

Annex 1

Animal Boarding Establishment Act 1963

Conditions for homeboarding of cats and dogs

GENERAL

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs and/or cats {delete as appropriate} have access and/or which are used in association with the boarding of dogs and/or cats {delete as appropriate}.
- 1.2 No dog breed specified under Schedule 1 under the Dangerous Dogs Act 1991(as amended) must be accepted for home boarding.
- 1.3 The Licensee must not knowingly accept any dog, which has been subject to successful action under Section 3 of the Dangerous Dogs Act 1991(as amended).
- 1.4 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- 1.5 Entire males and bitches in season or bitches due to be in season or bitches due to be in season during boarding, including resident dogs, should not be boarded together.
- 1.6 Entire males and queens in season must not be boarded with other cats. Kittens under 6 months of age must not be boarded with any other cats unless it is their mother.
- 1.7 Puppies under 6 months must not be boarded with other dogs.
- 1.8 The local authority must be satisfied that the licensee is not disqualified from keeping animals under any relevant legislation and has experience as a dog or cat {delete as appropriate} owner.
- 1.9 The appointed officer of the Licensing Authority can, at any reasonable time, have a right of entry onto the premises for the purpose of carrying out any of the relevant statutory provisions. To enable these provisions to be carried out, the appointed officer may take any other person authorised by the Council that may be considered necessary.
- 1.10 The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance. Certificates of insurance must be produced on request to clients or the Licensing Authority.
- 1.11 Normally planning permission will not be required for the home boarding of animals on the scale proposed, however should complaints be received

because of particular noise or odour problems, then the Licensing Authority reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.

2. LICENCE DISPLAY

- 2.1 A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, on or about the premises or made available to each boarder.

3. NUMBERS OF ANIMALS

- 3.1 The maximum number of dogs or cats {delete as appropriate} to be boarded at any one time is (enter number)
- 3.2 Only dogs or cats {delete as appropriate} from one family may be boarded at any one time.
- 3.3 Dogs must not be boarded with any cat, unless they normally live together in the same household.
- 3.4 Cats must not be boarded with any dog, unless they normally live together in the same household.
- 3.5 Where there is a resident cat or dog kept in the household, written consent from the owners of the boarded dog/cat {delete as appropriate} must be gained following a trial familiarisation session.

4. CONSTRUCTION

- 4.1 Dogs or cats {delete as appropriate} must live in the home as family pets. There must be no external construction of buildings, cages or runs.
- 4.2 The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 4.3 There must be adequate space, light, heat and ventilation for the dogs or cats {delete as appropriate}.
- 4.4 As far as reasonably practicable all areas/rooms within the home to which boarded dogs or cats {delete as appropriate} have access, must have no physical or chemical hazards that may cause injury to the dogs or cats {delete as appropriate}.

- 4.5 There must be sufficient space available to be able to keep the dogs or cats {delete as appropriate} separately if required.

5 EXERCISE FACILITIES

- 5.1 Dogs must be exercised in accordance with their owner's wishes. If dogs are taken off the premises, they must be kept on leads unless with the owners written permission.
- 5.2 There must be direct access to a suitable outside area. The are/garden must only be for the home owner (not shared with other residents). The area must be kept clean.
- 5.3 The exercise area/garden area of the premises and any other area to which boarded dogs may have access, must be totally secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.
- 5.4 If there is a pond or pool, it must be covered to avoid drowning.
- 5.5 Dogs or cats {delete as appropriate} must wear a collar and identity tag during their time in boarding. The tag must display the name, address and telephone number of the boarding premises.
- 5.6 Cats must not be allowed outside unless they are on leads, or with the owner's written permission.
- 5.7 A double door system must be employed so that no cat has direct access to any external door in regular use.
- 5.6 The Licensing Authority must be informed on the next working day if a dog or cat {delete as appropriate} is lost.

6 MANAGEMENT

6.1 TRAINING

- 6.1.1 The Licensee must be able to demonstrate that they are competent to care for their boarders.
- 6.1.2 A written training policy for staff must be provided. Staff must be trained in the safe handling of animals, emergency procedures and all relevant licence conditions that are applicable to their work. Staff should also be regularly vaccinated against Tetanus.

6.2 CLEANLINESS

- 6.2.1 All areas where the dogs or cats {delete as appropriate} have access to, including the kitchen etc must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog or cat {delete as appropriate} comfort.
- 6.2.2 All excreta and soiled material must be removed from all areas used by dogs or cats {delete as appropriate} at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Licensing Authority.
- 6.2.3 Suitably sized impermeable litter trays, which are easy to clean and disinfect must be provided at all times. These must be emptied and cleansed at least once a day and as necessary at any time during the day if found to be unduly soiled. A suitable material for litter must be provided.
- 6.2.4 All bedding areas must be kept clean and dry.
- 6.2.5 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs or cats {delete as appropriate} with infectious diseases. The final route for all such waste shall comply with current waste regulations.
- 6.2.6 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.
- 6.2.7 Premises must be thoroughly disinfected between each boarding visit.
- 6.2.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to animals.

6.3 FOOD AND WATER SUPPLIES

- 6.3.1 All dogs or cats {delete as appropriate} shall have an adequate supply of suitable food as directed by the client.
- 6.3.2 Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water must be changed at least twice a day.
- 6.3.3 Suitable bedding, bowls, grooming materials etc must be provided. Clients may be encouraged to provide their own items. These items must be

cleaned regularly to prevent cross-infection. The Licensee must also be able to provide extra materials.

