**Animal Boarding Establishments Act 1963**



**Application for Licence**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SECTION 1: NATURE OF APPLICANT** | | |  | | | |
| **1.1** Specify the nature of application: | | |  | | | |
|  | | |  | | | |
| Application by an Individual  **Complete Section 2 do not complete Section 3** | | | YES/NO | | | |
| Application by a Business or Organisation (including a Sole Trader)  **Complete Section 3 do not complete Section 2** | | | YES/NO | | | |
|  | | |  | | | |
| **SECTION 2: APPLICATION BY INDIVIDUAL** | | |  | | | |
| **2.1** Please provide your Personal Details: | | |  | | | |
| Surname | | | First Name (s) | | | |
|  | | |  | | | |
| Date of Birth | | | Place of Birth | | | |
| Home Address (include flat position, house name, etc.) | | | | | | |
| Post Town | | | Postcode | | | |
| Phone No | | |  | | | |
| Email Address | | |  | | | |
|  | | |  | | | |
| **2.2** Day to day management of the business: | | |  | | | |
|  | | |  | | | |
| Do you intend to carry out the day to day management of the business | | | YES/NO | | | |
|  | | |  | | | |
| If you have answered **NO** you must complete **Section 4** of the Application form | | |  | | | |
|  | | |  | | | |
| **SECTION 3: APPLICATION BY BUSINESS OR ORGANISATION** | | | | | | |
| **NB**  If completing section 3 you must specify the legal status of your Business or Organisation. A sole trader is regarded as business owned by one person without any special legal structure. If applying as a Limited Company you must provide your Company Registration Number. If applying as a Charity please provide your Charity Registration Number in the Company Registration section. | | | | | | |
| **3.1** Specify the Legal Status of the Business or Organisation – please tick | | |  | | | |
| Charity or Association | Partnership | | | Private Limited Company | | |
| Public Limited Company | Public Body | | | Sole Trader | | |
| **3.2** **Provide details of the Business or Organisation** | | | | | | |
| Full Name of the Business or Organisation | | | | | | |
|  | | | | | | |
| Full Address of the Principal or Registered Office | | | | | | |
|  | | | | | | |
| Post Town | | | Postcode | | | |
| Company/Charity Registration No | Phone No. | | | Email Address | | |
|  |  | | |  | | |
| **3.3** **Provide the Personal Details of any Directors, Partners or other persons responsible for the management of the business or organisation.** | | | | | | |
| Surname | | | First Name(s) | | | |
|  | | |  | | | |
| Date of Birth | | | Place of Birth | | | |
|  | | |  | | | |
| Home Address (include flat position, house name, etc) | | | | | | |
|  | | | | | | |
| Post Town | | | Postcode | | | |
| Position within Business or Organisation | | |  | | | |
|  | | | | | | |
|  | | | | | | |
| Surname | | | First Name(s) | | | |
|  | | |  | | | |
| Date of Birth | | | Place of Birth | | | |
| Home Address (include flat position, house name, etc) | | | | | | |
|  | | | | | | |
| Post Town | | | Postcode | | | |
| Position within Business or Organisation | | |  | | | |
|  | | |  | | | |
| **Continue on a Separate Sheet if Necessary to Detail Further Persons** | | | | | | |
|  | | |  | | | |
| **SECTION 4: DAY TO DAY MANAGER** | | | | | | |
| **4.1** **Please provide Personal Details for the individual that will be responsible for the day to day management of the business** | | | | | | |
| Surname | | | First Name(s) | | | |
|  | | |  | | | |
| Date of Birth | | | Place of Birth | | | |
| Home Address (include flat position, house name, etc) | | | | | | |
|  | | | | | | |
| Post Town | | | Postcode | | | |
| Phone No. | | | | | | |
| Email Address | | | | | | |
| Address of Boarding Establishment | |  | | | | | |
| Postcode of Boarding Establishment | |  | | | | | |
| Name of Applicant(s) | |  | | | | | |
| Address of Applicant | |  | | | | | |
| Landline Telephone Number | |  | | | | | |
| Mobile Telephone Number | |  | | | | | |
| Email Address | |  | | | | | |
| State whether dogs and/or cats are being boarded | |  | | | | | |
| Number of dogs being boarded | |  | | | | | |
| Number of cats being boarded | |  | | | | | |
| **Is or has the applicant(s) ever been disqualified; (please insert √)** | | | | | **Yes** | **No** | |
| under this Act, from keeping a boarding establishment for animals | | | | |  |  | |
| under The Pet Animals Act 1951, from keeping a pet shop | | | | |  |  | |
| under the Protection of Animals (Amendment) Act 1954, from having the custody of animals | | | | |  |  | |
| under section 28 F (1) and (2) of the Animal Health Act 1981 | | | | |  |  | |
| under section 40 (1) and (2) of the Animal Health and Welfare (Scotland) Act 2006 | | | | |  |  | |
| **Give brief description of accommodation to be used for home boarding animals;** | | | | | | | |

