CYNGOR GWYNEDD
POLLUTION CONTROL & LICENSING SERVICE

ANIMAL BOARDING ESTABLISHMENT ACT 1963

LICENSING CONDITIONS AND GUIDANCE FOR HOME BOARDING OF DOGS

Contents

1. GENERAL CONDITIONS
1.1 Licence Display
1.2 Authority Approval

2. ACCOMMODATION & ENVIRONMENT
2.1 Domestic Environment
2.2 Size of Quarters
2.3 Bedding
2.4 Temperature & Heating
2.5 Lighting
2.6 Ventilation
2.7 Cleanliness
2.8 Pest Control
2.9 Waste Disposal

3. DIET & NUTRITION
3.1 Food & Drink
3.2 Food Preparation & Storage Facilities

4. NORMAL BEHAVIOUR
4.1 Exercise Facilities
4.2 Supervision
4.3 Maximum Number of Dogs Boarded

5. HEALTH & WELFARE
5.1 Registration with a Veterinary Surgeon
5.2 Disease Control & Vaccination
5.3 Isolation Facilities
5.4 Miscellaneous Requirements
5.5 Transport of Dogs
5.6 Protection from Fire
5.7 Safety of Electrical Equipment

6. RECORD KEEPING
6.1 Register

7. ANIMAL WELFARE ACT 2006
7.1 Routine Medication
7.2 Socialisation
7.3 Identification of Dogs

RECOMMENDATION
Insurance Policy

OTHER MATTERS RELATING TO THE OPERATION OF A LICENSED ESTABLISHMENT
A – Appeals Procedure
B – Fire Precautions Guidance
C – Health and Safety

1. GENERAL CONDITIONS

Licence Condition	Guidance
1.1 Licence Display **a.** A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, on or about the premises or made available to each boarder.	
1.2 Authority Approval **a.** 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. **b.** The licensee must 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. **c.** No home where there are children under 5 years of age will be licensed. **d.** No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding. **e.** Puppies under 6 months of age must not be boarded with other dogs unless they are from the same household.	

2. Accommodation & Environment

Dogs must be kept in accommodation that is appropriate for construction, size of quarters, bedding, exercising facilities, temperature and heating, lighting, ventilation, cleanliness, and waste disposal.

Licence Condition	Guidance
2.1 Domestic Environment **a.** Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs. **b.** The premises shall have its own entrance and must not have shared access e.g. communal stairs. **c.** 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. **d.** 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).	Licensees are advised to check with the planning department for any possible planning permissions that may be required.
2.2 Size of Quarters **a.** There must be sufficient space available to be able to keep the dogs separately if required. **b.** The layout must enable all dogs to choose whether or not to be able to see another dog.	There should be a sufficient number of rooms available to the boarded dogs to allow them to be housed separately if required, this maybe beneficial during the night. Or some dogs just prefer to have some solitary time.

2.3 Bedding **a.** Clients must be encouraged to provide each dog with its own bedding. **b.** All bedding areas must be kept clean and dry.	This may help with the settling in of a dog into a new environment – home comforts. The Licensee however should also be able to provide extra bedding material.
2.4 Temperature & Heating **a.** Heating and cooling facilities must be available in the domestic environment and used according to the requirements of the individual dog. **b.** There must be some part of the sleeping area where the dog is able to enjoy a minimum temperature of 10°C and a maximum temperature of 26°C **c.** In the isolation area there must be a means of maintaining the temperature at a level suitable for the condition of the dog, and dependant upon veterinary advice. However, the temperature in the isolation area must not be allowed to rise above 26 C or fall below 13 C **d.** Licensees must ensure that all heat sources are safe and comply with all regulatory requirements for both the dogs and people working there.	In order to maintain temperatures as required, the use of individual heat sources for dogs may prove adequate. In some circumstances additional background heating will also be required. Devices used for heating and cooling should be safe and free from risk of burning or electrocution. Open fires should be suitably guarded.
2.5 Lighting **a.** Light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this should be natural light. **b.** Lighting needs to be switched off at night time to allow proper sleep patterns.	Consideration should be given in the domestic environment to the positioning of any free standing lights, which could otherwise be knocked over by dogs.

