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| **Application for Licence to keep an Animal Boarding Establishment** | A4 DAERA Logo process.png |
| **Welfare of Animals Act (Northern Ireland) 2011**  **Welfare of Animals Act (Northern Ireland) 1972 (as amended)**  **Animal Boarding Establishments Regulations (Northern Ireland) 1974** | |

**N.B. Guidance packs on requirements are available on request from your local DAERA Direct Office**

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| 1 | **Applicant Details** | | | |
|  | Full name of applicant  *(state Mr/Mrs/Miss/Ms/other title)* |  | | |
| Enter date of birth to confirm over 18 years | | |  |
| Private address  *(or if a body corporate/company, name of body and address of registered office)* |  | | |
| Telephone number |  | | |
| Email address |  | | |
| 2 | **Establishment Details** | | | |
|  | Business name |  | | |
| Address of Boarding Establishment  *(if different from address at section 1 above)* |  | | |
| Is the establishment operative throughout the year? If not, state period when normally operative | |  | |
| Name and address of person having direct control or management of the establishment  *(if different from section 1 above)* |  | | |
| Enter date of birth to confirm over 18 years | | |  |

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| 3 | **Qualifications & Experience** | | |
|  | Please provide details of any professional certificate or qualifications held by the person/s named at 1 and 2 above. If none held, please provide details of experience in the management of animals  *(continue on a separate sheet if necessary)* | | |
|  | | |
| Is a responsible person living on the premises? If not what are the arrangements in the case of an emergency? | | |
|  | | |
| Have you read the Owner’s Guide for Animal Boarding Establishments? | YES | NO |
| 4 | **Offences & Convictions** | | |
|  | Circle **YES** or **NO** to the following questions:-  Are you or any other person who will have control or management of the establishment currently disqualified from:- | | |
| 1. Keeping a riding establishment? | YES | NO |
| 1. Keeping a pet shop? | YES | NO |
| 1. Having the custody of animals? | YES | NO |
| 1. Keeping a boarding establishment for animals? | YES | NO |
| 1. Keeping a dog? | YES | NO |
| Has the applicant or person in charge ever been convicted of any offence in respect of cruelty to animals? | YES | NO |
| If **YES** provide details: | | |

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| 5 | **Animal Details** | | | | | | | |
|  | Provide the name and address of your usual veterinary surgeon / practitioner | |  | | | | | |
| Do you intend to include canine socialisation activities under the boarding establishment licence? (daycare and/or overnight boarding) | | | | | | YES | NO |
| 6 | **Declaration and signature** | | | | | | | |
|  | I enclose the annual licence fee of £25.00 and the certificate(s) referred to at section 3 above (if applicable).  **I / We** do hereby certify that to the best of **my / our** knowledge the above particulars are true.  ¨ DAERA reserve the right to publish your business name if your licence application is successful. If you would prefer to opt out of this, please tick here. | | | | | | | |
| **Signature** |  | | | **Date** |  | | |
| If signing on behalf of a body corporate, state position held | | |  | | | | |

**Information and guidance**

Provisions of the Welfare of Animals Act (Northern Ireland) 1972, the Welfare of Animals Act (Northern Ireland) 2011 and the Animal Boarding Establishment Regulations (Northern Ireland) 1974 cover the application of an animal boarding establishment and the welfare of animals therein. This legislation may be accessed online. For any further guidance on the relevant legislation please contact your local DAERA Direct Office.

**When complete, please return this form to your local DAERA Direct Office**

Note

All parts of the premises to be used for the purpose of animal boarding activities must be identified to the Inspecting Veterinary Officer.

**DAERA PRIVACY STATEMENT**

The Department takes data protection, freedom of information and environmental information issues seriously. It takes care to ensure that any personal information received from you is dealt with in a way which complies with the requirements of the UK General Data Protection Regulation and the Data Protection Act (2018). This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, the Department is under a duty to protect the public funds it administers, and to this end may use the information you have provided for this purpose. It may also share this information with other bodies responsible for the audit or administration of public funds, in order to prevent and detect crime.

In addition, the Department may also use it for other legitimate purposes in line with the UK General Data Protection Regulation, Data Protection Act 2018, Freedom of Information Act 2000 and Environmental Information Regulations 2004.

**To see the full DAERA Privacy Statement please go to**

**https://www.daera-ni.gov.uk/publications/daera-privacy-statement-document**

**or call in at your nearest DAERA Direct Office where staff will be able to give you a copy**