

**LICENCE CONDITIONS FOR PROVISION OF DAY
BOARDING FOR DOGS
(OTHERWISE KNOWN AS 'DOGGY DAY CARE')**



ANIMAL BOARDING ESTABLISHMENTS ACT 1963

1 Introduction

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs.
- 1.2 A licence will only be granted to a person that the Licensing Authority are confident have the required knowledge, training and/or experience to be able to run such an establishment appropriately.
 - 1.2.1 A suitably qualified or competent person must remain on the premises at all times that dogs are being boarded at the premises. This person must not have any conviction or formal cautions for any animal welfare related offence.
- 1.4 Planning permission will be required for the day boarding of dogs where such boarding is being undertaken at non-domestic premises. Planning permission is not likely to be required where day boarding for dogs is undertaken at domestic premises provided that condition 3.2 below is met.
- 1.5 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.
- 1.6 Dogs registered under the Dangerous Dogs Act 1991 are not to be accepted for day boarding.
- 1.7 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are **not** to be accepted for day boarding.
- 1.8 Entire males and bitches in season or bitches due to be in season during the boarding, must not be boarded together.
- 1.9 Puppies under 6 months of age must not be boarded with other dogs including resident dogs.

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 and Use of Domestic Premises

- 3.1 The maximum number of dogs to be kept at any one time is (enter number).
- 3.2 In domestic premises, only dogs from the same household may be boarded at any one time. Dogs must not be boarded with any cat, unless they normally live together in the same household.
- 3.3 In domestic premises where there is a resident dog or cat written consent from the owners of the boarded dog must be gained following a trial familiarisation session.
- 3.4 In domestic premises, the Licensee will be required to make an assessment of the risks of home boarding including the risk to or caused by children who are likely to be at the property.

4 Construction and General Management

- 4.1 The establishment must, at all times, be laid out and operated in accordance with an approved plan, which will be attached to, and form part of this licence.
- 4.2 External areas where dogs are allowed to exercise while off the lead must be enclosed by suitable fencing that:
 - Is a minimum of height of 1.83 metres (six foot) in height
 - Does not have horizontal members which could be climbed by dogs
 - Does not present an entrapment risk to the dogs
 - Is inspected at the start of each day to ensure that it is maintained in an effective condition
- 4.3 All internal surfaces used in the construction of walls, floors, partitions doors and door frames must be durable, smooth and impervious. There must be no projections or sharp areas which could give rise to injury.
- 4.4 All of the walls in areas where dogs will be present must be constructed of smooth, impervious materials which can be readily cleaned and, where necessary, disinfected (using a disinfectant approved for use with dogs). Where concrete or other building blocks or bricks are used in such walls they must be sealed so as to be smooth and impervious and must be re-sealed as required.
- 4.5 Junctions between vertical and horizontal surfaces should be coved. If impractical in existing premises, all joints must be sealed.
- 4.6 Where individual kennels or runs are provided the partition walls between these must be of solid construction.
- 4.7 Floors in all buildings to which dogs have access be of smooth, impervious construction so that they can be readily cleaned and, where necessary, disinfected (Unless operating in accordance with condition 3.2).
- 4.8 Ceilings must be capable of being easily cleaned.