2.6 Ventilation **a.** Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the sleeping area. It must also be able to regulate changes in temperature.	In the domestic environment adequate ventilation can be provided by simply opening a window, but full consideration should be given and steps taken to prevent the risk of escape or compromise the safety of the dogs.
2.7 Cleanliness **a.** 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. **b.** All excreta and soiled material must be removed from all areas used by the dogs at least daily and more often if necessary.	A list of disinfectants can be found at: **http://disinfectants.defra.gov.uk/**
2.8 Pest Control **a.** Measures must be taken to minimise the risks from rodents, insects and other pests within the home. Such pests must be dealt with using a suitable veterinary product without delay to eradicate any infestation.	The manufacturer's guidance should be followed when using control products in order to minimise risk to dogs.
2.9 Waste Disposal **a.** Facilities must be provided for the proper reception, storage and disposal of all waste. **b.** Particular care should be taken to segregate clinical	The licensee should check with the Environment Agency for current guidance on the appropriate means of disposal.

waste arising from the treatment and handling of dogs with infectious diseases. **c.** Disposal facilities for animal waste must be agreed with the Licensing Authority.	

3. Diet & Nutrition

All boarded dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily. Adequate food preparation facilities must be available.

Licence Condition	**Guidance**
3.1 Food & Drink **a.** All dogs must have an adequate supply of suitable food as directed by the client. **b.** Fresh drinking water must be available at all times and the drinking vessel cleaned daily. The water must be changed at least daily. **c.** Each dog must be provided with its own bowl. **d.** Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross-contamination. . **e.** Feeding bowls must be cleaned after each meal.	Food should be provided by the dogs' owner to avoid any sudden change in the dogs' diet which can cause digestive problems. Dogs should have access to their own feeding bowls, and shy feeders should be monitored. All dogs should receive a diet which fulfils their nutritional requirements and is matched to their age, breed, reproductive status, body condition score and activity level. Refer to Welsh Government Codes of Practice
3.2 Food Preparation & Storage Facilities **a.** Airtight containers must be provided for the storage of dry	Dog food preparation should be kept totally separate from areas

foods. **b.** Uncooked food and the remains of opened tins must be stored in covered, non-metal, leak proof containers in the fridge. **c.** All bulk supplies of food shall be kept in vermin proof containers.	used for human food preparation for hygiene reasons.

4. Normal Behaviour

Dogs must be able to exhibit normal behaviour patterns at all times. They must have the opportunity to enjoy exercise and be adequately supervised.

Licence Condition	**Guidance**
4.1 Exercise Facilities **a.** Dogs must be exercised in accordance with their owner's wishes. **b.** If dogs are taken off the premises, they must be kept on leads unless the owners' written permission allows off lead exercise. **c.** 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. **d.** Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. **e.** Gates must be secure.	Consideration should be taken regarding the age, fitness, temperament and safety of the dogs and to the suitable type of exercise, for example circumstances may mean that a dog being allowed to be exercised off the lead may be found not to be appropriate.

4.2 Supervision **a.** A fit and proper person with relevant experience must always be available to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. **b.** Dogs must be visited at regular intervals, as necessary for their health, safety and welfare. **c.** Only people over 16 years of age are allowed to walk the dogs in public places unsupervised.	Anyone supervising the dogs needs to have sufficient knowledge and experience to be able to handle the dogs correctly and safely. They must also be able to recognise if a dog's behaviour suggests there is a problem and act appropriately. All licensees/supervisory staff should have access to and be familiar with the Code of Practice for the Welfare of Dogs and all other relevant legislation.
4.3 Maximum number of Dogs Boarded **a.** The maximum number of dogs kept at any one time is stated on the licence and must not be exceeded and under no circumstances will exceed 6 dogs. **b.** This maximum number of dogs will be determined by the facilities of the premises. **c.** The number of dogs will be reduced if there is a failure to comply with other licence requirements. **d.** Dogs from different households may be boarded together at the same time provided a prior assessment of their temperament, sociability and boarding history is made to ensure that the arrangement is suitable and their various owners' consent is obtained. **e.** Dogs must not be boarded with any cat, unless they normally live together in the same household. **f.** 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.	Considerations will be made by the licensing authority to the establishment as a whole; to include available accommodation, exercise facilities and level of continued licence compliance when determining the maximum number of dogs that might be kept at the licensed premises. Where the licensing authorities are not content with the ability of the proposed licence holder or existing licence holder to meet licensing conditions they may reduce the number of dogs that the establishment can board. This may be evidenced by failure to meet licence conditions e.g. lack of exercising dogs and poor cleanliness.

5. Health & Welfare

Reasonable precautions must be taken to prevent and control the spread of infectious or contagious diseases. Any sick or injured animal must receive appropriate care and treatment without delay. Isolation facilities, first aid equipment and fire protection are necessary.

