



Community and Enterprise Resources
Executive Director **Kevin Carr**
Planning and Regulatory Services

Application for a licence to operate an Animal Boarding Establishment

You can complete this application for a licence to operate an Animal Boarding Establishment form and print it out, or print it and complete by hand, using block capital letters. This form requires to be signed so please print out, sign and return the form to South Lanarkshire Council, Planning and Regulatory Services, First Floor, Brandon Gate, 1 Leechlee Road, Hamilton, ML3 6AU.

For more information or if you want this information in a different format or language, please phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk.

Using your personal information

We, South Lanarkshire Council, will use the information that you have provided to us in connection with the statutory function of processing of your application. This includes checking the validity of the information provided and checking your suitability to be given and to hold a licence by sharing it with other public bodies.

If your application is successful, we will use the information in order to fulfil our management and regulation role as a licensing authority. We will place certain information from your application onto a public register as required by law. The register is publicly available to view.

We will share your information with South Lanarkshire Council's Planning and Regulatory Services in order to check the accuracy of information provided on your application. Your information will only be processed when it is lawful to do so.

Your rights

You have the right to ask us to

- confirm that we are using personal information about you, detail what that information, to whom we have disclosed your information and a copy of the information that we have about you (The right of access)
- correct any incorrect or misleading personal information that we have about you (The right to rectification)
- stop using any or all of your personal information (The right to object)
- to delete or destroy your personal information (The right to erasure) and
- stop using your personal information until we can look into correcting your personal information or our justification for using your personal information or to stop us deleting your personal data where you need it in connection with any legal claims (the Right of Restriction)

For more information on your rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice on the council's website at www.southlanarkshire.gov.uk/privacy or you can ask for a paper copy from the Data Protection Officer (details are below).

If you have any queries or are unhappy about the way that we use your personal information or have responded to you in relation to any of your rights, you can contact



The council's Data Protection Officer

The Data Protection Officer, Administrative and Legal Services,
Finance and Corporate Resources, Floor 11, Council Offices,
Almada Street, Hamilton ML3 0AA

Phone: 0303 123 1015 or by email to dp@southlanarkshire.gov.uk



The Information Commissioner

You also have the right to complain to the Information Commissioner about the way we have handled your rights, to enquire about any exercise of those rights or to complain about the way that the council has dealt with your rights (or any other aspect of data protection law) The Commissioner's Contact Details are:

Information Commissioner's Office, Wycliffe House, Water Lane
Wilmslow, Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 (if you prefer to use a national rate number).
Alternatively fax to: 01625 524 510 or go online at: <https://ico.org.uk/concerns/handling/>

1 Applicant details

1.1 **Name**

1.2 **Address**

1.3 **Phone**

1.4 **Email**

2. Type of application

2.1 **New** **Renewal**

2.2 **Existing licence number**

Animals to be accommodated

2.3 **Cats** **Yes** **No** **Maximum number**

2.4 **Dogs** **Yes** **No** **Maximum number**

3. Premises to be licenced

3.1 **Name of premises/trading name**

3.2 **Address of premises**

3.3 **Phone number of premises**

3.4 **Email**

4 Accommodation and facilities

4.1 Details of the quarters used to accommodate animals, including number, size and type of construction

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4.2 Exercise facilities and arrangements

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4.3 Heating arrangements

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4.4 Method of ventilation of premises

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4.5 Lighting arrangements (natural and artificial)

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4.6 Water supply

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4.7 Facilities for food storage and preparation

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4.8 Arrangements for disposal of excreta, bedding and other waste material

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4.9 Isolation facilities for the control of infectious diseases

4.10 Fire precautions/equipment and arrangements in the case of fire

4.11 Do you keep and maintain a register of animals?

Yes No

4.12 How do you propose to minimise disturbance from noise?

5. Veterinary Surgeon

5.1 Name of usual veterinary surgeon

5.2 Company name

5.3 Address

5.4 Phone

5.5 Email

6. Emergency key holder

6.1 Do you have an emergency key holder?

Yes No If no, go to 7.1

6.2 Name

6.3 Position/job title

6.4 **Address**

6.5 **Daytime phone number**

6.6 **Evening/other phone number**

6.7 **Email address**

7. Disqualifications and convictions

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

7.1 **Keeping a Boarding Establishment?**

Yes No If no, go to 7.7

7.2 **Keeping a Breeding Establishment?**

Yes No If no, go to 7.7

7.3 **Keeping a Pet Shop?**

Yes No If no, go to 7.7

7.4 **Keeping a riding establishment?**

Yes No If no, go to 7.7

7.5 **Having custody of animals?**

Yes No If no, go to 7.7

7.6 **Please provide full details, including dates and circumstances**

7.7 **Has the applicant, or any person who will have control or management of the establishment, been convicted of any offences under the Animal Welfare Act 2006 or Animal Health Act 1981?**

Yes No If no, go to 7.9

7.8 **Please provide full details, including dates and circumstances**

7.9 **Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled?**

Yes No If no, go to 8.1

7.10 **Please provide full details, including dates and circumstances**

8. Additional details

Please check local guidance notes and conditions for any additional information which may be required

The applicant shall, on request, demonstrate that all necessary consents to operate a business from the premises are in place for example confirmation of planning consent or, where planning consent is not required, a letter from Planning Services to confirm this, together with a copy of the Title for the property to confirm that there is nothing to prevent/restrict the activity. Further, with respect to the issue of public liability insurance, a certificate to confirm that this in place for the specific activity must be available for inspection.

9. Standard declaration and signature section

I am aware of the provisions of the relevant Acts and Regulations and I apply for a Licence for a Boarding Establishment

Signature

Date