**FEES:**

Initial Grant or Renewal of licence **£214.00**

**PAYMENT:**

Payment can be made by the following –

**Credit/Debit Card** – by calling Dumfries and Galloway Council’s Trading Standards on 030 33 33 3000

I, the undersigned, do hereby apply for a Licence to keep a Boarding Establishment and do hereby declare the above particulars to be true and complete to the best of my knowledge and belief. I, also agree to the details provided in ***the shaded area*** will be published on Dumfries & Galloway Council’s Website.

|  |  |
| --- | --- |
| Signature of Applicant |  |
| Date |  |

|  |
| --- |
| Dumfries and Galloway Council Trading Standards  Militia House  English Street  DUMFRIES  DG1 2HR  [TradingStandards@dumgal.gov.uk](mailto:TradingStandards@dumgal.gov.uk)  030 33 33 3000 |

|  |  |  |
| --- | --- | --- |
| For Official Use Only | | |
| Fee Paid | Date Fee Paid | Date Receipt Issued |
|  |  |  |

**Privacy statement**

**The Data Controller who are processing your personal data is Dumfries and Galloway Council.**

**Who are we?**

Dumfries and Galloway Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Dumfries and Galloway Council Headquarters, English Street, Dumfries, DG1 2DD. You can contact our Data Protection Officer by post at this address or by email at: dataprotection@dumgal.gov.uk, and by telephone on 0303 333 3000.

**Why do we need your personal information and what will we do with it?**

We use the information that you have given us to process your business licence application and enforce the provisions of the relevant licensing legislation as headed on this application form.

We will use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

**What is our legal basis for using your information?**

Article 6 (1) (c) and (e) of the EU General Data Protection Regulation (GDPR):

6(1)(c) Processing is necessary for compliance with a legal obligation to which the controller is subject in terms of the relevant licensing legislation.

6(1)(e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

**Who do we share your information with?**

We are also legally obliged to share certain data with other public bodies when the law requires us to do so. In general, we will also comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

All Council data is held within the UK. Any overseas data transfers require additional internal approvals. If we need to transfer your personal information overseas in relation to an activity, this will be explained in a specific privacy statement relating to that function along with a description of the protective measures we have in place to keep it secure.

**How long do we keep your information for?**

We only keep your personal information for the minimum of time necessary. Sometimes this time is set out in the law, but in most cases, it is based on our business need. We maintain a records retention schedule which sets out how long we hold different types of information for.

Your information is securely stored within our Council’s database. We keep all relevant personal contact details for a period of 5 years. We will then dispose of your information by erasure from the database along with any associated files/documents (electronic or otherwise).

**What are your rights under data protection law?**

**Access to information** - you have the right to request a copy of the personal information that we hold about you.

**Correcting your information** - we want to make sure that your personal information is accurate, complete and up to date. Therefore, you may ask us to correct any personal information about you that you believe does not meet these standards.

**Deleting your information** - you have the right to ask us to delete personal information about you where:

* You think that we no longer need to hold the information
* We are using that information with your consent and that you have withdrawn your consent
* How we may use your information' below
* Our use of your personal information is contrary to law or our other legal obligations

**Objecting to how we may use your information** - you have the right at any time to tell us to stop using your personal information for direct marketing purposes.

**Restricting how we may use your information** - in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of information. This right might also apply if we on longer have a basis for using your personal information- but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

**Withdrawing consent to use your information** - where we use personal information with your consent, you may withdraw that consent at any time and we will stop using your personal information for that purpose(s) for which consent was given.

Please contact the Data Protection Officer if you wish to carry out any of these rights.

We may use automated decision-making processes but very little use of profiling. Where these techniques are used, this will be explained in the specific privacy statements relating to those functions, together with a description of the reason involved in any automated-decision making.

We aim to directly resolve all complaints about how we handle personal information, you can contact the Council's Data Protection Officer by email dataprotection@dumgal.gov.uk or by telephone 0303 333 3000.

You also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745

Visit their website for more information-<https://ico.org.uk/concerns>

If your complaint is not about a data protection matter you can find details on how to make a complaint at [www.dumgal.gov.uk/complaints](http://www.dumgal.gov.uk/complaints) or email: commentsandcomplaints@dumgal.gov.uk