Animal Boarding Establishments Act 1963

Licence Conditions for Home Boarding (Dogs)

Introduction

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.

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.

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

Dog hybrids registered under the Dangerous Wild Animals Act 1976 (e.g. Wolf Hybrids) must not be accepted for home boarding.

Entire males and bitches in season or bitches due to be in season during the boarding period, must not be boarded together or boarded with resident dogs. Puppies under 6 months of age must not be boarded with other dogs, including resident dogs.

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

1 Licence Display

1.1 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment or be readily available to the public.

2 Numbers of Animals

2.1 The maximum number of dogs to be kept at any time is dependent upon circumstances and will be specified on the licence. Please note that the number takes into account any resident dogs.

2.2 Only dogs from the same household may be boarded together unless with the written agreement of all owners involved. Dogs must not be boarded with any cat, unless they normally live together in the same household.

2.3 Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog must be gained following a trial familiarisation session.

2.4 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 **Construction**

3.1 The premises shall have its own entrance and must not have shared access - e.g. communal stairs.

3.2 There must be adequate space, light, heat and ventilation for the dogs.

3.3 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.

3.4 There must be sufficient space available to be able to keep the dogs separately if required.

3.5 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.

4 **Management**

**Training**

4.1 A written training policy for staff, if employed, must be provided. Systematic training of staff must be demonstrated to have been carried out.

**Cleanliness**

4.2 The Licensee must keep the premises clean and free from accumulations of dirt and dust, ensuring a good standard of hygiene and cleanliness

4.3 All excreta and soiled material must be removed from all areas used by dogs within 4 hours

4.4 All bedding areas must be kept clean, dry, free from parasites and suitable for it’s intended use.

4.5 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. The final route for all such waste shall comply with current waste regulations. Advice must be sought from the Local Authority Animal Welfare Officer.

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

5 **Food and Water Supplies**

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

5.2 Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water must be changed at least twice a day.

5.3 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.
5.4 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 two bowls; one for water and one for food.

6 **Kitchen Facilities**

6.1 Airtight containers must be provided for the storage of dry foods. Uncooked food and the unused contents of opened tins must be stored in covered, non-metal, leak proof containers in the fridge.

6.2 All bulk supplies of food shall be kept in vermin proof containers.

7 **Disease Control and Vaccination**

7.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites between 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. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer instructions. A record that this proof has been supplied must be kept on site throughout the period that the dog is boarded.

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. This should include, as a minimum: Antiseptic solution e.g. chlorohexidine; Sterile Water (for bathing eyes and wounds); Cotton Wool; Lint; Bandaging material including non-adhesive wound dressing e.g. ‘melolin’; Elastic bandage; Adhesive bandage e.g. ‘vetwrap’; Scissors and Tweezers; Latex gloves for handlers and further items as advised by your vet.

7.5 The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice must be known and consulted if necessary.

7.6 All dogs (resident and boarded) should be regularly treated to control parasites including fleas, ticks and intestinal worms. You must keep a record of the treatment of resident dogs (perhaps in a diary) and ensure that boarded dogs are treated before or on arrival. These details should be recorded on the booking form.

7.7 The premises must be treated for fleas and parasites with a veterinary recommended product at the first sign of any infestation.

8 **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 separation of any sick animals.
8.2 The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.

8.3 Following an episode of infectious disease during any stay, the premises must undergo a quarantine period before new boarders are admitted. This period will be specified by the Licensing Authority as agreed with their authorised veterinary surgeon. Infectious diseases include those for which dogs must be vaccinated against as listed in Licence Condition 7.2, but not exclusive to this list (e.g. Salmonella infection is regarded as an infectious disease).

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 hygienically stored at a veterinary surgeon’s premises until the owner’s return.

9 Register

9.1 A register detailing the following must be kept:

- Date of arrival.
- Name of dog any identification system such as microchip number, tattoo.
- Description, breed, age and gender of dog.
- Name, address and telephone number of owner or keeper.
- Name, address and telephone number of contact person whilst boarded.
- Name, address and telephone number of dog’s veterinary surgeon.
- Anticipated and actual date of departure.
- Proof of current vaccinations, dates that flea and worming treatments have been undertaken, medical history and requirements.
- Health, welfare, nutrition and exercise requirements.

