

**ANIMAL BOARDING ESTABLISHMENTS ACT 1963  
APPLICATION FOR A LICENCE – HOME BOARDING**

**IMPORANT:** Aberdeenshire Council now publish information about licence holders online, in the form of a register. This will include the name of the licence holder, the licence number, address of the premises specified in the licence where the licensable activity may be carried on. The company details, if any, will also be published on this register.

<b>IS THIS APPLICATION FOR:</b>			
A new licence?		Existing licence number	
A renewal?			
<b>THE PERSON APPLYING FOR A LICENCE</b>			
Title:	First Name(s):	Surname (inc. previous / other):	
Address:			
Phone (Landline):		Phone (Mobile):	
Email address:			
Date of Birth:		Place of Birth:	
Trading Name:			
<b>IF THIS PERSON IS APPLYING ON BEHALF OF A COMPANY</b>			
Trading Name:			
Company number (if applicable):			
Address of Premises:			
Phone (Mobile):		Phone (Office):	
Email address:			
<b>THE ADDRESS WHERE THE LICENCEABLE ACTIVITY MAY BE CARRIED ON:</b>			
<b>FURTHER DETAILS:</b>			
No. of Dogs to be boarded (Clients Dogs)			
If any, the details and number of your own dogs, cats, or other animals on the property.			

<b>PERSON RESPONSIBLE FOR DAY-TO-DAY MANAGEMENT OF THE BUSINESS</b>			
First name(s):	Surname:		
Previous names ( <i>if applicable</i> ):	Phone number:		
Home address ( <i>inc. postcode</i> ):	Date of birth:		
	Place of birth:		
Email:			
<b>VETERINARY SURGEON DETAILS</b>			
Name and address of veterinary surgeon:			
Email address:	Telephone number:		
<b>DECLARATION</b>			
<p>I am/we are not disqualified from keeping:</p> <ul style="list-style-type: none"> <li>a boarding establishment for animals</li> <li>a pet shop</li> <li>a dog</li> <li>having the custody of animals</li> <li>from keeping a breeding establishment for dogs</li> </ul>			
I confirm that the details I have given are to the best of my knowledge true in every respect and I will notify Aberdeenshire Council of any change in the details provided on the application form.			
Name:		Date:	
Signature:			
<p>Payment should be made by calling 01346 415888 once this form has been submitted. Cheque and cash payments are no longer accepted.</p> <p>You should send completed forms to <a href="mailto:dog.warden@aberdeenshire.gov.uk">dog.warden@aberdeenshire.gov.uk</a>.</p> <p><b>Note:</b> Any other costs incurred by Aberdeenshire Council, e.g. veterinary inspection fees, will be payable by the applicant</p> <p>The Licence expires on 31 December of each year</p>			

Please complete and sign the above declaration and read the attached Privacy Notice before dating, signing and submitting your application form. Aberdeenshire Council will manage your personal data in accordance with the requirements of the General Data Protection Regulations (GDPR) as set out in the Privacy Notice.

**ADMIN USE ONLY**  
 Application received: ..... Fee received & By: ..... Receipt No: .....

**IMPORTANT NOTICE**

Any Licence granted by the Local Authority in terms of the Animal Boarding Establishments Act 1963 does not carry with it planning consent in terms of the Town and County Planning (Scotland) Act. Before carrying out any work of alteration or adaptation at the premises which you are to use as an animal boarding establishment, please check whether or not you require planning consent to any change of use of the premises with **Aberdeenshire Council, Planning & Building Standards Section.**

# Privacy Notice

## In relation to processing of licence applications and similar applications

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

- Assessment of licence applications.
- Regulatory, licensing and law enforcement, including prosecution of offenders.
- Research, education, raising awareness, promoting the services provided by the environmental health service.

Your information is:

Being collected by Aberdeenshire Council	X
Has been provided to Aberdeenshire Council by	n/a

The Legal Basis for collecting the information is:

Personal Data	Special categories of personal data
Consent	The data subject has given explicit <b>consent</b> to the processing
Performance of a Contract	Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, social security social protection law
Legal Obligations	Where processing of an individual's personal data is for the purpose of meeting a legal obligation of the data processor. <span style="float: right;">X</span>
Vital Interests	Processing is necessary to protect the <b>vital interests</b> of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent
Task carried out in the Public Interest	Processing relates to personal data which are made <b>public</b> by the data subject <span style="float: right;">X</span>
Legitimate Interests  <i>(Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data)</i>	Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
	Processing is necessary for reasons of <b>substantial public interest</b>
	Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of <b>health or social care</b> or treatment, or the management of health or social care systems
	Processing is necessary for reasons of public interest in the area of <b>public health</b>
	Processing is necessary for archiving purposes in the <b>public interest</b> , scientific or historical research purposes or statistical purposes

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

<p>The Environmental Health Service may not be able to determine compliance with relevant legislation and issue the appropriate licence, certificate or approval. The business and/or activities may not comply with relevant legislation. Persons acting in the course of their trade or business are under an obligation to provide assistance and information when officers are exercising a power for which they are duly authorised. An offence is committed if this requirement is breached. This does not require a person to answer any question or give information which may incriminate them.</p>
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Your information will be shared with the following recipients or categories of recipient:

<p><b>Other law enforcement and health based agencies such as-</b>          Food Standards Scotland          Scottish Environment Protection Agency          Health &amp; Safety Executive          NHS Grampian          Police Scotland          Other Local Authorities          Animal &amp; Plant Health Agency          SSPCA          Government and Scottish Government Departments          Also, any other relevant body or agency that may be of assistance.</p>
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Your information will be transferred to or stored in the following countries and the following safeguards are in place:

Not applicable

The retention period for the data is:

This will vary depending on type of licence but will be up to 6 years after licence is surrendered or revoked.

The following automated decision-making, including profiling, will be undertaken:

Not applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.