

**ANIMAL BOARDING ESTABLISHMENTS ACT 1963**

**APPLICATION FOR A GRANT OF ANIMAL BOARDING LICENCE**



For Official Use Only	
<b>Last Date for Consideration:</b>	
Date Received:	
Receipt No.	
Date to Officers:	

**TO BE COMPLETED BY APPLICANT**

**ALL QUESTIONS MUST BE ANSWERED (IN BLOCK LETTERS)**

	<u>Surname</u>	<u>First Name(s)</u>																					
1. (a) Full Name of Applicant (including middle names)																							
(b) Address Details (including postcode) Current Address																							
Please enter the date you moved to your current address																							
If you have lived at this address for less than three years please state any other addresses you have resided at during this time and your period of residence at those addresses																							
(c) Date and Place of Birth																							
(d) National Insurance Number. (see Note 3)	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																						
(e) Inland Revenue Unique Tax Reference Number (See Note 2)  Commencement Date  Is it Current	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																						
	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																						
YES/NO																							
(f) Daytime Telephone Number																							
(g) Name and Address of next of Kin																							
(h) Driving Licence Number (As per DVLA Licence (where applicable))	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																						

<p>2. To be completed if company or partnership</p> <p>(a) Full Name of Company or Partnership</p>																																																								
<p>(b) Company Registration Number</p>																																																								
<p>(c) Address of Principal Office (inc postcode)</p>																																																								
<p>(d) Corporate Tax Reference Number</p> <p style="text-align: center;">OR</p> <p>Partnership Tax Reference Number</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> </table>																																																							
<p>(e) Daytime Contact Telephone Number</p>																																																								
<p>(f) Full names (including middle names), private addresses (including postcode) and dates of birth of directors, partners or other persons responsible for its management</p>																																																								
<p>(g) Full name (including middle names), home address (including postcode and date of birth of employee to carry out day-to-day management of the business (including Business Hours Telephone Number).</p>																																																								
<p>3 Name and Address of premises to be licensed</p>																																																								

**Details of Convictions and Fixed Penalty Notices**

**ALL CONVICTIONS AND FIXED PENALTIES (CRIMINAL AND ROAD TRAFFIC) INCLUDING SPENT CONVICTIONS MUST BE LISTED EVEN IF THEY HAVE BEEN PREVIOUSLY DISCLOSED ON A PRIOR APPLICATION FORM**

<u>Date</u>	<u>Court</u>	<u>Crime/Offence</u>	<u>Penalty</u>

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.

**DATA PROTECTION ACT 1998 - YOUR PERSONAL DATA**

Dundee City Council respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be used to process the application in terms of the Act stipulated on this form. Your data may be disclosed to Tayside Police and other Council departments involved in the processing of the application and elected members when considering the application. The data (with the exception of details of any convictions) will also be kept in a register which is open to public inspection. Dundee City Council is the registered Data controller. Any queries regarding the processing of your personal data by Dundee City Council should be directed to the Principal General Services Officer, on (01382) 434000. A copy of the Council's Data Protection Policy can be obtained by writing to the Principal General Services Officer, 21 City Square, Dundee DD1 3BY.

I hereby apply for a licence under the Animal Boarding Establishments Act 1963 in respect of the above premises as a person entitled to keep a Boarding Establishment for dogs or cats.

Date: .....

Signature .....  
Applicant/Agent

Address of Agent (if any) .....

.....

.....

## **Lodging of Application**

This application can be lodged at the Licensing Officer, 18 City Square or Dundee House, North Lindsay Street, Dundee.

**The Licensing Office cannot accept cash payments or payment by card. Cheques are accepted. Anyone lodging a form here and wishing to pay by cash or card will be issued with an invoice which will have to be paid at Dundee House.**

**All forms of payment can be accepted at Dundee House.**

The fee is £75 which is non-refundable.

