ANIMAL BOARDING ESTABLISHMENTS ACT 1963
UPDATE OF LICENCING PROCEDURES

1.0 EXECUTIVE SUMMARY

1.1 Purpose

The Council has a responsibility to licence Animal Boarding Establishments (ABEs) under the above Act. National guidance documents have been updated and expanded to cover the safety and welfare of animals (namely cats and dogs) cared for on a commercial basis in kennels, catteries, domestic premises either overnight or on a daycare basis.

The guidance and model licence conditions have been produced by Chartered Institute of Environmental Health (hereafter referred to as CIEH) and Royal Environmental Health Institute for Scotland (hereafter referred to as REHIS) and are detailed in the appendices. A full review of the Council procedures has been completed, having regard to this guidance and as a result, changes are necessary. This paper advises members of these changes.

The ABEs licensing regime is administered and enforced by the Council’s Regulatory Services, and this is consistent with the Council’s Scheme of Delegation. The report also seeks Members approval to adopt the new standards, and the revised licensing conditions.

1.2 Financial Implications

1.2.1 There are no significant financial issues for the Council and no proposals meantime to alter the licence fees. This will be considered as part of a wider review of fees and charges in preparation for the 18/19 budget process. There may be some financial implications to licensees in meeting the revised licensing standards although, with good regulation, the intention would be to adopt a phased improvement, provided that there was no major non-compliance.

1.3 Recommendations

Members are asked to:-

(i) Adopt the nationally recognised Standards for Animal Boarding Establishments as the appropriate standards for Argyll and Bute
(ii) Adopt the revised License Conditions
(iii) Acknowledge that the Enforcement Policy of Regulatory Services will cover this work and that existing licensed ABE premises will receive ‘grandfather’ rights regarding structural arrangements for a 3 year period to allow planned alterations/renovations to be undertaken, unless there are significant issues of risk to animal welfare. This is consistent with the Scottish Regulatory Strategic Code.
2.0 Introduction

2.1 Animal Boarding Establishments have required to be licensed by the local Authority since the introduction of the Animal Boarding Establishment Act 1963.

For the purpose of this Act the keeping of such establishments is defined as the carrying on at any premises, including a private dwelling, of a business of providing accommodation for other people’s cats and dogs.

The licence is granted at the discretion of the local council which may take into account the suitability of the accommodation and whether the animals are well fed, exercised and protected from disease and fire.

2.2 It has been observed that in addition to larger commercial kennels and catteries that there has been an emergence of small domestic based premises catering for animal boarding. These too require licensing but up until recently there was no appropriate model guidance or standard conditions applicable and, existing guidance did not acknowledge this activity. To a large extent this sector has remained unregulated but has now been recognised as a growing market and local authorities have sought sensible guidance to embody the principles of the Act at this level. In addition a new activity of animal daycare was noted and the new guidance was extended.

2.3 Regulatory Services therefore seek to update the existing standards and conditions in place for ABE licencing to ensure the highest standards of care and welfare are maintained in all establishments that offer animal boarding.

3.0 Recommendations

3.1 Members are asked to:-

a) Adopt the nationally recognised Standards for Animal Boarding Establishments as the appropriate standards for Argyll and Bute
b) Adopt the revised License Conditions
c) Acknowledge that the Enforcement Policy of Regulatory Services will cover this work and that existing licensed ABE premises will receive ‘grandfather’ rights regarding structural arrangements for a 3 year period to allow planned alterations/renovations to be undertaken, unless there are significant issues of risk to animal welfare. This is consistent with the Scottish Regulatory Strategic Code.
4.1 The Environmental Health Service currently has delegated authority to Licence Animal Boarding Establishments. The revision of the standards and Licence conditions will not change this arrangements.

5.0 Revised Guidance and Licensing Conditions for ABEs

5.1 The Environmental Health Department recognises the guidance and advice offered by the Royal Environmental Health Institute of Scotland (REHIS) and the Chartered Institute of Environmental Health (CIEH) as authoritative and has previously used the published guidance and model conditions as the standard to be achieved by a licensed premises. The CIEH guidance for cat and dog boarding establishments has recently been revised and REHIS have published new guidance to cover the emerging trend for Day Boarding/Day Care of animals and for boarding within a domestic premises set up.

5.2 The current licensing conditions were based principally on the CIIEH guidance which was issued initially in 1995 however, since the introduction of the Animal Health and Welfare (Scotland) Act 2006, it was in need of revision. This review has been undertaken in consultation with key partners, taking into account the best knowledge concerning animal welfare and translated into model conditions. The existing conditions of the Licence have also been reviewed and amended as appropriate. The revised Guidance and Licence conditions are attached in Appendices I to V of this paper.

5.3 The revised guidance and conditions, propose a number of changes relating to management of play, company and exercise, there is very little change concerning the physical requirements of the accommodation. As a result, we do not consider them to be overly onerous to operators of existing or new animal boarding premises.

6.0 Implementation of these New Guidelines

6.1 Mindful of the need to work with existing licence holders to ensure compliance with the new guidance, our implementation plan focuses on supporting existing licensees, and to providing clear information to all prospective licensees on the new requirements.

We intend to take a pragmatic approach to existing premises to agree a transitional period for any improvements, which will allow them to continue operating. Our approach will be:

i. All current animal welfare establishments will receive written correspondence and advice, to explain the new Standards and Conditions.

ii. Licence holders will be encouraged to implement changes in accordance with an agreed Improvement Plan.

6.2 Fee Structure. The current licence fees were agreed by Council in February 2017 as part of the Fees and Charges for 17/18. The current fee covers administration of the licence and the maintenance of the licensing regime, and the vets fees are recovered from the licensee. The current charges are as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Animal Boarding Establishment</td>
<td>£124.85</td>
</tr>
<tr>
<td>Vets Fees (if necessary for application)</td>
<td>variable</td>
</tr>
</tbody>
</table>

There are no proposals meantime to amend the licence fees. This will be considered as part of a wider review of fees and charges in preparation for the 18/19 budget process.
7.0 Revision of Regulatory Services Enforcement Policy and Implementation Plan

7.1 Good regulation directly contributes to sustainable economic growth and fosters fair and safe society. The regulation and enforcement of standards in Animal Boarding Establishments is one of a number of similar licences. Our enforcement policy is consistent with the Scottish Regulators Strategic Code and the five principles of transparency, accountability, proportionate, consistent and targeted.

8.0 CONCLUSIONS

8.1 The adoption of the revised Guidance and Model Conditions will further protect the welfare of animals held in this type of accommodation. These revised Standards will assist licence holders and Council Officers in achieving a consistent and high standard in keeping with other Local Authority areas.

9.0 IMPLICATIONS

9.1 Policy There are no proposed changes in policy as the Council will continue to licence and regulate Animal Boarding Establishments

9.2 Financial None


9.4 HR None.

9.5 Equalities The Licensing regime and new Standards will be applied in a consistent and fair manner to all applicable premises

9.6 Risk The risks to the Council are:

(i) The existing licensing regime and associated licence conditions are not in line with the guidance produced for Local Authorities. The Council is at risk in this area and this could be further highlighted should an incident/accident occur in an Animal Boarding Establishment

9.7 Customer Service These proposals will provide clear information on the standards required to those operating or wishing to operate an Animal Boarding Establishment and also to potential customers, on the standards and management they can expect of their living accommodation.

