applicants are advised that the licence process can take up to 3 months due to the involvement of Veterinarians.

NOTES

1. If any condition subject to which the licence is granted is contravened or not complied with the person to whom the licence is granted shall be guilty of an offence.
2. Any person convicted of an offence under this Act is liable to a fine; furthermore the court which convicts any person of an offence under this Act or related legislation may also cancel the licence and impose a period of disqualification.
3. The expression "the keeping of a boarding establishment for animals" is, subject to certain provisions, to be construed as meaning the carrying on at premises (including a private dwelling) of a business of providing accommodation for other people's animals.
4. Any of the Council's officers or any Veterinary Surgeon or Veterinary Practitioner may, if authorised do so by the Council in writing, enter and inspect at all reasonable times any premises as respects which a licence has been granted and any animals found thereon or anything therein, for the purpose of ascertaining whether an offence has been or is being committed under the Act.

CONDITIONS OF LICENCE

1. The number of animals accommodated at the establishment at any one time shall not exceed the agreed amount of cats and/or dogs stated on the licence.
2. Animals must at all times be kept in accommodation suitable as respects construction, size of quarters, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness.
3. Animals must be adequately supplied with suitable food, drink and bedding material, adequately exercised and (as far as necessary) visited at suitable intervals.

4. All reasonable precautions must be taken to prevent and control the spread among animals of infectious or contagious diseases, including the provision of adequate isolation facilities.
5. Appropriate steps must be taken for the protection of animals in case of fire or other emergency.
6. A register must be kept containing a description of any animals received into the establishment, date of arrival and departure, and the name and address of the owner, such register to be available for inspection at all times by an officer of the Local Authority Veterinary Surgeon or Veterinary Practitioner authorised under Section 2(1) of the Animal Boarding Establishments Act, 1963.

FEES

The application will not be processed until appropriate application fee is paid. Payment is via Credit/debit card – calling East Renfrewshire Council Customer Service Centre on: 0141 577 3001. Please quote the type of licence you are applying for.

Email address for Customer Services: customerservices@eastrenfrewshire.gov.uk

Please note the fee charged is for the processing of the Licence.

No refund will be given if an application is refused or is withdrawn.

Data Protection Act 2018

The information you have supplied to us will be used by East Renfrewshire Council to process your enquiry or comments. We may also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. The council will use this information because we need to do so to perform a task carried out in the public interest. You can find out more about how we handle this information and your rights in respect of it by going to www.eastrenfrewshire.gov.uk/dataprotection If you do not have access to a computer and wish a paper copy please let us know by contacting us at dpo@eastrenfrewshire.gov.uk or by telephone at 0141 577 3001.