West Lothian Civic Centre

Howden South Road

Livingston

EH54 6FF

Tel: 01506 280000

[tradingstandards@westlothian.gov.uk](mailto:tradingstandards@westlothian.gov.uk)

**Environmental Health &**

**Trading Standards Manager**

Craig Smith

**FOR CIS USE ONLY**

|  |  |
| --- | --- |
| Cost Code | 20211 |
| Subjective Code | 590600 |
| Licence Amount |  |
| Method of payment |  |
| Person receiving payment |  |
| Receipt Number |  |

ANIMAL BOARDING ESTABLISHMENT ACT 1963

APPLICATION FORM

This form can be used to apply for, or renew, a licence to keep a boarding establishment for animals. The keeping of such establishments is defined as the carrying on at any premises, including private dwelling, of a business of providing accommodation for other people’s animals.

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| APPLICANTS DETAILS |  |
| Applicants Name | Title: Forename:  Surname: |
| Postal address (Including postcode) |  |
| Phone number |  |
| Email address |  |
| Website address |  |

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| **GENERAL INFORMATION** | |
| Business name |  |
| Maximum number of animals to be kept under the licence? |  |
| Name & address of veterinary surgeon |  |
| Type of insurance, company used and expiry date? | TYPE:  COMPANY:  EXPIRY: |

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| **ESTABLISHMENT DETAILS** | | |
| Number, construction and size of quarters in which the animals will be kept. | Sleeping area size: | |
| Exercise facilities for the animals | Exercise area size: | |
| Method of heating / temperature monitoring |  | |
| Method of ventilation |  | |
| Lighting arrangements  (artificial and natural) |  | |
| Water supply |  | |
| Method of drainage |  | |
| Details of the provision, storage and preparation of food |  | |
| Arrangements for disposal of excreta |  | |
| Description of isolation facilities for disease control |  | |
| Type of disinfectant used to clean the premises. |  | |
| Details of the cleaning regime including details of the frequency |  | |
| Details of fire precautions and equipment |  | |
| **PREVIOUS CONVICTIONS/ DISQUALIFICATIONS** | |  |
| Have you ever been convicted of any offence under the following Acts? If yes please provide details.  * The Animal Boarding Establishments Act 1963 * The Protections of Animals Act 1911 * The Protection of Animals (Scotland) Act 1912 * The Pet Animals Act 1951 * Animal Health Act 1981 * Animal Health and Welfare (Scotland) Act 2006 | |  |
| Have you been disqualified under any of the following acts? If yes please provide details  * Animal Boarding Establishments Act 1963, from keeping a boarding establishment for animals; * The Pet Animals Act 1951, from keeping a pet shop; * The Protection of Animals (Amendment) Act 1954, from having the custody of animals; * Section 28F(1) and (2) of the Animal Health Act 1981 * Section 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006 | |  |

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| Please include copies of the following documentation with your application. This is required for new applications and renewals. | **INCLUDED** |
| * Booking form * Medicine Record Sheet * Fire Action Plan * Infection control policy   - Daily cleaning routines & management  - Standard Operating Procedure relating to sick/injured animals  - Standard Operating Procedure relating to death of an animal   * Insurance Certificate (copy) * Working plan of establishment including sketch of premises and details of how it is run day to day. * Written training policy for staff (if applicable) |  |

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| **Declaration** | |
| I am applying for a licence under the Animal Boarding Establishments Act 1963 and have paid the relevant fee online at ‘Pay for It’ (<https://www.westlothian.gov.uk/article/65485/Animal-Welfare>)  I agree that an officer or veterinary surgeon authorised by the council, may inspect the premises which are subject of this application before and / or after any licence is granted. Vet fees incurred in assessing compliance will be fully recharged to myself.  I declare my answers to the above questions to be correct in every respect. | |
| Signature |  |
| Date |  |

Notes

Vet Inspection Costs

The inspection of your premises is carried out with a vet. A separate invoice will be issued to cover the vet’s cost once the inspection has taken place, and is payable whether or not the licence is approved. On receipt of this being paid and the licence conditions being met, your new licence will be sent out.

48 hours’ notice is required for the cancellation of a veterinary appointment, if less than 48 hours’ notice a cancellation fee will be charged.

Making the Application

Please send your completed application form along to the address on the front of this application form.

Payment should be made online via the council’s ‘Pay for it’ web page at <https://www.westlothian.gov.uk/article/65485/Animal-Welfare>. Please use our service request number (on the top of renewal or enquiry letter) if you have one to help us tie up your payment and your application.

Data Protection

The security and correct use of your personal information is important to us. We do not sell personal data to external organisations. Our Privacy Statement explains what information we hold, how we manage it, who we may share it with and how we manage its disposal. Please visit <https://www.westlothian.gov.uk/media/20760/Privacy-Statement-for-Environmental-Health-and-Trading-Standards/pdf/Privacy_Statement_-_Environmental_Health_and_Trading_Standards_(A8860595).pdf>

The information on this form may be held on an electronic register which may be available to members of the public.

Fraud Detection and Prevention

This authority has a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.