Executive Director of Development & Infrastructure Services
Policy Lead Councillor Kinniburgh

18th April 2017
AM/LC/7525

For further information contact:
Alan Morrison, Regulatory Services Manager, Tel: 01546 604292, email: alan.morrison@argyll-bute.gov.uk

APPENDICES

<table>
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<th>Appendix I</th>
<th>CIEH Model Licence Conditions and Guidance for Cat Boarding Establishments</th>
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</thead>
<tbody>
<tr>
<td>-------------</td>
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<tr>
<td>Appendix V</td>
<td>Consolidated Argyll and Bute Licence Conditions</td>
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</table>
Appendix V: Consolidated Argyll and Bute Licence Conditions

LICENCE CONDITIONS FOR CAT BOARDING
ANIMAL BOARDING ESTABLISHMENT ACT 1963

1.0 General Construction Matters

1.1 Before carrying out any new building or alterations, plans must be submitted to and approved by the Environmental Health Section of the Local Authority.

1.2 Planning permission may be required and the local Planning Authority should be consulted.

1.3 Building Regulations approval may be required and the local Building Control Authority should be consulted.

1.4 The cattery must be structurally sound and constructed of materials that are robust, safe and durable and be well maintained in good decorative order and repair. There must not be any sharp edges, projections, rough edges or other hazards which present risk of injury to a cat.

1.5 Timber, if used, must be of good quality, well-maintained and any scratched areas sealed or over clad. Wood must be smooth and treated and properly maintained to render it impervious.

1.6 Where cats have access to mesh the diameter of the wire must not be less than 1.6mm (16 gauge welded mesh).

1.7 Mesh size must not exceed 25mm in one direction and should be positioned on the inside of the framework of runs to prevent damage of upright by cats scratching any woodwork.

1.8 All wire/mesh fencing must be strong and rigid and kept in good repair to provide an escape proof structure.

2.0 Cattery Unit Size and Layout

2.1 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

Size of full height walk-in unit sleeping accommodation:

<table>
<thead>
<tr>
<th></th>
<th>Minimum area</th>
<th>Smallest dimension must be a minimum of:</th>
<th>Minimum height</th>
</tr>
</thead>
<tbody>
<tr>
<td>One cat</td>
<td>0.85m²</td>
<td>0.9m (e.g. 0.90m x 0.95m)</td>
<td>1.8m</td>
</tr>
<tr>
<td>Up to two cats</td>
<td>1.5m²</td>
<td>1.2m (e.g. 1.2m x 1.25m)</td>
<td>1.8m</td>
</tr>
<tr>
<td>Up to four cats</td>
<td>1.9m²</td>
<td>1.2m (e.g. 1.20m x 1.60m)</td>
<td>1.8m</td>
</tr>
</tbody>
</table>
Size of penthouse sleeping accommodation:

<table>
<thead>
<tr>
<th></th>
<th>Minimum area</th>
<th>Smallest dimension must be a minimum of:</th>
<th>Minimum height of box</th>
</tr>
</thead>
<tbody>
<tr>
<td>One cat</td>
<td>0.85m²</td>
<td>0.9m (e.g. 0.90m x 0.95m)</td>
<td>1m</td>
</tr>
<tr>
<td>Up to two cats</td>
<td>1.1m²</td>
<td>0.9m (e.g. 0.90m x 1.20m)</td>
<td>1m</td>
</tr>
<tr>
<td>Up to four cats</td>
<td>1.7m²</td>
<td>0.9m (e.g. 0.90m x 1.90m)</td>
<td>1m</td>
</tr>
</tbody>
</table>

Size of exercise run for full height walk in unit and penthouse style unit:

<table>
<thead>
<tr>
<th></th>
<th>Minimum area</th>
<th>Smallest dimension must be a minimum of:</th>
<th>Minimum height</th>
</tr>
</thead>
<tbody>
<tr>
<td>One cat</td>
<td>1.65m²</td>
<td>0.9m (e.g. 0.90m x 1.85m)</td>
<td>1.8m</td>
</tr>
<tr>
<td>Up to two cats</td>
<td>2.2m²</td>
<td>1.20m (e.g. 1.20m x 1.85m)</td>
<td>1.8m</td>
</tr>
<tr>
<td>Up to four cats</td>
<td>2.8m²</td>
<td>1.20m (e.g. 1.20m x 2.35m)</td>
<td>1.8m</td>
</tr>
</tbody>
</table>

2.2 Each unit must have space to allow for at least 60 cm separation between the litter tray, resting place and feeding area. This allows cats to sit, rest and eat away from areas where they urinate or defecate.

2.3 All resting areas/shelving must be large enough for each cat to lie on. Facilities must be easily accessible and provide safe easy access to the shelf/penthouse for elderly, ill, very young or disabled cats if required.

2.4 Soft bedding materials must be provided and adapted if necessary for old, young or infirm cats to help regulate their body temperature. Bedding must be made of a material that is capable of being easily and effectively washed/disinfected, or is disposable. For multi-cat units a separate bed must be provided for each cat.

2.5 A hiding place must be provided for cats in the sleeping accommodation.

2.6 A cat must have access between the sleeping accommodation and run (e.g. a cat flap) so it can easily and safely access all parts of its unit.

2.7 There must be a shelf or facility for providing a raised area in the exercise area.

2.8 For catteries where there are facing units accessed by an indoor corridor, the corridor must be at least 1.2m wide, or the doors of the units must be solid or have sneeze barriers.

2.9 Each cat unit must open onto a safety corridor or other secure area so that cats are not able to escape from the cattery.

2.10 At the end of the safety corridor there must be a securable door through which the inside of the cattery can be viewed from the outside and this must be kept closed when not in use.

2.11 The safety corridor must not be used as an exercise area.
2.12 Cats from different units must not share exercise runs or an exercise area either at the same time or sequentially.

2.13 Cats from different households must not share cat units. For any multi-cat units operators must obtain written authorisation from the cat owners before unit sharing is allowed. Consent from the owner must also include authority for separating cats, should problems arise. Multi-cat units should have adequate resources for the number of cats.

2.14 Each unit must be designed to allow staff to access and clean all parts of the cat unit safely and provide a means of identification for each cat, e.g. numbered, and a system in place which ensures that relevant information about the cat in that units is readily available.

2.15 Cats must remain in their assigned unit and not be moved to other units or to a holding unit for cleaning purposes, except for moving to an isolation facility.

2.16 All interior surfaces to which cats have access must be durable, smooth and impervious, capable of being cleaned and disinfected, and be kept in good decorative order and repair. Where concrete or other building blocks or bricks are used, they must be sealed to be smooth and impervious.

2.17 Litter trays of a suitable size or type must be provided at all times. Trays must be impermeable, easy to clean and disinfect, or be disposable. A safe and absorbent litter material must be provided.

2.18 Any sockets in the cat units must be waterproof and as far out of reach of cats as possible.

2.19 If holding units/pens are used, they must not be sited in the reception, cats must be provided with a bed, litter tray, food and water.

3.0 Walls and Partitions

3.1 Walls must be of smooth, impervious materials capable of being easily cleaned and disinfected, and be kept in good decorative order and repair.

3.2 Junctions between sections must be coved or sealed.

3.3 Full height, full width solid sneeze barriers must be installed between cat units. Alternatively, where the cattery is built with gaps between outdoor units rather than sneeze barriers, these must be a minimum of 0.6m wide.

3.4 Sneez barriers must be in place on the end walls of the exercise run at each end of the cattery block to prevent contact with animals from outside.