## **Notes**

1. DVLA Licence details are required by Tayside Police to complete background checks on the applicant.
2. Unique Tax Reference Number

Persons who operate their own business must register as self employed with HMRC within 3 months of setting up the business or they may be subject to a fine. Applicants will be issued with a 10 Digit Unique Tax Reference (UTR) Number that will remain with them for life. You will require to lodge original correspondence from HMRC which quotes your 10 digit UTR when lodging the application. If you do not have this your application will be processed but will not be considered competent until such time as correspondence from HMRC is produced. It takes HMRC no more than six weeks to issue the UTR. If after your background checks are back you have still to produce your UTR you will be given a temporary licence only. This will run for a maximum period of six weeks and will then expire. This will afford you a final chance to register with HMRC. Thereafter if you have not produced the UTR your application will go before the next available Licensing Committee at which members will be asked to decide if your application is incompetent. If they decide that the application is not competent it will not be considered and will fall. If you still wished to proceed with your application you would need to apply again and pay the fee. There is no appeal to the Sheriff in these circumstances. You can register as self employed in person at the Tax Office at the Greenmarket, Dundee or by telephoning 0845 302 1484.

Anyone who works for another individual or company and who are not self employed ie they receive a wage and are liable to pay tax through the PAYE system need not register with the Inland Revenue but will have to submit evidence to this effect i.e. a payslip or P60.

- 3 National Insurance Number

You can find this on payslips or letters from the Department for Works & Pensions or HM Revenue & Customs.

**We may need to see proof of your identity and National Insurance Number.**

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**APPLICATION FOR AN ANIMAL BOARDING LICENCE**

**NOTICE IS HEREBY GIVEN** that application has been made on  
to Dundee City Council for an Animal Boarding Licence in respect of premises at

to open between the hours of            and            on

by:-     **NAME AND  
HOME ADDRESS**

**DIRECTORS' NAMES  
AND ADDRESSES**  
(if appropriate)

**NAME AND ADDRESS OF  
DAY TO DAY MANAGER**  
(if appropriate)

Any objections or representations in relation to the application should be made to the Depute Chief Executive (Support Services), Dundee City Council, 21 City Square within 28 days of the above mentioned date. Objections or representations should be made in accordance with the following provisions, namely:-

1. Any objection or representation relating to an application for the grant or renewal of a licence shall be entertained by the Licensing Authority if, but only if, the objection or representation -
  - (a) is in writing;
  - (b) specifies the grounds of the objection or, as the case may be, the nature of the representation;
  - (c) specifies the name and address of the person making it;
  - (d) is signed by him or on his behalf;
  - (e) was made to them within 28 days of whichever is the later or, as the case may be, latest of the following dates:-
    - (i) where public notice of the application was given in a newspaper, the date when it was first so given;
    - (ii) where Dundee City Council have required the applicant to display the Notice again from a specified date; that date;
    - (iii) in any other case, the date when the application was made to them.
2. Notwithstanding (1)(e) above, it shall be competent for a Licensing Authority to entertain an objection or representation received by them before they may take a final decision upon the application to which it relates if they are satisfied that there is sufficient reason why it was not made in the time required.
3. An objection or representation shall be made for the purposes of (1) above if it is delivered by hand within the time there specified to the Licensing Authority or posted (by registered or recorded post) so that in the normal course of post it might be expected to be delivered to them within that time.
4. Dundee City Council shall send a copy of the objection or representation to the applicant.

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**CERTIFICATE OF COMPLIANCE**

**ANIMAL BOARDING**

I,

applicant for an Animal Boarding Licence, hereby certify that a Notice has been posted at or near the premises  
at

from \_\_\_\_\_ to \_\_\_\_\_

containing such information as is required by paragraph 2(3) of Schedule 1 to the above Act.

\*Where the said Notice was removed, obscured or defaced during the above mentioned period, I took  
reasonable steps for its protection and replacements as follows:-

*(give details and circumstances)*

Date: .....

Signature: .....

\* Delete if not applicable