- 6.3.4 Where necessary, eating and drinking vessels must be provided, and where so, they must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned or disposed of after each meal and each dog or cat {delete as appropriate} must be provided with its own bowl.

6.4 KITCHEN FACILITIES

- 6.4.1 Airtight containers must be provided for the storage of dry foods. Uncooked food and the remains of opened tins must be stored in covered, non-metal, leak proof containers in the fridge.
- 6.4.2 All bulk supplies of food shall be kept in vermin proof containers. These must be stored in a separate area from where the dog or cats {delete as appropriate}is kept.
- 6.4.3 A separate sink from the household sink must be used for washing dog bowls etc.

6.5 DISEASE CONTROL AND VACCINATION

- 6.5.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs or cats {delete as appropriate}, staff and visitors.
- 6.5.2 Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer's instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
- 6.5.3 Proof must be provided that boarded and resident cats have current vaccinations against infectious feline enteritis, feline respiratory disease and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer's instructions. A record that this proof has been supplied must be kept on-site throughout the period that the cat is boarded.
- 6.5.4 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog or cat {delete as appropriate} is sick or

injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed.

- 6.5.4 A well-stocked first-aid kit suitable for use on dogs or cats {delete as appropriate} must be available and accessible on site.
- 6.5.5 The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice must be known and consulted if necessary.
- 6.5.6 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in premises, boarded and resident dogs or cats {delete as appropriate}. Proof must be maintained for all routine and emergency treatments for parasites.
- 6.5.7 The premises shall be treated for fleas and parasites with an effective product as necessary.

6.6 ISOLATION AND CONTAGIOUS DISEASE OUTBREAK.

- 6.6.1 Dogs or cats {delete as appropriate} showing signs of any disease or illness shall be isolated from any other dogs or cats {delete as appropriate} and kept within the premises until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.
- 6.6.2 The Licensee must inform the Council without delay if a dog or cat {delete as appropriate} develops an infectious disease.
- 6.6.3 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. This period will be specified by the Licensing Authority with advice from a veterinary surgeon.
- 6.6.4 The Council must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be stored at a veterinary surgeon's premises until the owners return unless directed otherwise by the owner or their representative.

6.7 REGISTER

- 6.7.1 A register must be kept of all dogs or cats {delete as appropriate} boarded. The information kept must include the following:
 - Date of arrival

- Name of dog or cat {delete as appropriate}, any identification system such as microchip number, tattoo
- Description, breed, age and gender of dog or cat {delete as appropriate}
- Name, address and telephone number of owner or keeper
- Name, address and telephone number of contact person whilst boarded
- Name, address and telephone number of veterinary surgeon
- Anticipated and actual date of departure
- Proof of current vaccinations, medical history and requirements
- Details of any treatment administered whilst the animal is being boarded
- Health, welfare nutrition and exercise requirements
- Copy of written consent from the owner regarding boarding their animal with other dogs or cats {delete as appropriate}.

6.7.2 Such a register is to be available for inspection at all times by an authorised officer of the Licensing Authority and/or a veterinary surgeon.

6.7.3 The register must be kept readily available for a minimum of 2 years and kept in such a manner as to allow an authorised officer easy access to such information.

6.7.4 If medication is to be administered, this must be recorded.

6.7.5 Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

6.8 SUPERVISION

6.8.1 A fit and proper person with relevant experience must always be available to exercise supervision and deal with emergencies whenever dogs or cats {delete as appropriate} are boarded at the premises. This person must not have any conviction or formal Cautions for any animal welfare related offence.

6.8.2 Dogs or cats {delete as appropriate} must not be left unattended for longer than 3 hours at a time and then not on a regular basis.

6.8.3 No home where there are children under 5 years of age will be licensed.

6.8.4 Only people over 16 years of age are allowed to walk the dogs unsupervised in public places.

6.9 FIRE / EMERGENCY PRECAUTIONS

- 6.9.1 Appropriate steps must be taken for the protection of the dogs or cats {delete as appropriate} in case of fire or other emergencies.
- 6.9.2 The occupier of the property must be aware of the location of the dogs or cats {delete as appropriate} in the property at all times.
- 6.9.3 Careful consideration needs to be given to the sleeping area for dogs or cats {delete as appropriate} to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.
- 6.9.4 A fire warning procedure and emergency evacuation plan – including details of where dogs or cats {delete as appropriate} are to be evacuated to in the event of a fire or other emergency - must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. The Licensee must have suitable arrangements for the temporary boarding of dogs or cats {delete as appropriate} in the event that the licensed premises is rendered uninhabitable.
- 6.9.5 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least 2 working smoke detectors located at the top & bottom of the staircase, or other appropriate location.
- 6.9.6 All doors to unoccupied rooms must be kept shut at night.
- 6.9.7 All electrical installations and appliances must be maintained in a safe condition. No dog or cat {delete as appropriate} must be left in a room with loose or trailing cables or wires.
- 6.9.8 All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or unsealed oil appliances. Any other freestanding appliances must be kept in a safe, secure manner and should not be easily knocked over by boarding dogs or cats {delete as appropriate}.
- 6.9.9 A relative, friend or neighbour within 5 minutes travelling time must have a spare set of keys and access to the premises in case of emergency. These details must be made available to the Licensing Authority.

6.10 TRANSPORT

- 6.10.1 If a collection or delivery service is provided, a suitable vehicle with a guard, cage or other suitable restraint must be used.