



**LICENCE CONDITIONS FOR HOME BOARDING (DOGS)**  
**ANIMAL BOARDING ESTABLISHMENTS ACT 1963**

**1.0 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 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 Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.
- 1.3 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.
- 1.4 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 1.5 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) and dogs subject to Dog Control Notices served under the Control of Dogs (Scotland) Act 2010 are not to be accepted for home boarding.
- 1.6 Entire males and bitches in season or bitches due to be in season during the boarding, must not be boarded together or boarded with resident dogs.
- 1.7 Dogs under 6 months of age shall only be boarded if they are suitably vaccinated and difficulties had not been identified during a trial socialisation period. There is an exception for puppies where they are being boarded with the mother of siblings provided no other dogs are boarded on the premises at the same time.

**2.0 LICENCE DISPLAY**

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

**3.0 NUMBERS OF ANIMALS**

- 3.1 The maximum number of day boarders to be kept at any one time is \_\_\_\_\_.
- 3.2 The maximum number of night time boarders to be kept at any one time is \_\_\_\_\_

- 3.3 Dogs must not be boarded with any cat, unless they normally live together in the same household or there is prior agreement with the client and difficulties have not been identified during a trial socialisation period.
- 3.4 Only dogs from the same household may be boarded at the same time unless the following precautions are taken:
- i) Specific written consent of each household showing confirmation that they are content for their dogs to be boarded with others.
  - ii) A mandatory trial (documented) familiarisation session for all dogs prior to stay
  - iii) Separation of dogs from different households in secure areas when left unattended.
  - iv) Separate feeding of dogs (unless from the same family and normally fed together) to minimise the likelihood of dispute and aggression.
- 3.5 The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property.
- 3.6 The means of transportation, dogs, premises and anything therein and the Register may be inspected at all reasonable times by a local authority officer or veterinary surgeon authorised by the local authority under Section 2 (1) of the Act.
- 3.7 Dogs must wear a collar and tag during the stay of boarding. The tag must be of a durable and hard wearing material and shall display the contact telephone number of the boarding establishment.
- 3.8 The establishment must be operated in such a manner that it does not cause a statutory nuisance to occupiers of neighbouring properties.

#### **4.0 CONSTRUCTION**

- 4.1 Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs for boarded animals.
- 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.

#### **5.0 KITCHEN FACILITIES**

- 5.1 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.
- 5.2 All bulk supplies of food shall be kept in vermin proof containers.

## **6.0 CLEANLINESS**

- 6.1 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 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 Licensing Authority.
- 6.3 All bedding areas must be kept clean and dry.
- 6.4 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 first aid treatment and handling of dogs with infectious diseases. The final route for all such waste shall comply with current waste regulations.
- 6.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

## **7.0 DISEASE CONTROL AND VACCINATION**

- 7.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 7.2 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. With the exception of where a bitch and her pups are boarded together, 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.
- 7.3 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.
- 7.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site and in any vehicle used for transporting boarded dogs.
- 7.5 The Licensee must be registered with a veterinary practice that can provide help and advice. Where night time boarding is carried out registration should be with a 24-hour veterinary practice. The clients own veterinary practice must be known and consulted if necessary.
- 7.6 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Proof must be maintained of all routine and emergency treatment for parasites.
- 7.7 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.

7.8 Cleaning substances must be suitable for the purpose and the cleaning substance and its fumes must pose no risks to dogs.

## **8.0 ISOLATION AND CONTAGIOUS DISEASE OUTBREAK.**

8.1 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.

8.2 The Licensee must inform the Licensing Authority by the next working day on becoming aware that a dog has developed an infectious disease.

8.3 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 as agreed with their authorised veterinary surgeon.

8.4 The Licensing Authority must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be stored at a veterinary surgeons premises until the owners return.

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## **9.0 FOOD AND WATER SUPPLIES**

9.1 All dogs shall have an adequate supply of suitable food as directed by the client.

9.2 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.

9.3 Clients must be encouraged to provide each dog with its own bedding, bowls, grooming materials etc. These items must be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material.

9.4 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.

## **10.0 REGISTER**

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

- Date and time 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
- Health, welfare nutrition and exercise requirements
- Date of last season for a bitch; and
- Written agreement in respect of emergency veterinary treatment.

10.2 The Register is to be available for inspection at all reasonable times by an officer of The local authority or an authorised veterinary surgeon.

10.3 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.

10.4 Details of any medication administered must be recorded, including type of medication, quantity and time administered.

10.5 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.

## **11.0 SUPERVISION**

11.1 A fit and proper person with relevant experience must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.

11.2 Dogs must be visited at regular intervals, as necessary for their health, safety and welfare, and must not be left unattended for longer than 3 hours at a time and then not on a routine basis.

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

11.4 No person under 16 years of age is permitted to walk boarded dogs in public places unless supervised by a fit and proper person.

11.5 No child under 16 shall be left unaccompanied with boarded dogs at any time.

11.6 If there is a resident dog within the household, the boarded dogs must be kept separated on the occasions when they are left unattended.

## **12.0 TRAINING**

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

### **13.0 FIRE / EMERGENCY PRECAUTIONS**

- 13.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies
- 13.2 The occupier of the property must be aware of the location of the dogs in the property at all times.
- 13.3 Fire detection and fire fighting equipment must be provided in accordance with general advice given by the Fire Safety Officer.
- 13.4 All doors to rooms where dogs are boarded must be kept shut at night.
- 13.5 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.
- 13.6 All heating appliances must be free of risk of fire as is reasonably practicable. There must be no regular or routine use of freestanding gas or oil appliances.
- 13.7 Arrangements must be made whereby spare keys can be obtained to allow access to the premises in the event of an emergency or alternatively, an emergency contact number shall be displayed in an obvious location at the premises.

### **14.0 EXERCISE**

- 14.1 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. The Licensee must be satisfied that the dogs are under proper control at all times.
- 14.2 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.
- 14.3 Any exercise/garden area of the premises to which the boarded dogs may have unrestricted 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.
- 14.4 The Licensing Authority must be informed on the next working day if a dog is lost.

### **15.0 TRANSPORTATION**

- 15.1 if the collection and delivery service is provided or transport is used to travel to an exercise area then a suitable vehicle must be used. An individual dog must be secured within a dog cage or behind a dog guard whilst travelling in the vehicle. Where more than one dog is to be transported at any time the vehicle must be fitted with individual cages of adequate size for the safe transportation of the dogs. The journey time shall be kept to a minimum when transporting boarded dogs.