

Application form for an  
**ANIMAL BOARDING LICENCE**  
(Commercial Day Boarding of Dogs)



To: Renfrewshire Council, as the Licensing Authority under the  
**Animal Boarding Establishments Act 1963**

For: a licence to operate a commercial day boarding of dogs establishment

**APPLICANT DETAILS**

Name of applicant

Address of applicant

Post Code

Contact Telephone

Contact e-mail address

**ESTABLISHMENT DETAILS**

Name of establishment

Address of premises for  
which the licence is  
required (if different from  
above)

Post Code

Business Telephone

Business e-mail address

Number of dogs to be  
boarded

**Declaration**

I understand that I am responsible for all of the information given on this form  
and that the information I have given is true and complete.

Signature of applicant

(If applying online you may type your name)

Date

## GENERAL INFORMATION FOR APPLICANTS

1. Licences are given for a period of 12 months.
2. All licences expire on 31<sup>st</sup> December each year by law. Renewal of the licence for a further 12 months will be offered by the Council unless there are good reasons not to do so. Such reasons could include previous failure to comply with licence conditions.
3. Renewal applications are sent out approximately two months prior to the expiry date of the existing licence.
4. Council Officers will endeavour to provide assistance to enquiries in relation to licensing issues.
5. It is normal practice for Officers to ask for improvements, should there be any required. Where there are several items in need of attention and they are considered to be of significant importance then a re-inspection may be carried out. Should there be repeated failures to carry out required improvements then licences may be refused or revoked.
6. Applicants are advised that the licence process can take up to 3 months due to the involvement of Veterinarians.

## NOTES

1. If any condition subject to which the licence is granted is contravened or not complied with the person to whom the licence is granted shall be guilty of an offence.
2. Any person convicted of an offence under this Act is liable to a fine; furthermore the court which convicts any person of an offence under this Act or related legislation may also cancel the licence and impose a period of disqualification.
3. The expression "the keeping of a boarding establishment for animals" is, subject to certain provisions, to be construed as meaning the carrying on at premises (including a private dwelling) of a business of providing accommodation for other people's animals.
4. Any of the Council's officers or any Veterinary Surgeon or Veterinary Practitioner may, if authorised do so by the Council in writing, enter and inspect at all reasonable times any premises as respects which a licence has been granted and any animals found thereon or anything therein, for the purpose of ascertaining whether an offence has been or is being committed under the Act.
5. Councils may consider requesting a disclosure from the applicant to verify there are no relevant animal welfare convictions.
6. The granting of a licence in terms of the Animal Boarding Establishments Act 1963 does NOT carry with it planning consent in terms of the Town and Country Planning (Scotland) Act.

## CONDITIONS OF LICENCE

1. The number of animals accommodated at the establishment at any one time shall not exceed the agreed amount of cats and/or dogs stated on the licence.
2. Animals must at all times be kept in accommodation suitable as respects construction, size of quarters, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness.
3. Animals must be adequately supplied with suitable food, drink and bedding material, adequately exercised and (as far as necessary) visited at suitable intervals.
4. All reasonable precautions must be taken to prevent and control the spread among animals of infectious or contagious diseases, including the provision of adequate isolation facilities.
5. Appropriate steps must be taken for the protection of animals in case of fire or other emergency.
6. A register must be kept containing a description of any animals received into the establishment, date of arrival and departure, and the name and address of the owner, such register to be available for inspection at all times by an officer of the Local Authority Veterinary Surgeon or Veterinary Practitioner authorised under Section 2(1) of the Animal Boarding Establishments Act, 1963.
7. Full licence conditions and guidance can be found online at [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk).

## FEES

Please visit [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk) for current fee.

**SEND NO PAYMENT WITH YOUR APPLICATION - AN INVOICE WILL BE ISSUED**

## INSTRUCTIONS

**Please return this application to:**

Renfrewshire Council  
Environment, Housing and  
Infrastructure  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1BR

**Or submit by email if completing online:**

[e-prot.es@renfrewshire.gov.uk](mailto:e-prot.es@renfrewshire.gov.uk)

**For office use only:**

Date received

Details  
checked

Date licence  
sent

Invoice raised

App details  
saved - civica

Receiving  
officer

**Please direct any questions or comments about this form to:**

Renfrewshire Environmental Improvements Team

Telephone: 0300 300 0380

email: [e-prot.es@renfrewshire.gov.uk](mailto:e-prot.es@renfrewshire.gov.uk)