- 4.9 All windows which present an escape route must be fitted with restrictors to prevent them from being opened to the extent that a dog could pass through. (Unless operating in accordance with condition 3.2)
- 4.10 The premises must be connected to the mains drainage system or an approved, localised sewage disposal system.
- 4.11 All areas of the premises must be appropriately lit to ensure that they can be used safely and to enable them to be effectively cleaned.
- 4.12 Ventilation must be provided to all interior areas of the building to provide a supply of fresh air, to remove odours and to prevent condensation. The ventilation must not cause the creation of draughts throughout the premises.
- 4.13 The premises must be maintained in good repair.
- 4.14 Any bedding materials provided for the dogs must be capable of being readily cleaned and sanitised. All bedding must be maintained in a clean, dry and parasite free condition at all times.
- 4.15 All boarded dogs exercised on a highway or footpath must be kept on a lead.
- 4.16 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.
- 4.17 All excreta and soiled material must be removed from all areas used by dogs as soon as practicable and, as a minimum, on an hourly basis.
- 4.18 All excreta deposited by dogs while they are being exercised off the premises must be picked up and disposed of in a hygienic manner.
- 4.19 Unless the premises is operating as a domestic premises in accordance with condition 3.2 above, there must be a commercial waste contract in place to remove all of the dog excreta and other waste generated by the business.
- 4.20 Measures must be taken to minimise the risk of rodents, insects and other pests within the premises.
- 4.21 A constant supply of potable drinking water must be made available to dogs.
- 4.22 Drinking vessels must be capable of being easily cleaned and disinfected and must be cleaned and disinfected at least daily.
- 4.23 If dogs are fed on the premises then they must be fed in isolation to reduce the potential for aggression at these times.
- 4.24 A dedicated sink with a constant supply of hot and cold water must be provided for washing the dogs drink and food equipment.
- 4.25 A wash hand basin for the sole use of washing hands must be provided on the premises. This wash hand basin must have a constant supply of hot and cold running water and must be provided with a hygienic liquid soap dispenser and a supply of disposable paper towels.

5 Disease Control and Vaccination

- 5.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious diseases and parasites amongst dogs, staff and visitors.
- 5.2 Proof must be provided and maintained that boarded dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (canine Adenovirus), Leptospirosis and Canine Parvovirus and other relevant diseases. The course of vaccination must be completed at least four weeks before the first day of boarding or in accordance with veterinary advice. A record that this proof has been supplied must be kept on site throughout the period that the dog is boarded.
- 5.3 A written plan must be produced which sets out how fleas will be managed in the premises and this written plan must be implemented by the business.
- 5.4 Where an owner is not readily contactable, advice must be sought from a veterinary surgeon as soon as is practicable in all cases of disease, injury or illness.
- 5.5 A first aid kit suitable for use on dogs must be kept on the premises at all times and must be well stocked.
- 5.6 Isolation facilities must be provided at the premises. These facilities must be completely separate from the rest of the premises preventing physical contact between dogs and ensuring that fluids or aerosols cannot readily pass between the isolation facilities and the remainder of the premises.
- 5.7 Any boarded dog that dies on the premises must be referred to a veterinary surgeon and the Licensing Officer of the Local Authority must be informed.

6 Register

- 6.1 A register must be kept of all dogs boarded. The information kept must include the following.
 - Name of dog
 - Any identification system such as microchip, name tag or tattoo
 - Description of dog including breed, age and gender of dog
 - Name, address and telephone numbers of owner
 - Name address and telephone number of person to contact in an emergency
 - Name, address and telephone number of the dog's veterinary surgeon
 - Health, welfare and nutrition requirements
 - Vaccination details
 - Dates of bitches seasons
- 6.2 The register must be kept available for a minimum of 24 months and kept in such a manner as to permit an authorised officer ready access to the information.
- 6.3 Where the records are kept on a computer a backup copy must be kept.

7 Fire Safety

- 7.1 Appropriate arrangements must be prepared for the protection of dogs in case of fire or other emergencies.
- 7.2 There must be a documented emergency evacuation plan and fire warning procedure displayed on the premises. Staff and Clients must be made aware of the procedures. The plan must include instructions as to where dogs are to be evacuated to in the event of a fire or other emergency.
- 7.3 An appropriate number of fire extinguishers must be provided in the premises and these must be inspected or replaced in accordance with manufacturer's instructions.
- 7.4 All electrical installations and appliances must be maintained in a safe condition. Measures must be taken to protect electrical equipment from being chewed or otherwise damaged by dogs.
- 7.5 Heating appliances must not be sited in a location or manner which presents a fire risk or a risk of thermal injury to dogs.
- 7.6 There must be an adequate means of raising the alarm in the event of a fire or other emergency.

8 Transportation

- 8.1 If transport will be available to move the boarded dogs then a separate compartment must be provided which prevents the dogs from having access to the driver of the vehicle.
- 8.2 The parts of the vehicle to which the dogs have access must be capable of being kept in a clean and hygienic condition which can be readily disinfected as necessary.