

# APPLICATION FOR A LICENCE TO KEEP AN ANIMAL BOARDING ESTABLISHMENT



## ANIMAL BOARDING ESTABLISHMENTS ACT 1963

Note: Paragraph 1(1) of the above Act states

*"No person shall keep a boarding establishment for animals except under the authority of a licence granted in accordance with the provisions of this Act."*

1. Full name of applicant  
\_\_\_\_\_  
Date of birth  
\_\_\_\_\_
2. Full home address of applicant(s)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode Telephone  
\_\_\_\_\_
3. Full name of premises to be licensed  
\_\_\_\_\_  
\_\_\_\_\_
4. Full address of premises to be licensed  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode Telephone  
\_\_\_\_\_
5. Number of animals intended to be accommodated on the premises dogs  cats
6. Number of kennels/units available for accommodation dogs  cats
7. Size of kennels/units  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Number of isolation kennels/units available
9. Size of isolation kennels/units  
\_\_\_\_\_
10. Distance between isolation kennels/units and main boarding area  
\_\_\_\_\_

Flare Ref.

11. Do you use separate 'holding' kennels/units?

YES  NO

12. If YES, how many and where are they situated?

---

---

---

---

---

13. Details of construction of kennels/units (including materials used for flooring, walls, ceilings etc)

---

---

---

14. Heating arrangements

---

---

15. Method of ventilation

---

---

16. Lighting arrangements

---

---

17. Water supply

---

---

18. Arrangements for food storage

---

---

19. How often are kennels/units cleaned

---

---

20. Arrangements for disposal of excreta and other waste

---

---

21. How often are cats/dogs fed and watered?

---

---

22. How often are animals visited and monitored?

---

---

---

23. Do you keep a register of all animals boarded? YES  NO

24. Do you have a written training policy for staff? YES  NO

25. If NO, provide details of training given to staff

---

---

---

---

26. What measures are taken to prevent the introduction of rodents, insects and other pests?

---

---

---

27. Does the establishment take in 'stray' cats and dogs? YES  NO

28. If YES, provide details of where they are boarded and for how long details

---

---

---

29. Are you, or any person involved with the establishment, disqualified for the time being from:

keeping a pet shop YES  NO

keeping a riding establishment YES  NO

keeping a dog YES  NO

keeping a dog breeding establishment YES  NO

having the custody of animals YES  NO

keeping a boarding establishment for animals YES  NO

30. If YES to any part of question 29 above, provide FULL details

---

---

---

---

---

---

---

---

---

---

32. Do you have indemnity insurance to cover the maximum number of dogs/cats boarded? YES  NO

33. Do you have employers liability insurance? YES  NO

31. Name and address of your usual veterinary surgeon / practitioner

---

---

---

Postcode	Telephone
----------	-----------

32. Do you have indemnity insurance to cover the maximum number of dogs/cats boarded? YES  NO

33. Do you have employers liability insurance? YES  NO

**PROVIDE EVIDENCE OF INSURANCE WITH THIS FORM.**

**DECLARATION**

I, AS OCCUPIER OF THE ABOVE PREMISES HEREBY MAKE APPLICATION IN PURSUANCE OF THE PROVISIONS OF SECTION 1 OF THE ANIMAL BOARDING ESTABLISHMENTS ACT 1963 FOR A LICENCE TO KEEP AN ANIMAL BOARDING ESTABLISHMENT AT THE PREMISES OF WHICH THE PARTICULARS ARE GIVEN ABOVE.

I AGREE TO PERMIT A PERSON AUTHORISED BY THE COUNCIL TO INSPECT THE PREMISES BEFORE ANY LICENCE IS GRANTED.

I ENCLOSE HERewith THE LICENCE FEE PAYABLE (£153).

I DO HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE ABOVE PARTICULARS ARE TRUE.

SIGNED

DATE

Name in BLOCK CAPITALS

*NOTE: Paragraph 5 of the above Act states "any licence granted "shall relate to the year in which it is granted or to the next following year (according to the applicant's requirements). In the former case, the licence shall come into force at the beginning of the day on which it is granted, and in the latter case it shall come into force at the beginning of the next following year."*

(Information provided by you will be held and automatically processed on a computer system in line with Data Protection Legislation.)

**LICENSING**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL  
TY ELAI, DINAS ISAF EAST, WILLIAMSTOWN, TONYPANDY CF40 1NY  
Tel 01443 425001 fax 01443 425301**

[Licensing.section@rhondda-cynon-taff.gov.uk](mailto:Licensing.section@rhondda-cynon-taff.gov.uk)