

## **ANGUS COUNCIL**

### **Animal Boarding Establishments Act 1963**

#### **Animal Boarding Establishment Licence**

The attached application form for an animal boarding establishment licence should be completed and returned to the Service Leader – Legal & Democratic, Angus Council, Angus House, Orchardbank Business Park, Sylvie Way, Forfar, DD8 1AN.

The lodging fee of £115 for a new grant or the lodging fee of £101 for a renewal should be submitted with the application form and please note that this fee is not refundable.

**Please note that licences run from 1st January until 31st December. Regardless of when you apply during the year for a licence, the expiry date will always be 31st December of that year. This is in line with the legislation which governs this type of licence. If you apply late in the year, you can arrange for the application to be deferred so that the licence commences on 1st January but you should note that you will be unlicensed until the licence has been granted and issued.**

**Cheques should be made payable to Angus Council.**

On receipt of your application form a copy of the form will be forwarded to Police Scotland in order that they may carry out checks into your suitability to hold a licence and this will include a check on any convictions/offences. The Council will also consult Angus Council's Regulatory, Protective and Prevention Service. The Council's Revenues and Benefits Service will also be consulted to check whether you have any outstanding debts due to the Council. This process will take a statutory minimum period of three weeks.

Should the Police have any comments on your application, this will require to be considered by the next available Civic Licensing Committee which generally meets on a six weekly cycle.

If you have any queries, please email the Licensing Section on [LAWLicensing@angus.gov.uk](mailto:LAWLicensing@angus.gov.uk).