

# ANIMAL BOARDING ESTABLISHMENTS LICENCE

## DEFINITION OF LICENCE

A person who wishes to carry on the business of providing accommodation for other people's dogs and cats must obtain a licence from the Local Authority. This includes premises that are private dwellings.

## LEGISLATION/GUIDANCE

Animal Boarding Establishments Act 1963.

If the provision of boarding accommodation is ancillary to another main activity or if the animals are kept under the requirements of the Animal Health Act 1981 a licence is not required.

## PROCEDURE

### Stage 1

To apply for an Animal Boarding Establishments Licence applicants must supply the following to the Local Authority:

- A completed Animal Boarding Licence application form
- Please refer to current list of fees on Environmental Health homepage

### Stage 2

Applicants must not be disqualified from keeping animals or holding a licence under the:

- Animal Boarding Act 1963
- Pet Animal Act 1951
- Protection of Animals (Amendment) Act 1954

### Stage 3

When determining the application for an Animal Boarding Establishment licence the Local Authority will take into consideration:

- Whether the animals, have access to suitable accommodation at all times, with regards to the construction and size of the quarters, number of animals kept, ventilation, cleanliness, exercising facilities, temperature and lighting.

- Whether the animals will be suitably feed, watered, exercised, visited and supplied with adequate bedding material.
- Whether the appropriate steps are in place to prevent and control the spread of infectious/contagious diseases (including isolation facilities).
- Whether appropriate steps will be taken to protect the animals in the event of a fire or other emergency.



#### **Stage 4**

- On successful completion of the application, the applicant will be granted an Animal Boarding Establishments Licence which will be expire at the end of the year. Licence holders will receive a written reminder from the Local Authority prior to the expiry of the licence.
- Authorised officers of the Council and/or authorised veterinary surgeons/practitioners may enter and inspect the premises at any reasonable time.
- Licence holders must keep a register containing a description of all the animals boarding at the premises, the arrival and departure dates and the names and addresses of the owners. The register must be available for inspection by an officer of the Local Authority or veterinary surgeon/practitioner authorised under Section 2(1) of the Act.



#### **FURTHER INFORMATION**

- If you have any further queries regarding this matter please contact The Licensing Team, Environmental Health, North Devon Council, Civic Centre, Barnstaple, Devon, EX31 1EA, or telephone 01271 388870 or email: [ehdirect@northdevon.gov.uk](mailto:ehdirect@northdevon.gov.uk)
- We welcome your comments on how we can improve the way we deliver our services. If you have any comments, compliments or feel you need to complain about our service delivery, please write to Mr Jeremy Mann, the Environmental Health Manager at North Devon Council, Civic Centre, Barnstaple, Devon, EX31 1EA.
- Please note that the Council has a set procedure for dealing with complaints. You will be advised of the outcome of the investigation, together with what action the Council proposes to take.