



**ANIMAL BOARDING ESTABLISHMENTS ACT 1963
APPLICATION FOR THE GRANT OR RENEWAL OF AN ANIMAL BOARDING
ESTABLISHMENT LICENCE**

PLEASE READ GUIDANCE NOTES SUPPLIED BEFORE COMPLETING FORMS

A. PERSONAL DETAILS

Full Name

Home Address

.....

.....

Post Code

Tel. No Mobile.....

Email

Date of Birth Age.....

Place of Birth

Do you intend to carry out the day to day management of the business? YES / NO

B. BUSINESS DETAILS

Full Name of Business

Address of Registered
or Principal Office

.....

.....

Post Code

Tel. No

Email

C. LICENCE DETAILS

Tick one box only Grant Renewal

If Renewal – Current Licence Number

If not an Renewal:

Have you previously held an Animal Boarding Licence in this area or any other area in the UK? YES / NO

If Yes Area

Dates and duration of licence

Reason no longer licensed

If not a Renewal

Have you previously been refused an Animal Boarding Licence in this area or any other area of the UK? YES / NO

If Yes Area

Reason for refusal(s)

Date(s) of Refusal

D. PREMISES DETAILS

Address of the Boarding Premises

.....

.....

Have you considered if planning consent is required? YES / NO

If Yes, please give the reference and date granted

.....

If No, please search “Do I need planning permission?” at www.moray.gov.uk

Have you considered if a building warrant is required? YES / NO

If Yes, please give the reference and date granted

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If No, please search "Do I need a building warrant?" at www.moray.gov.uk

Maximum number of animals in premises Cats..... Dogs.....

Details of accommodation provide for

Cats

Dogs

Facilities for exercising animals

Isolation facilities provided

Protection provided in case of fire

Do you keep a register giving description of the animal, date of arrival and departure of the animal along with the name and address of the owner?

.....

E. DISQUALIFICATIONS

Have you, or any of your employees ever been disqualified for keeping or having custody of animals under any of the following Acts:-

Animal Boarding Establishments Act 1963 YES / NO

Pet Animals Act 1951 YES / NO

Protection of Animals (Cruelty to Dogs) Act 1933 YES / NO

Protection of Animals (Cruelty to Dogs) (Scotland) Act 1934 YES / NO

Protection of Animals (Amendment) Act 1954 YES / NO

If Yes please give details

.....
.....
.....

F. RESIDENCE OUTSIDE THE UK

Since being born have you lived outside the UK for a continuous period of 12 months or more? YES / NO

If you have answered YES please provide details of all the countries in which you have lived. Please continue on a separate sheet if required.

Country of Residence.....FromTo.....

Country of Residence.....FromTo.....

Country of Residence.....FromTo.....

Country of Residence.....FromTo.....

For each country you, or anyone named in this application have lived in the last 10 years you are required to provide a Criminal Record Check. Please refer to the guidance for further details of the documentation you are required to provide.

Declaration

I declare that the particulars given by me on this form are true and I hereby make application to the Moray Council for the grant or renewal of the licence applied for.

Signature of applicantDate

Or

Signature of Agent on behalf of applicantDate

Agents Address

NB. It is an offence for any person to make any statement which she/he knows to be false in this application or in connection with the making of this application

Data Protection - The Moray Council / Licensing Board is the data controller for this process. Information about you on this form will be used to process your licensing application. In processing your application, the information may be shared between Council departments, other agencies and the public where necessary and/or in accordance with statute. The Council / Board has a duty to process your information fairly. Information we hold must be accurate, up to date, is kept only for as long as is necessary and is otherwise shared only where we are legally obliged to do so. You have a legal right to obtain details of the information that we hold about you. For full terms please visit [Licensing Privacy Statement](#). For full Data Protection policy, information and rights please see www.moray.gov.uk/dataprotection .



GUIDANCE NOTES for ANIMAL BOARDING ESTABLISHMENT LICENCES

Animal Boarding Establishments Act 1963

Disclaimer

These notes have been prepared as an outline of the licensing provisions in connection with animal boarding establishments introduced by the Animal Boarding Establishments Act 1963. Whilst every effort has been made to ensure accuracy, these notes are for general guidance only and do not constitute legal advice. It is the responsibility of applicants and licence holders to ensure that they comply with the provisions of the Act, any statutory instruments made thereunder, the conditions outlined in the Schedule attached to your licence and any policy/guidance notes issued by the Council.