4.0 Floors

4.1 Floors in all buildings and cattery units must be of smooth, impervious, non-slip materials, capable of being easily cleaned and disinfected. Holes or gaps between tiles or paving slabs are not acceptable.

4.2 Waste water must not run off into adjacent pens. Adequate drainage must prevent pooling of liquids.
4.3 Any drain covers in areas where cats have access must be designed and located to prevent toes/claws from being caught.

4.4 The establishment must be connected to mains drainage or an approved localised sewage disposal system.

5.0 Roofs/Ceilings

5.1 There must be a safe, secure, waterproof roof over all of the cat units (sleeping accommodation and run) and the safety corridor. For the run, roof materials used must be capable of filtering UV light and providing adequate shade.

5.2 Ceilings must be capable of being easily cleaned and disinfected.

6.0 Doors

6.1 Each unit must have a securable, full height door for access.

6.2 The door from the cat unit to the safety corridor must be escape proof, securable, strong enough to resist impact and scratching and kept closed at all times.

6.3 External doors/gates must be lockable and staff must have easy access to keys in case of emergency.

7.0 Windows

7.1 Windows must be escape proof at all times.

8.0 Lighting

8.1 Sufficient lighting must be provided in the safety corridor to illuminate all year round. Where practicable this should be natural light during the day.

8.2 There must be adequate lighting in the cat unit. Adequate supplementary lighting must be provided throughout the establishment.

9.0 Ventilation

9.1 Ventilation must be appropriate all year round (both cool in hot weather and avoiding cold draughts in winter). Localised draughts in the sleeping accommodation must be avoided.

10.0 Temperature

10.1 Heating facilities must be available in the cat unit and used according to the needs of the individual cat. All heating equipment must be installed and maintained in a safe condition.

10.2 There must be a means of measuring, monitoring and recording temperature (maximum and minimum temperatures) representative of the temperature in the cat sleeping accommodation.

10.3 Insulation and temperature regulation in the cattery must aim to keep the ambient temperature in the cat sleeping accommodation above an absolute minimum of 10°C. There must be part of the cats sleeping accommodation where the cat is able to enjoy a minimum temperature of 15°C, this additional heat may be in the form of a heated bed/pad etc. The cat must be able to remove itself from the source of heat.
10.4 Cats must be monitored to check if they are too hot or too cold. If an individual cat is showing signs of heat or cold intolerance then steps must be taken to ensure the welfare of the cat.

11.0 Isolation Facilities

11.1 Isolation facilities must be provided. If these facilities are to be provided by the attending veterinary practice, a letter must be provided by the practice stating that they are prepared to provide such facilities.

11.2 The isolation area must provide separate, self-contained facilities for the isolation of suspected infected cats and must have a separate entrance to the rest of the cat units.

11.3 Separate cleaning supplies and clothing must be designated for the isolation area and other cattery sections.

11.4 In isolation units, there must be some means of maintaining the temperature at a level suitable for the condition of the isolated animal and dependent upon veterinary advice.

11.5 Protective clothing and footwear must be worn when handling cats in the isolation facility, and sanitation protocols adhered to, to avoid the transmission of disease. Whilst in use the clothing should be kept in the isolation unit and not be removed other than for cleaning and disinfection. Protective garments must be changed and laundered with an appropriate disinfectant or disposed of immediately after handling a cat with a suspected infectious disease.

11.6 Hands must be washed and disinfected between handling cats.

11.7 Separate feeding and water bowls, litter trays, litter, a dedicated safe cat basket, bedding and cleaning utensils must be stored in the isolation unit ready for immediate use.

11.8 Any equipment that has been used on an infectious or suspected infectious animal must be cleaned and disinfected after use.

11.9 Any cats in the isolation facility must be checked regularly and unless a separate person is caring for them, they should be visited after the other cats.

11.10 A documented Standard Operating Procedure (SOP) must be in place and followed to prevent spread of disease and staff trained in these procedures.

11.11 Should a cat need to be removed from its unit, it must be carried in a secure and disinfected cat carrier, and the carrier disinfected after use.

11.12 Any other activity undertaken by the proprietor, such as work with rescue cats, stray cats, or the breeding of cats must be kept completely separate, and extra precautions taken to prevent the spread of disease, including separate facilities away from boarded cats.

12.0 Cleanliness

12.1 All cat units, corridors, common areas and kitchens 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 cat comfort.
12.2 Each occupied cat unit must be cleansed daily. All excreta and soiled materials must be removed from all areas used by cats at least daily and more often if necessary. Units of long stay cats will require periodical thorough cleansing, disinfection and drying.

12.3 Each unit must be supplied with its own dustpan, brush and scoop, to be used exclusively in, and kept in that unit, until departure of the cat, and then cleaned and disinfected before re-use or disposed of prior to the next resident.

12.4 All bedding areas must be checked daily and kept clean, dry and parasite free.

12.5 Drinking and feeding vessels must be changed/cleaned and disinfected at least once a day.

12.6 A designated litter tray cleaning area should be provided, litter trays must be emptied and cleaned and disinfected at least once a day, or more frequently as necessary.

12.7 Each cat unit must be thoroughly cleansed, disinfected and dried upon vacation. Fittings and bedding must also be thoroughly cleansed and disinfected at that time.

12.8 Toys must be cleaned and disinfected between use for different cats.

12.9 Cleaning agents and disinfectants must be non-toxic to cats if and when used appropriately.

12.10 Products must be suitable to use and effective against the pathogens, (especially feline parvovirus (FIE) and ringworm) for which the cats are at risk and under the conditions present in the environment in which they are used. The compatibility of different products must be taken into account.

12.11 Manufacturers recommended guidelines for use, correct dilutions and contact time for use in cleaning and disinfecting procedures must be followed. Standing water must not be allowed to accumulate in areas around the cat units due to the possibility of pathogens residing in these moist environments.

12.12 Facilities must be provided for the proper reception, containment and disposal of all waste and meet with local authority approval.

12.13 Measures must be taken to minimise the risk from rodents, insects and other pests within the establishment.

12.14 Grooming equipment must either be cleaned and disinfected between use on different cats, or be disposable. If provided by the owner, it must only be used on that cat and must be sent home with the cat.

12.15 Hygiene protocols must be observed between handling cats. Hands must be washed/disinfected or hand sprays or alcohol gel used between handling of each cat.

13.0 Disease Control and Vaccination

13.1 Standard operating procedures must be in place and followed to prevent spread of disease, and staff trained in these procedures.

13.2 An up to date veterinary vaccination record must be seen to ensure that cats boarded have current vaccinations against feline parvovirus (feline infectious enteritis) (FIE) and against feline respiratory viruses (feline herpesvirus and feline calicivirus). The date of the most recent vaccination must be recorded preferably with a valid until date.
13.3 Vaccination (including boosters) must have been completed at least 2 weeks before the cats’ arrival in order to ensure maximum protection.

13.4 Advice from veterinary surgeon must be sought if there are signs of disease, injury or illness in a cat.

13.5 Where there is any cause for concern regarding the health status of a particular cat, that cat must be handled last and the unit must be cleaned after all the others.

13.6 Medicines must be stored safely and securely in a locked cupboard, at the correct temperature and used in accordance with the veterinary surgeon’s instructions. Any unused medications must be returned to the owner or prescribing vet.

14.0 Food and Water Supplies

14.1 Cats must be fed a balanced diet suitable for their age, health status, reproductive status and lifestyle. The type of food, specific diet or prescription diet is usually by agreement with the owner.

