



ANIMAL BOARDING ESTABLISHMENTS ACT 1963

LICENCE CONDITIONS FOR DOG DAY CARE ESTABLISHMENTS

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 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 1.3 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- 1.4 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.
- 1.5 Puppies must not be boarded with other dogs until completion of initial inoculations.
- 1.6 No home where there are children under 5 years of age will be licensed. (also shown at 5.8.3).

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 to be kept at any one time shall be as specified in the licence document.
- 3.2 At the time of inspection you must provide details of all other animals that live within your home, i.e. pets. If the number of such animals increases you must inform Craven District Council, Environmental Services & Housing within 7 days. Failure to do so may invalidate your licence and insurance. In those circumstances an Officer will review your case and may reduce the number of dogs you are licenced to board.

4. CONSTRUCTION

- 4.1 Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs that they are boarded in.
- 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.
- 4.4 As far as reasonably practicable all areas/rooms within the home to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.
- 4.5 There must be sufficient space available to be able to keep the dogs separately if required.

5. MANAGEMENT

5.1 TRAINING

- 5.1.1 A written training policy for staff must be provided. Systematic training of staff must be demonstrated to have been carried out.

5.2 CLEANLINESS

- 5.2.1 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.

- 5.2.2 All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the authorised officer of the Council.
- 5.2.3 All bedding areas must be kept clean and dry.
- 5.2.4 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.
- 5.2.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

5.3 FOOD AND WATER SUPPLIES

- 5.3.1 All dogs shall have an adequate supply of suitable food as directed by the client.
- 5.3.2 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.
- 5.3.3 Suitable bedding, bowls, grooming materials etc. must be provided. These items must be cleaned regularly to prevent cross-infection.
- 5.3.4 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 must be provided with its own bowl.

5.4 KITCHEN FACILITIES

- 5.4.1 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.
- 5.4.2 All bulk supplies of food shall be kept in vermin proof containers.

5.5 DISEASE CONTROL AND VACCINATION

- 5.5.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.

- 5.5.2 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 instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
- 5.5.3 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.
- 5.5.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 5.5.5 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.
- 5.5.6 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Written records must be maintained of all routine and emergency treatment for parasites given to the dogs whilst at the premises.
- 5.5.7 The premises shall be treated for fleas and parasites with an effective product as necessary.
- 5.5.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

5.6 ISOLATION AND CONTAGIOUS DISEASE OUTBREAK.

- 5.6.1 Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.
- 5.6.2 The Licensee must inform the Council without delay if a dog develops an infectious disease.
- 5.6.3 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 an Authorised Officer of the Council with advice from a veterinary surgeon.

5.6.4 The Council must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be stored at veterinary surgeons premises until the owners return unless directed otherwise by the owner or their representative.

5.7 REGISTER

5.7.1 A register must be kept of all dogs boarded. The information kept must include the following:

- Date of arrival
- Name of dog, any identification system such as microchip number, 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 whilst boarded
- Name, address and telephone number of dog's veterinary surgeon
- Anticipated and actual date of departure
- Proof of current vaccinations, medical history and requirements
- Details of any treatment administered whilst the dog is being boarded
- Health, welfare nutrition and exercise requirements
- Copy of written consent from the owner regarding boarding their dogs with other dogs

5.7.2 The register must be readily available for inspection at all times to an authorised officer of the Council and/or a veterinary surgeon and all key members of staff at the establishment. Records must be kept for at least the previous 2 years.

5.7.3 If medication is administered, this must be recorded.

5.7.4 Where records are computerised, a back-up copy must be kept.

5.8 SUPERVISION

5.8.1 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 criminal convictions or accepted any Simple Cautions for any animal welfare related offences.

5.8.2 Dogs must not be left unattended for longer than 4 hours at a time and then not on a regular basis.

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

- 5.8.4 An assessment and introduction day must be carried out on all dogs prior to them interacting with the existing day boarders.
- 5.8.5 Only people over 16 years of age are allowed to walk the dogs unsupervised in public places.
- 5.8.6 The occupier of the property must be aware of the location of the dogs in the property at all times.

5.9 EXERCISE

- 5.9.1 Dogs must be exercised in accordance with their owner's wishes. When dogs are taken off the premises, they must be kept on leads unless with the owners written permission.
- 5.9.2 There must be direct access to a suitable outside area. The area / garden must only be for use by the homeowner (not shared with other residents). The area must be kept clean.
- 5.9.3 The exercise/garden area of the premises and any other area, to which the 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.
- 5.9.4 If there is a pond at the premises, it must be suitably protected so as to prevent access by dogs.
- 5.9.5 Dogs must wear a collar and identity tag or suitable alternative during their time in day care. The tag must display the name, address and telephone number of the dog day care/boarding premises.
- 5.9.6 The Council and the Police shall be informed without delay if a dog is lost. The Council number to call is 01756 700600 and the Police number is 101.

5.10 FIRE /EMERGENCY PRECAUTIONS

- 5.10.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 5.10.2 Careful consideration needs to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.

- 5.10.3 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. The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premise is rendered uninhabitable.
- 5.10.4 Fire detection equipment must be provided in accordance with general advice given by a 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 as advised.
- 5.10.5 All doors to unoccupied rooms must be kept shut at night.
- 5.10.6 All electrical installations and appliances must be maintained in a safe condition. No dog must be left in a room with loose or trailing cables or wires.
- 5.10.7 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.

ADVICE

Note: These are not conditions

Insurance

The Licensee is advised to ensure that the establishment is covered by adequate and suitable public liability insurance, employer's liability insurance and pet insurance.

Planning permission

This licence does not give any permission or approve any development under planning legislation. The operator is advised to ensure that the business does not require planning permission by contacting Planning Services at Craven District Council.

Nuisance Complaints

This licence does not give any exemption from the requirements of the Environmental Protection Act 1990 provisions on statutory nuisances, particularly those relating to odour or noise. The operator is advised to ensure that the business is run in such a manner as to ensure there are no grounds for complaint.

Health and safety

The operator is reminded of their responsibilities under the Health and Safety at Work Etc. Act 1974, in particular to the requirements for risk assessments. These assessments need to include for the potential impact of the business on those who are not their employees, especially family members including children.

Waste disposal

All waste generated in the course of a business must be disposed of in accordance with current waste regulations.

Transport of animals

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

Your application will be considered on animal health & welfare grounds. The terms of your licence may also need to be varied if complaints are upheld in relation to noise, pollution or animal health & welfare arising from the animals kept under this licence.

The granting of a licence under this Act does not imply the Council has waived the requirement for the applicant to obtain any other permissions required to carry out the activity, lawfully at the premises.