

# APPLICATION FOR HOME BOARDING OF DOGS LICENCE



<b>Type of application:</b> (please tick relevant box)	<b>New</b>		<b>Renewal</b>	
<b>Surname</b>			<b>Mr/ Mrs/ Miss</b> (Please delete as applicable)	
<b>First names (in full)</b>				
<b>Full home address</b>				
	<b>Postcode</b>			
<b>Telephone number</b>		<b>Mobile number</b>		
<b>Email address</b>				

<b>Have you or are you disqualified from any of the following:</b>	
Keeping a boarding establishment for animals	YES/NO
Keeping a pet shop	YES/NO
Keeping a dog	YES/NO
Having the custody of animals	YES/NO
Keeping a dog breeding establishment	YES/NO

<b>Please give the following information:</b>	
Proposed number of dogs	
Size of living quarters available	
Details of vehicle to be used	

**GUIDANCE NOTES**

**Animal Boarding Establishments Act 1968**

Applications are made under the relevant legislation and it is a condition of the licence to abide by that legislation. Licence holders are responsible for complying with the licence conditions.

You may not apply for a Home Boarding Licence if you have ever been disqualified from any of the following:

- Keeping a pet shop
- Keeping an animal boarding establishment
- Keeping a dog
- Having the custody of animals

Officers authorised by the council will carry out an inspection of the home premises prior to the grant of any licence. Officers may also attend to inspect the premises without notice when a licence is in force.

**Fees for 2011/2012**

Type of Licence	£
Dog Home Boarding New	124.00
Dog Home Boarding Renewal	104.00

If you are undertaking home boarding of dogs for charitable purposes and without personal gain, please submit a covering letter with details and we will consider whether the application fee can be waived.

Payment can be made in the following ways:

- By cash or cheque (made payable to Bracknell Forest Borough Council) at Time Square, Market Street, Bracknell, RG12 1JD. Please allow 28 days for the cheque to clear.
- By credit or debit card at Time Square or over the phone on 01344 352000.

**Please tick to confirm you have enclosed the following with your application:**

<input type="checkbox"/>	A cheque for payment of the fee, or receipt confirmation that the fee has been paid
<input type="checkbox"/>	Copy of public liability insurance

**Please tick to confirm that you:**

<input type="checkbox"/>	Agree to permit an officer, veterinary surgeon or veterinary practitioner authorised by the Council to inspect the premises before any licence is granted
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The completed form, fees and any enclosures should be handed into the Customer Service Centre at Time Square, Market Street, Bracknell, RG12 1JD.

An applicant commits an offence if he/she knowingly or recklessly makes a false statement or omits any relevant information and any licence issued may be revoked. Information provided on application forms will only be disclosed to other agencies, for example Police, where there is a legal requirement to do so, for the investigation of an offence.

**Declaration:**

**I hereby certify that all statements in this application are correct and true to the best of my knowledge. I have read the guidance supplied, enclosed any required documentation and fees, and agree to abide by the conditions place on the licence should it be granted.**

Signature.....

Print Name.....

Date signed.....