14.2 For healthy adult cats at least two meals a day must be offered at a minimum of 8 hours apart, as appropriate to the individuals requirements.

14.3 Wholesome water must be available at all times and changed or refreshed as often as necessary.

14.4 Food and water must be kept separate (joint water and feeding bowls must not be used). One feeding bowl must be provided per cat, adequate bowls must be provided for multi-cat units.

14.5 Food and water must be positioned well away from litter trays (minimum 60cm), bowls must be non-porous and easy to clean/disinfect.

14.6 Food must be unspoilt, palatable and free from contamination.

14.7 Food must not be left for excessive periods to prevent it being spoiled and attracting flies. Unconsumed wet or fresh food must be removed before it deteriorates, and before the next feed time. Dry food can be fed as indicated by the manufacturer.

14.8 Food intake must be monitored daily and any problems recorded. Veterinary advice must be followed if feeding debilitated, underweight or ill cats or those with specific dietary requirements. Cats displaying marked weight loss/gain must be evaluated by a vet and treated as necessary.

15.0 Kitchen Facilities

15.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the cats.

15.2 Where perishable foods are stored, refrigeration facilities must be provided and potential food contamination between fresh and cooked meats must be avoided.

15.3 Clean, safe containers must be provided for the storage of foods and must be insect and rodent proof.

15.4 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. The sink must be connected to a suitable drainage system.
15.5 A separate hand wash basin with an adequate supply of hot and cold water, soap and hygienic hand drying facilities, and connected to a suitable drainage system must be provided for staff to wash their hands.

16.0 Fire Precautions

16.1 A Fire Safety Risk Assessment and implementation of all necessary control measures must be in place. The risk assessment must be recorded and relayed and understood by all staff.

16.2 There must be a written emergency plan (acceptable to the local authority) which must be on display and known to staff, including a contingency plan should the premises be destroyed or uninhabitable. This must include an evacuation plan for the cats. An emergency telephone list must include fire, police and vets.

16.3 Firefighting equipment must be provided in accordance with advice given by the Fire Prevention Officer and must be maintained in good working order. Records of maintenance and inspection must be kept and made available for inspection.

16.4 Fire exits must be clearly marked and access left unrestricted.

16.5 The premises must comply with current legislation with regards to electricity, gas and other services (if connected).

16.6 Heating appliances must not be sited in a location or manner where they may present a risk of burning or electrocution to cats or humans, or a risk of fire. Open flame appliances must not be used.

16.7 Precautions must be taken to prevent any accumulation, which may present a risk of fire.

16.8 There must be adequate means of raising an alarm in the event of a fire or other emergency.

17.0 Welfare

17.1 The cattery proprietor or responsible person must visit the cats at regular intervals (of no more than 4 hours apart during the working day e.g. starting at 8:00am until 6:00pm), or as necessary for the individual health, safety and welfare of each cat.

17.2 A fit and proper person must always be present to exercise supervision and deal with emergencies whenever cats are boarded at the premises.

17.3 A veterinary practice should be appointed for the establishment. The name, address and phone number must be displayed in a prominent position for staff.

17.4 The behaviour of individual cats must be monitored on a daily basis and abnormalities or changes in behaviour noted and acted upon if necessary.

17.5 Cats must be checked daily for signs of illness and/or injury and to ensure that their needs are being met. Any signs of ill health or unusual behaviour must be recorded and advice sought without delay.

17.6 Presence or absence of faeces and urine in trays must be monitored daily. Any abnormalities in excreta must be recorded or acted upon as appropriate.

17.7 Drinking and eating habits must be monitored and any problem investigated.
17.8 Cats must always be handled humanely and appropriately to suit the requirements of the individual cat.

17.9 Cats must be given the opportunity for play and exercise, any toys provided by the owner must be kept within that cat’s unit and used solely for that cat and returned to the owner at the end of the cats stay.

17.10 Cats must be provided with suitable facilities for scratching. Any surface available for scratching must either be disinfected between use for different cats, or disposable. If provided by the owner it must be kept within that cats unit and used solely for that cat and returned to the owner at the end of the cats stay.

17.11 Cats must not be exposed to excessive noise of barking boarded dogs or other excessive / continuous noise.

17.12 A written Standard Operating Procedure must be in place explaining how to ensure the health and welfare of long-term stay cats.

17.13 If medication is necessary, it must only be used for the cat for which it is intended and written instructions for use must be followed.

17.14 Where cats require wiping of eyes, grooming or other cleaning regimes, these must be carried out frequently enough to keep the cat clean and comfortable providing it is safe to do so.

17.15 When a cat is suspected of being ill or injured a veterinary surgeon must be contacted for advice immediately. Any instructions for treatment given by a veterinary surgeon must be recorded and strictly followed with further advice sought if there is ongoing concern.

18.0 Other Matters

18.1 Unless otherwise stated, these conditions shall apply to all buildings and/or areas to which cats have access and/or are used in association with the boarding of animals.

18.2 A copy of this Licence and Schedule shall be displayed in a prominent position where it can be inspected by members of the public using the establishment.

18.3 Adequate insurance indemnity should be arranged by the operator of the premises. This should be maintained at a sufficient level to cover the maximum number of cats boarded. Adequate Employers Liability and Public Liability Insurance shall be provided. Certificates of insurance shall be displayed in a prominent position.

18.4 An emergency contact number must be clearly displayed at the entrance to the cattery.

18.5 Adequate toilet and washing facilities and a first aid kit must be available for staff.

18.6 Staff should be regularly vaccinated against Tetanus.

18.7 Staff should be adequately trained in ensuring the cats welfare, the safe handling of cats, emergency procedures to be followed and all other aspects of licence conditions which are pertinent to their work.

18.8 A register must be kept of all cats boarded and available to key members of staff and to local authority inspectors if requested. Information must include:
- Date of arrival and Departure
- Name, sex, description of cat and microchip number
- Number of cats sharing from same household
- Name, address, phone number and e-mail of owner (including emergency contact details)
- Name, address, phone number and e-mail of emergency local contact (who may be able to take the cat if necessary)
- Cats veterinary surgeon
- Cats diet and relevant requirements
- Cats relevant medical history, including treatment for parasites
- Consent forms e.g. veterinary treatment, consent to share or separate cats if needed, consent regarding toys / interaction preferences, record of items left at kennels
- Record of vaccination
- Any medical treatment the cat is receiving must be recorded and made visible to prevent mis-dosing

If records are kept electronically they must be backed up. All records are to be kept for a minimum of 24 months in a manner that allows an authorised officer easy access.

18.9 Cats must be secured in durable carrying baskets any time they are transported/carried outside the cat unit. A spare cat carrier should be kept at the cattery for situations where owners do not arrive with their cat in a secure carrier.

18.10 All vehicles and equipment must be kept clean and disinfected after each collection or delivery. Cats must not be left in vehicles except for transportation.
1.9 General Construction Matters

1.10 Before carrying out any new building or alterations, plans must be submitted to and approved by the Environmental Health Section of the Local Authority.

1.11 Planning permission may be required and the local Planning Authority should be consulted.

1.12 Building Regulations approval may be required and the local Building Control Authority should be consulted.

1.13 The kennels must be structurally sound, and maintenance and repair of the whole establishment must be carried out regularly. There must not be any sharp edges, projections, rough edges or other hazards which present risk of injury to a dog.

1.14 Timber, if used in existing buildings, must be of good quality, well-kept and any damaged areas sealed or over-clad. Wood must be smooth and treated and properly maintained to render it impervious. It is recommended that wood should not be used in exposed construction of walls, floors, partitions, door frames or doors in the dog kennelling area.

