

LICENCE CONDITIONS FOR COMMERCIAL DAY BOARDING OF 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 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 tannalised. 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 be 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.