

Annex 2

Animal Boarding Establishment Act 1963

Conditions for a licence for a day care dog boarding establishment

GENERAL

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or are used in association with the boarding of dogs.
- 1.2 Dogs are not permitted to be boarded overnight.
- 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 Written consent must be received from every dog owner before any dog is placed into the establishment for the first time, confirming that they agree that their dog(s) may socialise with other dogs.
- 1.6 Pre-screening of dogs must be undertaken prior to them being accepted into the day care centre to ensure they will be comfortable in the presence of other dogs and will not be a danger to dogs, staff or other visitors.
- 1.7 The licensee must not be disqualified from keeping animals under any legislation.
- 1.8 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.
- 1.9 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.
- 1.10 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 boarding establishment.

3. NUMBERS OF ANIMALS

- 3.1 The maximum number of dogs to be kept at any one time is #
- 3.2 No animals other than dogs are to be boarded within the licensed facilities without the written approval of an authorised officer from Tonbridge & Malling Borough Council.

4. CONSTRUCTION

- 4.1 The establishment must, at all times, be laid out and operated in accordance with an approved plan of the premises, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by an authorised officer of Tonbridge & Malling Borough Council.
- 4.1.1 Wood should not be used in exposed construction of walls, floors, partitions, door frames or doors in the licensed premises. There must be no projections liable to cause injury.
- 4.1.2 The construction of the premises must be such that the security of the dog is ensured and that it is safe.
- 4.1.3 Any exterior wood must be properly treated against wood rot. Only products which are not toxic to dogs must be used.
- 4.1.4 All internal surfaces such as walls, floors, partitions, doors and door frames are to be durable, smooth, impervious and capable of being easily cleaned. There must be no projections or rough edges liable to cause injury.
- 4.1.5 Junctions between wall and floor sections should be coved. If impractical in existing premises, all joints must be sealed.
- 4.1.6 A double gate system must be provided at all entrances and exits to the premises to prevent the escape of dogs.
- 4.1.7 Doors must be strong enough to resist impact and scratching and must be capable of being effectively secured.

- 4.1.8 All windows that pose a security risk must be escape-proof at all times and where necessary windows must be suitably protected against contact and breakage by dogs.
- 4.1.9 The establishment must be connected to mains drainage or an approved, localised sewage disposal system.
- 4.2. Floors must have effective means of drainage where necessary.
- 4.2.1 Adequate lighting must be provided in all areas which are, or may be, used in connection with the establishment so that all parts are clearly visible at all times that the business is in operation. Where practicable this must be natural light.
- 4.2.2 Adequate ventilation must be provided to all interior areas.
- 4.2.3 Suitable and safe means shall be provided for heating, to an appropriate temperature, of all common indoor areas.
- 4.2.4 Maintenance and repair of the whole establishment must be carried out regularly so as to maintain it in a suitable condition.

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 area/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 in such a way as to prevent drowning.
- 5.5 Dogs 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.

6 MANAGEMENT

6.1 TRAINING

- 6.1.1 Staff must receive the necessary training and instruction in their duties relating to dog care. All records of training must be kept for inspection by an authorised officer of Tonbridge & Malling Borough Council.

6.2 CLEANLINESS

- 6.2.1 All areas where the dogs 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 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.
- 6.2.4 All bedding 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 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.

6.3 FOOD AND WATER SUPPLIES

- 6.3.1 All dogs 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 daily.
- 6.3.3 Where necessary, eating 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.

6.4 KITCHEN FACILITIES

- 6.4.1 If food is provided, exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.
- 6.4.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.
- 6.4.3 A sink with hot and cold running water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash-hand basin with hot and cold (or appropriately mixed warm) running water must be provided for staff with soap and hygienic hand drying facilities.
- 6.4.4 Suitable containers for storing foods must be provided and must be constructed and maintained to guard against insects and other pests. All food must be kept in these containers unless it is otherwise protected (e.g. individual tinned food). These containers must be capable of being easily cleaned and disinfected and must be kept in a clean condition.

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, staff and visitors.
- 6.5.2 Dogs attending the day care facility must have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) and Canine Parvovirus, Bordatella Kennel Cough and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of attendance or in accordance with manufacturer's instructions. A record that this proof has been supplied must be kept on-site.
- 6.5.3 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog 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 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 and boarded dogs.
- 6.5.7 The premises shall be treated for fleas and parasites with an effective product as necessary.
- 6.5.8 A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site.

6.6 ISOLATION AND CONTAGIOUS DISEASE OUTBREAK.

- 6.6.1 Dogs showing signs of any disease or illness shall be isolated from any other dogs } 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 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.
- 6.6.5 The isolation facilities should be maintained at a temperature suitable for the dog, dependent on veterinary advice.
- 6.6.6 Hands must be washed after leaving the isolation facility and before handling other dogs.

6.7 REGISTER

- 6.7.1 A register must be kept of all dogs attending the licensed establishment. The information kept must include the following:
- Times and days of boarding
 - Name of dog, any identification system such as microchip number or tattoo
 - Description, breed, age and gender of dog
 - Name, address and telephone number of owner or keeper
 - Name, address and telephone number of contact person if different to owner or keeper
 - Name, address and telephone number of veterinary surgeon
 - 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
- 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 are boarded at the premises. This person must not have any conviction or formal Cautions for any animal welfare related offence.
- 6.8.2 Adequate staffing must be provided to ensure continual supervision and safety of all the dogs. The ratio of dogs to staff at any one time shall not exceed 6:1.
- 6.8.3 Dogs must not be left unattended for longer than 3 hours at a time and then not on a regular basis.
- 6.8.4 No home where there are children under 5 years of age will be licensed.
- 6.8.5 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 in case of fire or other emergencies.
- 6.9.2 A fire warning procedure and emergency evacuation plan – including details of where dogs 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.

- 6.9.3 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer and must be properly maintained.
- 6.9.4 All electrical installations and appliances must be maintained in a safe condition.
- 6.9.5 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 dogs.
- 6.9.6 There must be adequate means of raising an alarm in the event of a fire or other emergency.