1.15 During kennel construction it is necessary to use an appropriate design and suitable materials to overcome problems of noise emission, to ensure energy conservation and to maintain reasonable temperatures throughout both winter and summer.

1.16 Where metal bars and/or mesh and/or frames are used, they must be of British Standard 14 gauge with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury to the dog.

1.17 Mesh size must not exceed 50mm in any direction.

19.0 Kennel Size and Layout

2.1 Each kennel must have a sleeping area of at least 1.9m². The sleeping area must be insulated so as to prevent extremes of temperature and be sited out of draughts.

2.2 Soft bedding must be provided which allows the dog to be comfortable and which is capable of being easily and effectively cleaned and sanitised.

2.3 Each kennel must be provided with an exercise area of at least 2.42m² (26 sq feet) for dogs up to 60cm at the shoulder or 3.34m² (36 sq feet) for larger dogs, which is separate from the bedding area and exclusive to that kennel, for free use by the dog at all times, except at night.

2.4 For kennels where there are facing units accessed by an indoor corridor, the corridor must be at least 1.2m wide. There must be facility for a dog to be able to hide to avoid visual contact with other dogs.

2.5 Kennels must have a minimum height of 1.8m (6ft) to facilitate adequate access by kennel staff for cleaning.

2.6 Kennels and exercise areas must open onto secure corridors or other secure areas so that dogs are not able to escape from that premises.
2.7 The secure area must not be used as an exercise area. Dogs must not be allowed to roam in the secure area.

2.8 Exercise areas must not be used as bedding areas.

2.9 Dogs from different units must not share exercise runs or an exercise area at the same time unless prior consent is given.

2.10 Each dog must be provided with a separate kennel, except that dogs from the same household may share a kennel, provided it is of adequate size and has adequate resources to comfortably accommodate the dogs. Operators must obtain written authorisation from the dog owner before kennel sharing is allowed. Consent from the owner must also include authority for separating dogs, should problems arise.

2.11 Each kennel must be clearly marked for identification purposes, e.g. numbered, and a system in place which ensures that relevant information about the animal boarded in that kennel is readily available.

2.12 Holding kennels may be provided for temporarily kennelling a dog for not more than 12 hours. Holding kennels, if provided, must comply with conditions as required for main kennels.

2.13 Where a dog may pose a risk to other dogs he/she must be kept in a dog unit with solid partitions.

20.0 Walls and Partitions

3.1 Walls must be of smooth, impervious materials capable of being easily cleaned and disinfected, and be kept in good decorative order and repair.

3.2 Junctions between sections must be coved or sealed.

3.3 The solid partition between individual attached runs must be sufficiently high to prevent direct nose to nose contact.

21.0 Floors

4.1 Floors in all buildings, individual exercise areas and kennels must be of smooth, impervious materials, capable of being easily cleaned and disinfected, whilst providing sufficient grip for the dog to walk or run without sustaining injury.

4.2 Floors of kennels and exercise areas should be laid to an adequate fall (minimum of 1:80) leading to a drainage channel to prevent ponding of liquids.

4.3 Drainage channels should be provided close to, but exterior to the kennel and/or exercise area, so that urine is not allowed to pass over walk areas in corridors and communal areas or pass from one kennel to another.

4.4 The establishment must be connected to mains drainage or an approved localised sewage disposal system.
22.0 Roofs/Ceilings

5.1 There must be a safe, secure, waterproof roof which should cover all of the sleeping accommodation and at least 50% of the attached individual run. For the run, roof materials used must be capable of filtering UV light and providing adequate shade.

5.2 Ceilings must be capable of being easily cleaned and disinfected

23.0 Doors

6.1 Each unit must have a securable, full height door for access.

6.2 Kennel doors must be strong enough to resist impact, scratching and chewing. They must be fitted to ensure they can be effectively secured.

6.3 Doors must open inwards in order to protect the health and safety of attending staff.

6.4 Door openings must be constructed so that the passage of water/waste is not impeded, or is allowed to gather due to inaccessibility.

6.5 External doors/gates must be lockable and staff must have easy access to keys in case of emergency.

24.0 Windows

7.1 Windows must be escape proof at all times.

25.0 Lighting

8.1 During daylight hours light there must be sufficient light in the kennel unit to work and observe the dogs. Where practicable this must be natural lights, but artificial light must be available.

8.2 Adequate supplementary lighting must be provided throughout the establishment.

26.0 Ventilation

9.1 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the bedding area.

27.0 Temperature

10.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog. All heating equipment must be installed and maintained in a safe condition.

10.2 Insulation and temperature regulation in the kennels must aim to keep the ambient temperature in the dog sleeping accommodation above an absolute minimum of 10°C and below a maximum of 26°C.

10.3 Dogs must be monitored to check if they are too hot or too cold. If an individual dog is showing signs of heat or cold intolerance then steps must be taken to ensure the welfare of the dog.
28.0 Isolation Facilities

11.1 Isolation facilities must be provided. If these facilities are to be provided by the attending veterinary practice, a letter must be provided by the practice stating that they are prepared to provide such facilities.

11.2 The isolation area must provide separate, self-contained facilities for the isolation of suspected infected dogs and must have a separate entrance to the rest of the dog units. Isolation kennels must comply with other boarding kennel requirements but located at least ten metres (10m) away from the main boarding accommodation.

11.3 In isolation kennels, there must be some means of maintaining the temperature at a level suitable for the condition of the isolated animal and dependent upon veterinary advice.

11.4 Protective clothing and footwear must be worn when handling dogs in the isolation facility, and sanitation protocols adhered to, to avoid the transmission of disease. Whilst in use the clothing should be kept in the isolation unit and not be removed other than for cleaning and disinfection. Protective garments must be changed and laundered with an appropriate disinfectant or disposed of immediately after handling a dog with a suspected infectious disease.

11.5 Hands must be washed and disinfected between handling dogs.

11.6 Separate feeding and water bowls, bedding and cleaning utensils must be stored in the isolation unit ready for immediate use.

11.7 Any equipment that has been used on an infectious or suspected infectious animal must be cleaned and disinfected after use.

11.8 Any dogs in the isolation facility must be checked regularly and unless a separate person is caring for them, they should be visited after the other dogs.

11.9 A documented Standard Operating Procedure (SOP) must be in place and followed to prevent spread of disease and staff trained in these procedures.

11.10 Where there is any cause for concern regarding the health status of a particular dog, the dog must be isolated and the disease control SOP activated.

11.11 Any other activity undertaken by the proprietor, such as work with rescue dogs, stray dogs, or the breeding of dogs must be kept completely separate, and extra precautions taken to prevent the spread of disease, including separate facilities away from boarded dogs.

29.0 Cleanliness

12.1 All kennels, corridors, common areas and kitchens 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.

12.2 Each occupied kennel must be cleansed daily. All excreta and soiled materials must be removed from all areas used by dogs at least daily and more often if necessary. Kennels of long stay dogs will require periodical thorough cleansing, disinfection and drying.

12.3 All bedding areas must be checked daily and kept clean, dry and parasite free.
12.4 Drinking and feeding vessels must be changed/cleaned and disinfected at least once a day.

12.5 Toys must be cleaned and disinfected between use for different dogs.

12.6 Each kennel must be thoroughly cleansed, disinfected and dried upon vacation. Fittings and bedding must also be thoroughly cleansed and disinfected at that time.

