



Animal Boarding Establishments Act 1963

Application for a licence for Commercial day/home boarding of dogs

Full Name, including former name(s): _____

Date of Birth: _____

Place of Birth: _____

Email: _____

I am applying for a licence under the above Act authorising me to keep a boarding establishment for dogs at:

Business Name and Address: _____

Postcode: _____ Tel. No.: _____

Number of dogs: _____

I require the licence to operate from: _____

The licence will expire on 31 December of each year

Fee (2025) £147.00

Enclose a cheque payable to Midlothian Council or make a BACS payment, (Sort Code: 83-17-26, Account: 00128568, stating 'FUND 74' along with your company name)

Declaration

I am not disqualified from keeping:

- a boarding establishment for animals
- a pet shop
- a dog
- having the custody of animals
- a breeding establishment for dogs

I understand that Midlothian Council, in connection with my application for a licence under the above Act, may obtain any relevant information relating to myself, whether held on computer or otherwise, from Lothian and Borders Police. I give my consent to this disclosure by Lothian and Borders Police.

I hereby declare that the information supplied above is true and correct.

Signed: _____

Date: _____

Please note that 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 Country Planning (Scotland) Act 1997 (as amended). Before carrying out any work of alteration or adaptation at the premises which you are to use as an animal boarding establishment, please check with Planning & Building Control. It is recommended that you also obtain permission to run a home boarding establishment from your mortgage provider or landlord of the property if appropriate.

To be lodged with: Environmental Health
Midlothian Council Fairfield House
8 Lothian Road
DALKEITH
EH22 3ZH

Email: environmentalhealth@midlothian.gov.uk

Midlothian Council Privacy Notice

How your personal Information is used by Midlothian Council Protective Services including Environmental Health

Under the Data Protection Act 2018, you have a right to know how we collect, use and share your personal data. The Environmental Health function carries out a wide range of regulatory functions for Midlothian Council. In doing so we collect information about individuals and businesses. We enforce the laws in areas such as private sector housing, food safety, workplace safety and environmental crime. We also issue various licences including Animal Welfare Licences. This privacy notice explains the information Environmental Health needs in order to carry out these functions.

Environmental Health is part of the Place Directorate Midlothian Council. More information about privacy notices can be found on the Council's website

Our Privacy Promise

We promise to collect, process, store and share your data safely and securely.

What lets us collect your information?

Environmental Health processes your personal information in accordance with the following data processing conditions:-

- Where processing is necessary for the exercise of official authority or for the performance of a task carried out in the public interest
- Where processing is required by law

The main laws under which Environmental Health can process your information in relation to animal health and welfare licences are listed below.

Animal Health and Welfare (Scotland) Act 2006

The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021

Animal Boarding Establishments 1963

Riding Establishments Act 1964 and Riding Establishments Act 1970

Dangerous Wild Animals Act 1963

Zoo Licensing Act 1981

What kinds of personal data do we collect?

The personal data we collect might include your **name, date of birth, address, National Insurance number, or other information that identifies you**. If necessary, we might also collect what is called 'special category' data – that is, sensitive information such as your gender and medical/health information.

How do we collect your personal data?

We collect your personal data in many different ways. You might give us your personal data yourself, by entering your information in an application form, a contact form on the Council website or by contacting a Council officer in person, in writing or over the phone. We might also receive your personal data from other council services, other agencies or local authorities.

How do we use your personal data?

The personal data collected from you may be used in different circumstances:

- For the purposes of performing any of our statutory enforcement duties
- to contact you about a complaint, service request or application you have made to us
- to maintain any registers that the law requires us to keep
- If you have applied for a licence of some sort we may use your personal data to check that you have not been disqualified from holding a licence, committed certain offences relating to fraud, violence or drugs, or contravened any laws, rules or agreements that may stop you being issued with a licence
- to determine if you are a fit and proper person in accordance with the Act or associated Regulation.
- for the collection of any fees due to the Council

Do we share your personal data?

We will only share your personal data if it is necessary to do so and the appropriate conditions have been met to protect it. We will share your personal data if we are compelled to share it by law. If we share information regularly with another organisation, the conditions for sharing your personal data are set out in an Information Sharing Agreement or are permitted by legislation.

With whom do we share your personal data?

Your Personal data may be shared with other Midlothian Council services where we are carrying out a regulatory function or where it is necessary for us to carry out a service you have asked us to. We may share your personal data with other persons authorised by Midlothian Council to act on our behalf in carrying out the requirements of the above legislation such as contractors. If necessary, we might share your personal data with other agencies and authorities, depending on the service being provided.

The external bodies with whom we might share information to carry out our functions include (organisations with a star are mandatory):

- Health and Safety Executive
- Scottish Environment Protection Agency
- The Procurator Fiscal Service*
- Police Scotland
- HMRC
- Scottish Government
- Lothian and Borders Fire and Rescue Service
- Other local authorities
- Scottish Society for the Prevention of Cruelty to Animals (SSPCA)

How long do we keep your personal data?

Your personal data is kept in line with Midlothian Council's Retention Schedule. The retention schedule sets out the kinds of information the Council creates and uses, how long it should be kept, and what should be done with it at the end of its 'life'. Our retention schedule

Further Information

You can find out more about how we use your information, the rights you have under the Data Protection Act and how to contact us by referring to the overarching Midlothian Privacy Notice. This can be found on the Midlothian Council website. Search for "privacy"