9.2 Such a register is to be available for inspection at all times by an officer of the licensing Authority or veterinary surgeon.

9.3 The register must be kept readily available for a minimum of two years and kept in such a manner as to allow an authorised officer easy access to such information.

9.4 If medication is to be administered, this must be recorded.

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

10 Supervision

10.1 A fit and proper person aged 16 or over with relevant experience must always be present to exercise, supervise and deal with emergencies whenever dogs are boarded at the premises. This person must not have any conviction or formal/simple cautions for any animal welfare related offence.
10.2 Dogs must be visited at regular intervals, as necessary for their health, safety and welfare, and must not be left unattended for longer than four hours at a time and then not on a regular basis. During periods of absence, resident dogs should be kept separate from visiting dogs in case of territorial aggression and all boarded dogs must be kept separately.

10.3 No home where there are children under five years of age will be licensed.

10.4 Only people over 16 years of age are allowed to walk boarded dogs in public places.

11 Exercise

11.1 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. No more than two dogs per person should be exercised at any one time unless by prior agreement with the licensing authority.

11.2 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 and clear of dog faeces.

11.3 The exercise/garden area of the premises and any other area to which the boarded dogs may have access must be totally secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.

11.4 If there is a pond, dogs must either be so supervised, or the pond adequately protected, to avoid a risk of drowning.

11.5 Dogs must wear a collar and identity tag during their time in boarding. The tag must display the name, address and telephone number of the boarding premises.

11.6 The Local Authority Stray Dog Service must be informed if a dog is lost on 01702 318111 during office hours and 01268 527317 (out of office hours). The Licensing authority must also be informed on the next working day if a dog is lost out of hours.

12 Fire/Emergency Precautions

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

12.2 The occupier of the property must be aware of the location of the dogs in the property at all times.

12.3 Careful consideration needs to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.

12.4 The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises are rendered uninhabitable.

12.5 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have as a minimum two working smoke detectors located at the top and bottom of the staircase, or other appropriate locations.
12.6 A readily accessible working ‘in date’ fire extinguisher must be available.

12.7 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.

12.8 All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.

12.9 A relative, friend or neighbour within 20 minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. These details must be made available to the Licensing Authority.

13 Equipment

13.1 Sufficient numbers of slip leads and muzzles must be readily available.

13.2 A purpose made dog cage/crate must be available for emergency isolation/restricted movement purposes.
Note to Licencees

The Animal Welfare Act 2006

In addition to the requirements of these License Conditions under the Animal boarding Establishments Act 1963, dogs (as they are vertebrate animals) accommodated on the premises will also be subject to protection under the Animal Welfare Act 2006. Under Section 9 of this Act it is an offence not to take such steps as reasonable in all the circumstances to ensure that the needs of an animal for which s/he is responsible are met to the extent required by good practice.

For the purposes of the Animal Welfare Act an animals needs shall be taken to include:

- its need for a suitable environment;
- its need for a suitable diet;
- its need to be able to exhibit normal behaviour patterns;
- any need it has to be housed, with or apart from, other animals; and
- its need to be protected from pain, suffering, injury and disease.

Rochford District Council Dog Control Orders

Licencees should also be aware of their responsibilities under Rochford District Councils Dog Control Orders when exercising boarded dogs off of their premises.

- The Fouling of Land by Dogs (Rochford) Order 2008 makes it an offence to fail to clear up after your dog in public places.
- The Dog Exclusion (Rochford) Order 2008 makes it an offence to allow dogs in the enclosed children’s play spaces in the district.
- The Dogs on Lead (Rochford) Order 2008 dogs means that all dogs must be kept on leads on all roads within the district.
- The Dogs on a Lead by Direction (Rochford) Order 2008 makes it an offence not to comply with a direction given by an authorised officer of Rochford District Council to put and keep a dog on a lead.

These orders apply to the owner or person in charge of the dog at the time the offence is being committed.