12.7 Cleaning agents and disinfectants must be non-toxic to dogs if and when used appropriately.

12.8 Products must be suitable to use and effective against the pathogens, (especially canine parvovirus) for which the dogs are at risk and under the conditions present in the environment in which they are used. The compatibility of different products must be taken into account.

12.9 Manufacturers recommended guidelines for use, correct dilutions and contact time for use in cleaning and disinfecting procedures must be followed. Standing water must not be allowed to accumulate in areas around the dog units due to the possibility of pathogens residing in these moist environments.

12.10 Facilities must be provided for the proper reception, storage and disposal of all waste. Clinical waste arising from the treatment of dogs should be segregated and disposed of by incineration.

12.11 Measures must be taken to minimise the risk from rodents, insects and other pests within the establishment.

30.0 Disease Control and Vaccination

13.1 There must be a documented policy for dogs coming to the kennels having protection against appropriate diseases. Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the boarded animals, staff and visitors.

13.2 An up to date veterinary vaccination record must be seen to ensure that dogs boarded have current vaccinations against canine parvovirus, canine distemper, infectious canine hepatitis (adenovirus) and leptospirosis. The date of the most recent vaccination must be recorded preferably with a valid until date.

13.3 Primary vaccination courses must be completed at least 2 weeks before boarding.

13.4 If there is evidence of external parasites (fleas, ticks, lice) the dog must be treated with an appropriate and licensed insecticide. Treatment must be discussed with a veterinary surgeon before administering. Consent from the owner will be required.

13.5 Advice from veterinary surgeon must be sought if there are signs of disease, injury or illness in a dog.

13.6 A well-stocked first aid kit suitable for use on dogs must be available.

13.7 Medicines must be stored safely and securely in a locked cupboard, at the correct temperature and used in accordance with the veterinary surgeon’s instructions. Any unused medications must be returned to the owner or prescribing vet.
31.0 Food and Water Supplies

14.1 All dogs must be adequately supplied with suitable food. Pest proof containers must be provided for the storage of food. Wholesome water must be available at all times and changed or refreshed as often as necessary.

14.2 Food must be unspoilt, palatable and free from contamination.

14.3 Dogs must not remain inappetent (not eating) for longer than 24 hours without seeking veterinary advice. If there are specific concerns veterinary advice must be sought earlier.

32.0 Kitchen Facilities

15.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.

15.2 Where perishable foods are stored, refrigeration facilities must be provided and potential food contamination between fresh and cooked meats must be avoided.

15.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. The sink must be connected to a suitable drainage system.

15.4 A separate hand wash basin with an adequate supply of hot and cold water, soap and hygienic hand drying facilities, and connected to a suitable drainage system must be provided for staff to wash their hands.

33.0 Fire Precautions

16.1 A Fire Safety Risk Assessment and implementation of all necessary control measures must be in place.

16.2 There must be a written emergency plan (acceptable to the local authority) which must be on display and known to staff, including a contingency plan should the premises be uninhabitable. This must include an evacuation plan for the dogs. An emergency telephone list must include fire, police and vets.

16.3 Firefighting equipment must be provided in accordance with advice given by the Fire Prevention Officer and must be maintained in good working order. Records of maintenance and inspection must be kept and made available for inspection.

16.4 Fire exits must be clearly marked and access left unrestricted.

16.5 The premises must comply with current legislation with regards to electricity, gas and other services (if connected).

16.6 There must be a residual current circuit breaker system installed on the electrical supply to each block of kennels.

16.7 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.

16.8 Precautions must be taken to prevent any accumulation, which may present a risk of fire.

16.9 There must be adequate means of raising an alarm in the event of a fire or other emergency.
34.0 Welfare

17.1 The kennel proprietor or responsible person must visit the dogs at regular intervals (of no more than 4 hours apart during the working day e.g. starting at 8:00am until 6:00pm), or as necessary for the individual health, safety and welfare of each dog.

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

17.3 A veterinary practice should be appointed for the establishment. The name, address and phone number must be displayed in a prominent position in a public area.

17.4 The behaviour of individual dogs must be monitored on a daily basis and changes in behaviour and/or behaviours indicative of stress, fear, pain and anxiety must be recorded and acted upon.

17.5 Presence or absence of faeces and urine must be monitored daily. Any abnormalities in excreta must be recorded or acted upon as appropriate.

17.6 All handling must be safe and minimise fear, stress, pain and distress and dogs must never be punished so that they are frightened or exhibit aversive behaviour.

17.7 Any equipment used to walk dogs must protect the dogs welfare and must be correctly fitted and used. Items must be removed when the dog is returned to the kennel and kept in an easily accessible location. Items specific to a particular dog must be identified as such.

17.8 All dogs must receive toys and/or feeding enrichment unless veterinary advice suggests otherwise. The kennel must obtain the owners written consent and discuss the provision of toys with the owner. Toys must be checked daily to ensure they remain safe.

17.9 Dogs need to be exercised on a daily basis away from the kennel unit. This can be on lead or off lead in a secure exercise area. Dogs which cannot be exercised must be provided with alternative forms of mental stimulation.

17.10 Dogs likely to be or showing signs of being nervous or stressed must be located in a suitable part of the kennels, bearing in mind their individual disposition. Where a dog is showing signs of being nervous or stressed, steps must be taken to address this.

17.11 Dogs may be adversely affected by the sound of other barking dogs. This is particularly the case for puppies below the age of 7 months, which can be susceptible to developing undesirable behaviour if stressed, frightened or anxious. Puppies under 7 months of age, must be located in the quietest part of the kennel establishment.

17.12 A written Standard Operating Procedure must be in place explaining how to ensure the health and welfare of long stay dogs.

17.13 If medication is necessary, it must only be used for the dog for which it is intended and written instructions for use must be followed.

17.14 Where dogs require wiping of eyes, grooming or other cleaning regimes, these must be carried out frequently enough to keep the dog clean and comfortable providing it is safe to do so.

17.15 When a dog is suspected of being ill or injured a veterinary surgeon must be contacted for advice immediately (where possible this should be the dogs own vet). Any
instructions for treatment given by a veterinary surgeon must be recorded and strictly followed with further advice sought if there is ongoing concern.

17.16 Procedures must be in place in case of death or escape and all staff must be made fully aware of these procedures. Arrangements for the storage of cadavers must be in place until the owner can be contacted e.g. prior written agreement with the attending vet. Contact with the owner must be made as soon as possible.

35.0 Other Matters

18.1 Unless otherwise stated, these conditions shall apply to all buildings and/or areas to which dogs have access and/or are used in association with the boarding of animals.

18.2 Use of the term “kennel” refers to combined sleeping and individual exercise areas for dogs.

18.3 A copy of this Licence and Schedule shall be displayed in a prominent position where it can be inspected by members of the public using the establishment.

18.4 Adequate insurance indemnity should be arranged by the operator of the premises. This should be maintained at a sufficient level to cover the maximum number of dogs boarded. Adequate Employers Liability and Public Liability Insurance shall be provided. Certificates of insurance shall be displayed in a prominent position.

18.5 No dog registered under the Dangerous Dogs Act 1991 must be accepted for boarding.

18.6 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 boarding.

18.7 Under the Control of Dogs Order 1992, every dog whilst in a place of public resort must wear a collar with the name and address of the owner inscribed upon it. It is recommended that all dogs boarded at the establishment should wear a collar and tag identifying the name of the owner, or have the collar and tag secured immediately outside the kennel.

