

**ANIMAL BOARDING ESTABLISHMENTS ACT 1963  
APPLICATION FOR LICENCE TO KEEP A COMMERCIAL ANIMAL  
BOARDING ESTABLISHMENT**

**Please complete all Sections 1 – 9 with as much information as possible. Any omissions or errors may delay the processing of your application.**

**NEW APPLICATION**

**RENEWAL**

**1. DETAILS OF APPLICANT**

|                 |  |  |
|-----------------|--|--|
| Status          | [Sole Trader] <input type="checkbox"/>     | Partnership <input type="checkbox"/>     |
|                 | [Limited Company] <input type="checkbox"/> | [Other – state] <input type="checkbox"/> |
| Name(s)/Company |  |  |
| Address         |  |  |
| Contact details |  |  |
|                 |  |  |

**2. ESTABLISHMENT**

|                 |              |  |
|-----------------|--------------|--|
| Trading Name    |              |  |
| Address         |              |  |
| Contact details | EMAIL        |  |
|                 | Mobile Phone |  |
|                 | Work Phone   |  |
|                 |              |  |

### 3. MANAGEMENT ARRANGEMENTS

|                 |  |
|-----------------|--|
| Name            |  |
| Address         |  |
| Contact details |  |

### 4. ANIMALS AND ACCOMMODATION

| The application is for:   | DOGS | <input type="text"/> | CATS | <input type="text"/> |
|---|------|----------------------|------|----------------------|
| a) Proposed number of animals to be accommodated  | DOGS |                      | CATS |                      |
| b) What is the main construction of the individual quarters (i.e. walls, floor, partitions, doors etc.?)  |      |                      |      |                      |
| c) Provide details of the number of individual quarters along with information on their size and dimensions for both the sleeping and exercise areas. |      |                      |      |                      |

## 5. FACILITIES AND ARRANGEMENTS

|   |  |
|---|--|
| a) Heating arrangements   |  |
| b) Method of ventilation  |  |
| c) Lighting arrangement (both natural and artificial)                     |  |
| d) Water supply   |  |
| e) Facilities for food storage and preparation                            |  |
| f) Arrangements for disposal of excreta, bedding and other waste material |  |
| g) Isolation facilities for the control of infectious diseases            |  |
| h) Fire precautions/equipment and arrangements in the case of fire        |  |
| i) Arrangements for keeping a register/record of animals                  |  |
| j) Arrangements for minimising the disturbance from noise                 |  |

## 6. ADDITIONAL INFORMATION

|  |  |
|--|--|
| a) Provide details of your usual veterinary surgeon  |  |
| b) Provide details of your current policy which insures you against public liability                         |  |
| c) Provide details of any planning permission for the boarding establishment (where possible enclose a plan) |  |

## 7. DISQUALIFICATIONS AND CONVICTIONS

Has the applicant or any person who will have control or management of the establishment ever been:-

- a) disqualified from keeping a pet shop, dog, animal boarding establishment, riding establishment or custody of any animal? **YES/NO**
- b) convicted of any offence(s) under Animal Welfare or Wildlife Legislation? **YES/NO**
- c) refused a licence or had one revoked or cancelled? **YES/NO**

If YES provide further details

## 8. SUPPORTIVE INFORMATION

Please provide any additional supportive information you feel is relevant to your application:

## 9. DECLARATION

I/we certify that to the best of my/our knowledge and belief, the above particulars are true and apply for a licence to keep an animal boarding establishment under Section 1 of the Animal Boarding Establishments Act 1963 at the premises specified.

I/we enclosed the sum of £ \_\_\_\_\_ being the amount of fee payable for the licence.

Signed \_\_\_\_\_

Date

|   |   |   |   |   |   |   |   |   |  |  |
|---|---|---|---|---|---|---|---|---|--|--|
| D | D | / | M | M | M | / | 2 | 0 |  |  |
|---|---|---|---|---|---|---|---|---|--|--|

Designation

This form should be completed and returned with the fee (cheques to be made payable to NEDDC) Joint Environmental Health Service, Bolsover District Council and North East Derbyshire District Council, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield S42 6NG.

The Council will specify in the licence, if granted, such conditions as appear to them necessary or expedient for securing all or any of these objects. Any of the Council's Officers, or any Veterinary Surgeon or any Veterinary Practitioner who is for the time being duly registered may, if authorised to do so by the Council in writing, enter and inspect at all reasonable times any licensed premises and any animals found thereon, for the purpose of ascertaining whether an offence has been/is being committed under the Act.

The penalties for offences under the Act include fines of £500 or imprisonment for not more than three months or both. A further penalty is the cancellation of the licence, which may follow conviction for any offence under the Act or under the Animal Welfare Act 2006, or the Pet Animals Act 1951.

SHOULD THE COUNCIL DEEM IT NECESSARY TO CONSULT A VETERINARY SURGEON THE CHARGES INCURRED WILL BE RECOVERED FROM THE APPLICANT IN ADDITION TO THE LICENCE FEE