

GUIDANCE NOTES

ANIMAL BOARDING ESTABLISHMENTS

The keeping and running of Animal Boarding Establishments (catteries and kennels) is controlled by the Animal Boarding Establishments Act 1963.

Applications for a Licence must be made to the Local Authority and a Licence may be issued if the applicant is not disqualified under any of the following Acts:

- a. The Animal Boarding Establishment Act 1963
- b. The Pet Animals Act 1951
- c. The Protection of Animals (Amendment) Act 1954
- d. The Protection of Animals (Cruelty to Dogs) (Scotland) Act 1934

Home Boarding

A Pet Sitting Licence is required by anyone providing a boarding service in their own home for other peoples animals.

Licences to board these animals are issued under the Animal Boarding Establishments Act 1963 and must be renewed annually.

Once an application has been received, an Officer will arrange to inspect the premises to ensure it is suitable. The Licence will be issued once all licence conditions are met and after payment of the licence fee.

Granting of a Licence

Before being granted a Licence the applicant must be able to demonstrate to the Veterinary appointed by the Local Authority that:

- The animals will at all times be kept in accommodation suitable in respect of construction, size of quarters, number of occupants, exercising facilities, temperatures, lighting, ventilation and cleanliness.
- That the animals will be adequately supplied with suitable food, drink and bedding material, adequately exercised, and, so far as is necessary, visited at suitable intervals.
- That all reasonable precautions will be taken to prevent and control the spread of infectious or contagious diseases, including the provision of isolation facilities.
- That appropriate measures will be taken for the protection of the animals in case of fire or other emergency, including the provision of suitable and sufficient fire fighting equipment.
- That a register containing a description of any animal received into the establishment, the date of arrival and departure and the name and address of the owner will be kept, and that the register will be available for inspection at all times by a Licensing Inspector or by a Veterinary Surgeon or Veterinary Practitioner authorised by the Council.

A Licence may be refused or withheld on other grounds if those grounds are such that conditions were not suitable for the boarding of animals. Each Licence issued is subject to standard conditions that are imposed on all animal boarding establishments licensed by the Council. In addition to the standard conditions a Licence may also contain special conditions that are only applicable to each premises.

Your Right of Appeal

Any person aggrieved by a refusal to be granted a Licence, or by any conditions to which a Licence is subject, may appeal to the Magistrates Court. The Court may give such directions regarding the Licence or its conditions as it thinks proper.

Offences

The following offences apply to the keeping of Animal Boarding Establishments.

- Anybody found guilty of keeping an Animal Boarding Establishment without a Licence.
- Anybody found guilty of failing to comply with the conditions of their Licence.
- Anybody found guilty of obstructing or delaying an Inspector, or authorised Veterinary Surgeon or Veterinary Practitioner in the exercising of their powers.

If found guilty under this Act, the defendant's Licence may be cancelled and they may be disqualified from keeping an Animal Boarding Establishment for such length of time as the Court thinks fit.

Fees

Initial Licence Fee:	£196.00**
Licence Annual Renewal:	£164.00*
Amendment to existing Licence:	£12.00*
Boarding in the Home Initial Licence Fee:	£127.00**
Boarding in the Home Annual Renewal:	£90.00*
Boarding in the Home amendments to existing Licence:	£12.00*

* Plus vet fees where necessary

+ Licences run from January to December. No part fees will be accepted.

Contact Details

Wiltshire Council has four main offices where correspondence can be sent. Please use the Office covering the area in which the premises are situated. Contact details are as follows:

Chippenham: **Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER**

(This office deals with all applications relating to Chippenham, Calne, Corsham and Wootton Bassett as well as the rest of the old North Wiltshire District Council Area)

Devizes: **Wiltshire Council, Browfort, Bath Road, Devizes, Wiltshire, SN10 2AT**

(This office deals with all applications relating to Devizes, Pewsey, Marlborough and Tidworth as well as the rest of the old Kennet District Council Area)

Salisbury: **Wiltshire Council, 27/29 Milford Street, Salisbury, SP1 2AP**

(This office deals with all applications relating to Salisbury, Amesbury, Downton, Mere, Hindon and Tishead as well as the rest of the old Salisbury District Council Area)

Trowbridge: **Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD**

(This office deals with Trowbridge, Bradford-on-Avon, Melksham, Warminster and Westbury as well as the rest of the old West Wiltshire District Council area)

Applications can be sent to any of the above addresses, but it will speed processing if they are sent directly to the office covering the area in which the premises is situated.

Wiltshire Council has one main telephone number: 0300 456 0100.