18.8 Adequate toilet and washing facilities and a first aid kit must be available for staff.

18.9 Dogs must always be handled humanely and appropriately to suit the requirements of the individual dog. Dog handling equipment must be suitably maintained.

18.10 Staff should be regularly vaccinated against Tetanus.

18.11 A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out. The following are regarded as essential topics to be covered in the programme:

- Animal Welfare
- Safe Handling of Dogs
- Recognition of Dogs that are anxious or fearful about contact
- Cleanliness and Hygiene
- Feeding and Food Preparation
- Disease Control
- Recognition and Treatment of Sick Animals
- Health and Safety
- Emergency Procedures
- Licence Conditions
18.12 A register must be kept of all dogs boarded and available to key members of staff and to local authority inspectors if requested. Information must include:

- Date of arrival and Departure
- Name, age, sex, description of dog/breed and microchip number
- Number of dogs sharing from same household
- Name, address, phone number and e-mail of owner (including emergency contact details)
- Name, address, phone number and e-mail of emergency local contact (who may be able to take the dog if necessary)
- Dogs veterinary surgeon and details of dogs insurance
- Neuter status
- Dogs diet and relevant requirements
- Dogs relevant medical/behavioural history, including treatment for parasites and restrictions on exercise
- Dogs body condition score/weight
- Consent forms e.g. veterinary treatment, consent to share or separate dogs if needed, consent regarding toys / interaction preferences, record of items left at kennels
- Record of date of most recent vaccination
- Record of any international travel the dog has had
- Any medical treatment the dog is receiving must be recorded and made visible to prevent mis-dosing

If records are kept electronically they must be backed up. All records are to be kept for a minimum of 24 months in a manner that allows an authorised officer easy access.

18.13 A protocol must be in place for dealing with difficult dogs, to include members of staff appropriately trained in the use of dog handling.

18.14 A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site. Staff must be trained and competent in the safe and effective use of such items.
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 commercial day boarding of dogs.

1.2 The licence holder must not change, cause or permit any material change to the premises or licensed activity without the prior consent of the Local Authority.

1.3 Normally planning permission will not be required for the day 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.

1.4 Adequate insurance indemnity should be arranged by the operator of the premises. This should be maintained at a sufficient level to cover the maximum number of dogs boarded. Adequate Employers Liability and Public Liability Insurance shall be provided. Certificates of insurance shall be displayed in a prominent position.

1.5 No dog registered under the Dangerous Dogs Act 1991 must be accepted for day boarding.

1.6 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 day boarding.

1.7 No animals, other than dogs, are to be boarded at the facility.

1.8 Dogs are not permitted to be boarded overnight.

2.0 LICENCE DISPLAY

2.1 A copy of the Licence and its conditions must be suitably displayed to the public in a prominent position at the boarding establishment. All dog owners must be made aware where the Licence is displayed and the conditions attached to the Licence.

3.0 NUMBERS OF DOGS

3.1 The maximum number of dogs kept at any time on the premises shall be ______.

3.2 The minimum number of members of staff shall be a ratio of staff to dogs no less than ______

3.3 The maximum number of dogs permitted to be freely mixing in any individual area is ______

3.4 All dogs attending the establishment should wear a collar and tag identifying the name and contact number of the premises.

3.5 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 The commercial day boarding establishment must, at all times, be laid out and operated in accordance with an approved plan, to be submitted to the local authority. The licence only applies to the approved plan.

4.2 Before carrying out any alterations, plans must be submitted to and approved by the local authority.

4.3 Fencing materials must be secure and safe. Fences and/or other barriers must be of sufficient height to prevent dogs from escaping and to prevent access by persons not connected or employed by the establishment. Where metal bars and frames are used they must be of a suitable gauge with spacing adequate to prevent dogs escaping or becoming entrapped. Any metal edging must not present a risk of injury. Doors fences and/or barriers must be of adequate strength and construction to resist impact and scratching.

4.4 A double gate system shall be provided at the entrance/exit to the premises to permit a phased access and egress and thus prevent escape of dogs.

4.5 The general construction must be such that the security of dogs is ensured.

4.6 All doors must be secure and lockable and gates secured at all times to prevent dogs from escaping and to prevent access by persons not associated with the business. External exercise areas must be sufficiently secure to prevent persons not connected or employed by the establishment having access to the dogs.

4.7 Wood should not be used in exposed construction of walls, floors, partitions, door frames or doors within the dog indoor common area. Where wood has been used in existing construction it must be smooth and treated to render it impervious. All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious and capable of being easily cleaned and disinfected where necessary. There must be no projections or rough edges liable to cause injury.

4.8 All structural exterior wood ie fence posts must be properly treated against wood rot, eg tantalised. Only non-toxic products may be used. Wood is not permitted for agility or play equipment.

4.9 Junctions between the walls and floors in areas used by dogs shall be covered to facilitate cleaning. Where it is impractical to do this, all joints must be sealed.

4.10 All internal furnishings shall be maintained in a sound condition to permit thorough cleaning and disinfection and shall be of a material capable of being cleaned. Such furnishings shall be inspected on a daily basis for damage and disrepair. Any damaged or ripped items of furniture shall be immediately repaired or replaced. No carpets or rugs are to be used within the boarding establishment.

4.11 All windows which pose a security risk must be escape proof at all times.

4.12 Adequate lighting must be provided throughout the establishment such that all areas accessible to dogs are clearly visible. Where practical this must be natural light.

4.13 Adequate ventilation must be provided to all interior areas without the creation of excessive, localised draughts.

4.14 The interior and exterior of the buildings should be maintained in good repair and good decorative order. Outer paths, gardens, exercise areas and general surroundings must
be kept in a good, clean, presentable condition.

5.0 DRAINAGE

5.1 The establishment must be connected to mains drainage or an appropriate localised sewage disposal system.

5.2 External areas accessible to dogs must be suitably drained. Internal drainage to be adequate to prevent ponding of water.

6.0 KITCHEN FACILITIES

6.1 A separate area clearly demarked and hygienically constructed shall be provided for the storage and preparation of dog/puppy food.

6.2 A sink with hot and cold running water must be provided for the washing of food and drinking vessels. A separate wash hand basin with hot and cold water must be provided for staff use in an accessible location.

6.3 Suitable refrigeration shall be provided for the storage of dog/puppy food unless only shelf-stable food e.g. cans are used and any left-over food is discarded. A refrigerator shall be provided for the storage of veterinary medicines requiring refrigeration.

6.4 Equipment must be capable of being cleaned and disinfected. Equipment must be cleaned and disinfected as required.

6.5 Suitable containers must be provided for the storage of food and shall be so constructed and kept in good order, repair and condition as to protect against access by insects and other pests.

7.0 WATER SUPPLY

7.1 Fresh drinking water from a potable source must be available at all times and changed frequently throughout the day. Drinking vessels must be capable of being easily cleaned and disinfected and must be cleaned at least once per day and maintained in a clean condition.

8.0 CLEANLINESS

8.1 All indoor areas used by dogs must be kept clean and free from accumulations of dirt and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort. Food preparation/storage areas shall be maintained in a clean condition.

8.2 All excreta and soiled material must be removed immediately from communal areas used by dogs and as soon as practicable from the isolation kennel(s) or other areas used to house dogs.

8.3 All fittings, bedding and towels must be thoroughly cleaned as required.

8.4 Facilities must be provided for the proper reception, storage and disposal of all waste. Arrangements must be made with the Waste Collection Authority or a waste management contractor authorised for the purposes of the duty of care, for removal of waste from the establishment under the Environmental Protection Act 1990.
8.5 All cleaning chemicals and materials used must not be harmful to dogs and must be stored in a secure cupboard or cabinet.