INTRODUCTION

To run a boarding kennel or cattery, you need a licence from us. The number of dogs and cats that may be accommodated will be specified on the licence along with any other conditions.

We may authorise an officer, veterinary surgeon or practitioner to inspect licensed premises and you will be responsible for any vet's fees.

THE APPLICATION FORM

The application is split into 6 sections

You must answer all of the questions as fully as you can as failure to do so may result in your application being returned to you. Your application will not be processed until you have provided all the necessary information.

A. PERSONAL DETAILS

You require to complete this section if you are an individual person applying for an Animal Boarding Establishment Licence rather than a business or partnership. It is essential that your personal details are supplied on the application form so that necessary police checks can be undertaken swiftly and so your application can be processed as quickly as possible.

B. BUSINESS DETAILS

You require to complete this section if the premises/operation is run by a company or partnership rather than an individual person.

C. LICENCE DETAILS

An Animal Boarding Establishment Licence generally lasts for a maximum of 1 year although the Licensing Authority have the discretion to grant it for a shorter period. Once it expires you can apply to renew it for a further 1 year.

Grant of a Licence - If you have never held an Animal Boarding Establishment Licence before, or you do not currently have such a licence, or you are moving to different premises then you need to apply for the **grant** of a licence.

Renewal of a Licence – If you currently hold an Animal Boarding Establishment Licence which has not expired, but is due to expire then you need to apply for a **renewal** of the licence. The old licence remains in force until the renewal is granted, but only if the renewal application is made before the expiry date.

If you are applying for the **grant of a licence** you are asked questions on the form as to whether you have previously held a licence in the United Kingdom or whether you have been refused such a licence previously. Please note that it is very important that you complete these questions fully.

D. PREMISES DETAILS

You are required to supply the full postal address and telephone number of the premises to which the licence is to relate. Please also include the maximum number of animals to be boarded and the facilities provided for exercising, isolation and fire protection.

E. DISQUALIFICATIONS

Please give details of any disqualifications for keeping or having custody of animals you or any of your employees have received under any of the Acts stated.

F. RESIDENCE OUTSIDE THE UK

If you are making an application you, or anyone named in the application must provide evidence of your criminal history:-

- **If you were born in the UK** but have lived in any other country within ten years prior to your application for a continuous period of twelve months or more you must provide a Criminal Record Check for all those countries for the relevant period(s)
- **If you were born outwith the UK** you must provide a Criminal Record Check from your country of origin for the time of residence there IF it was in the last ten years, unless you left that country without reaching the criminal age of responsibility. You must also provide a Criminal Record Check from any other country in which you have resided for a continuous period of twelve months or more in the ten years prior to application.

In all cases, the Criminal Record Checks provided must

- have been obtained within the six months immediately prior to submitting your application; and
- be translated into English; and
- be verified by the relevant UK-based Embassy or High Commission

Process for obtaining Criminal Record Checks -

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Note: The certificate must be produced before the licence can be granted. Whilst it is desirable for the applicant to produce the certificate with the application, it is not a strict requirement. This is so any applicant having difficulties will not be disadvantaged by delays in processing the application. At the applicant's choosing, the application can be accepted as valid without the convictions evidence but the evidence should be provided as soon as possible. In this way the convictions evidence will be a check rather than a validation. Applicants should still note, however, that the licence cannot be granted without the evidence being produced. Therefore if the application is approaching the 9 month time limit without the evidence having been produced, the application may be refused for failure to comply with administrative provisions.

If you are experiencing difficulties in obtaining a certificate then please contact the licensing team to discuss your options. It may be possible to accept alternative evidence, for example: evidence of checks having been carried out by another government body; affidavits; or character references.

In cases where it is not possible to provide any satisfactory evidence, the application will be referred to the Licensing Committee for a decision. Therefore the application may be delayed pending the outcome of a hearing.

GENERAL INFORMATION

You require to **sign** and **date** the declaration at the bottom of the application form. This is a very important part of the form and you should note that it is a criminal offence to make a false declaration for which you can be prosecuted and fined up to £2,500.

Once you have completed the application form please submit it to:

The Head of Legal and Democratic Services
Moray Council
High Street
Elgin
IV30 1BX

If you have any queries please e-mail licensing@moray.gov.uk or contact us on 01343 563027.