8.6 Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

9.0 TEMPERATURE

9.1 Suitable and safe means shall be provided for heating the common indoor area(s) or section of the indoor area sufficient in size to accommodate the number of dogs being boarded. This area should be heated according to the requirements of individual dogs.

9.2 A maximum temperature of 26°C should not be exceeded in normal circumstances. Dogs must always have free access to an area where the temperature does not fall below 10°C. This should equate to 1 square metre per dog.

9.3 Adequate shade shall be provided in outdoor area(s) to protect the animals from direct sunshine. Adequate shelter shall also be provided to protect against inclement weather.

10.0 ANIMAL WELFARE

10.1 Pre-screening of dogs shall be undertaken to ensure that they will be comfortable in the presence of other dogs and will not be a danger to other dogs or staff.

10.2 Any injuries which occur to dogs in the care of the licence holder must be recorded and such records will be retained and made available for inspection by the local authority officer at all reasonable times.

10.3 Due to the unique arrangements within the day boarding establishment which allows the free mixing of dogs, all dogs over the age of 6 months old shall be neutered/dressed.

10.4 A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site.

10.5 If puppies are to be accepted on the premises there must be a separate area provided. Dogs that require food due to medical conditions shall be fed on the premises in a suitably isolated area.

10.6 A method of review must be in place to ensure that dogs are excluded if they exhibit any aggressive behaviour.

10.7 Resting facilities shall be provided for “time out” for disobedient or tired dogs.

10.8 Dogs must have access to a suitable secure outdoor area.

10.9 Dogs exercised outwith the premises must be kept on a lead at all times unless they are being exercised in a safe and secure area e.g. in a field with the gates closed and with written consent of the individual owners. A risk assessment must be carried out to ensure that the appropriate number of dogs are exercised by a particular person.

11.0 DISEASE CONTROL AND VACCINATIONS

11.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites, including fleas, ticks and intestinal parasites amongst the dogs, staff and visitors. An Infection Control Policy shall be in place,
detailing the steps to be taken in the event of a sick dog arriving at the premises or becoming ill during the period of stay. Staff shall be trained in and dog owners shall be made aware of such a policy.

11.2 Communal water facilities with static water e.g. baths and troughs are not permitted as they are considered to present a potential route for the spread of infection. Communal water facilities must have continual running or flowing water.

11.3 Dogs attending the day care facility must have current vaccinations against Canine Distemper, kennel cough, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (L. canicola and L. icterohaemorrhagiae) and Canine Parvovirus and other relevant diseases. Annual vaccinations must thereafter be kept up to date. A copy of all up to date certificates must be kept on site throughout the period that the dog attends the day care facility and shall be made available to officers of the licensing authority for inspection on request.

11.4 The first course of vaccinations must have been completed at least four weeks before the first date of boarding.

11.5 No sick animals shall be admitted to the premises.

11.6 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.

11.7 Following the diagnosis of an infectious disease the establishment must undergo a quarantine period based on veterinary advice.

11.8 The local authority must be informed of the death of any dog in the establishment by the next working day.

11.9 A well stocked first aid kit suitable for use on dogs must be available and accessible on site.

11.10 The licence holder should be registered with a veterinary practice that can provide advice and assistance. Details of the owner’s vet must also be known. The telephone contact number of the veterinary surgeon used by the establishment or, if appropriate, the individual dogs should be displayed in a suitable place, close to the telephone and accessible to all members of staff.

12.0 ISOLATION FACILITIES

12.1 Suitable isolation facilities must be provided, with adequate heating and ventilation to house any sick or injured dog until such time as it can be returned to its owner or transported to a vet.

12.2 Isolation facilities must be separate and physically isolated from the main activity areas. The separation distance must be a minimum of 5m.

12.3 Adequate facilities shall be provided to prevent the spread of infectious disease between the isolation facilities and communal dog areas.

12.4 Hands must be washed after leaving the isolation facilities and before visiting any other area used to house dogs.

12.5 Any vehicle used to transport a sick dog must be cleaned and disinfected after use.
13.0 REGISTER

13.1 A register must be kept of all dogs attending the facility. The information kept must include the following:

- Date of first attending and days of week normally attended by each dog.
- 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 dog’s veterinary surgeon
- Health, welfare and nutrition requirements
- Emergency contact details
- Written agreement in respect of emergency veterinary treatment
- A written record of medicines administered on the premises
- Written agreement to exercise the dog off the premises if appropriate
- Photograph of dog

The register must be kept readily available, with information on individual dogs being retained for a minimum period of 24 months. The register shall be available for inspection on request by an authorised local authority officer or a veterinary surgeon authorised by the local authority.

13.2 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.

14.0 SUPERVISION

14.1 A fit and proper person with relevant experience must be nominated and be present at all times to exercise supervision and deal with any emergencies. Employees must not be under age of 16 and no one under the age of 18 shall be a nominated person.

14.2 At no time shall dogs in the common indoor and outdoor areas be left unsupervised.

15.0 STAFF TRAINING

15.1 Staff should be adequately trained in the safe handling of dogs, emergency procedures to be followed, and all other aspects of the licence conditions.

15.2 A written training policy must be provided for permanent, part time and seasonal workers.

16.0 TRANSPORTATION OF DOGS

16.1 All vehicles used by the establishment for the transportation of dogs must be regularly serviced and kept clean. They must be fitted with secure cages of adequate size for the safe transportation of dogs and be provided with adequate ventilation and maintained at a comfortable temperature. All vehicles must be secure and should not be left unattended other than to drop off or pick up dogs.

16.2 A written emergency break down procedure should be in place in the event of a vehicle which is being used for transporting dogs breaking down. This should include sufficient leads to safely evacuate the dogs.
16.3 Where the premises uses vehicles to collect and return dogs, the dogs must be collected from and returned to houses on a lead to minimise the risk of any dog escaping. During transit dogs must not travel with a lead on to prevent strangulation.

16.4 Journeys must be planned to minimise the time dogs spend in the vehicle. On journeys likely to last more than 2 hours and during exceptionally hot days water must be available in the vehicle.

16.5 The licence holder must provide a well-stocked first aid kit suitable for use on dogs and available in all vehicles used to transport dogs.

17 **FIRE/EMERGENCY PRECAUTIONS**

17.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.

17.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on where dogs are to be evacuated to in the event of a fire or other emergency.

17.3 Advice must be sought from the Fire Prevention Officer to ensure compliance with fire safety requirements. Fire fighting equipment must be provided in accordance with the Fire Prevention Officer’s advice.

17.4 There must be adequate means of raising an alarm in the event of a fire or other emergency.

17.5 Precautions must be taken to prevent any accumulation which may present a risk of fire.

17.6 All electrical installations and appliances must be maintained in a safe condition with no loose training cables.

17.7 All heating appliances must be free of risk of fire as is reasonably practicable.

17.8 The establishment must have a standard procedure in place for dealing with dogs that have escaped. This should include:

- All staff must be trained in dealing with escaped dogs.
- In the event of a dog escaping, the dog owner and local authority must be contacted immediately.
- Equipment must be available for securing dogs which have escaped. All staff must be trained in the use of such equipment.
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. icterohaemorrhagiae) 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 surgeon’s premises until the owners return.
8.5 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.

5.6 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.

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.