Licence Condition	Guidance
5.1 Registration with a Veterinary Surgeon **a.** All boarding establishments must be registered with a veterinary practice and ensure full details are made available to the Licensing Authority. **b.** The clients own veterinary practice must be known and consulted if necessary. **c.** 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. **d.** The Licensing Authority must be informed of any animal death on the premises. **e.** The Licensee must make arrangements for the body to be stored at a veterinary surgeon's premises until the owners return.	Addresses of veterinary surgeries can be accessed from the Royal College of Veterinary Surgeons: **http://www.rcvs.org.uk/FindAVet**
5.2 Disease Control & Vaccinations **a.** Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors. **b.** Dogs boarded or resident must be accompanied by an up	Adequate precautions may include annual booster vaccinations and any other preventative measures at the discretion of the licensee.

to date record of a veterinary approved protection against distemper, kennel cough, hepatitis, parvovirus, leptospirosis and other relevant diseases. **c.** Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs; this must include routine treatment of the accommodation. Proof must be maintained of all routine and emergency treatment for parasites. **d.** 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.	In all cases this should be in consultation with a veterinary surgeon.
5.3 Isolation Facilities **a.** Isolation facilities must be available and must be in compliance with the other licence conditions but must also be physically isolated from other dog accommodation. **b.** Adequate facilities to prevent the spread of infectious disease between isolated dogs and other dogs must be available. **c.** Effective biosecurity measures must be in place and understood. **d.** The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.	Veterinary advice about the isolation of dogs with potentially infectious diseases should be documented and followed immediately. Isolation animals need to be effectively isolated and evidence of veterinary involvement will be expected.

5.4 Miscellaneous Requirements **a.** A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site. **b.** Entire males and bitches in season or bitches due to be in season during the boarding, must not be boarded together. **c.** In the event of a dog escaping or being lost from a licensed home boarder, licensees must notify the Licensing Authority as soon as is practical and without undue delay. **d.** Full details of date, time, location and circumstances of the incident, the description of the dog, the owner's full details, and any recovery actions already taken by the licensee must be given. **e.** A relative, friend or neighbour within 5 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.	For un-neutered bitches it is advisable to ask owners when a bitch had its last season so that the licensee will be aware if the bitch is likely to come into season during the stay. Most Authorities operate an "out of hours" emergency line; escapes can be reported to this facility in the first instance if you are unable to contact your licensing department. Agencies such as the Police and your Councils Dog Warden Service should also be notified at the earliest opportunity.
5.5 Transport of Dogs **a.** Licensees who offer collection and delivery services must ensure vehicles used comply with current Welfare of Animals in Transport regulations	The legislation defines the requirements to ensure the 'Welfare of Animals in Transport'. You can ask your licensing inspector for details of the current regulations. Examples include; Securely fitted dog cage(s) and suitable ventilation. As well as the requirement to hold a Transporters authorisation.
5.6 Protection from Fire **a.** There must be an emergency fire and evacuation plan in place. **b.** There must be adequate means of raising an alarm in the	This procedure must include instructions dealing with where dogs are to be evacuated.

event of a fire or other emergency. **c.** Fire fighting equipment and detectors must be properly maintained and appropriately placed. Fire extinguishers need to be serviced or replaced as required. **d.** Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs. **e.** Precautions must be taken to prevent any accumulation of material which may present a risk of fire. **f.** The occupier of the property must be aware of the location of the dogs in the property at all times. **g.** The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premise is rendered uninhabitable.	To aid with the compliance of the regulations please see details in the attached Schedule B.
5.7 Safety of Electrical Equipment **a.** You must ensure that all electrical systems are adequately constructed and maintained, so as to prevent danger, in accordance with the Electricity at Work Regulations 1989.	To aid with the compliance of the regulations please see details in the attached Schedule C

6. Record Keeping

Records must be kept as required by the legislation detailing all pertinent information for each dog boarded, to ensure licensees are fully aware of each dog's individual requirements.

Licence Condition	Guidance
6.1 Register **a.** A register must be kept of all dogs boarded. The information kept must include the following: • date of arrival • name of dog, as well as any other identification mark 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 contact person whilst boarded • name, address and telephone number of dog's veterinary surgeon • anticipated and actual date of departure, health, welfare and nutrition requirements • quantity and administration of any medication on each occasion its given **b.** Records must be kept available for a minimum of 24 months and kept in such a manner as to enable an authorised officer easy access to such information. **c.** Where records are computerised, a hard copy must be kept. **d.** The register must also be available to members of staff of the establishment at all times.	The register should be in a format that is clear and easy to understand by any staff and the licensing inspector.

7. Animal Welfare Act 2006 – Duty of Care Requirements

Section 9 of the above Act places a duty of care on a person who is responsible for an animal. The Act states that a person commits a criminal offence if they do not take reasonable steps to ensure for the needs of that animal. In order that you comply with these duties the Council has detailed certain requirements and guidance that you must follow.

Where there is a potential breach of a Duty of Care under the Animal Welfare Act 2006, the Council may, at its discretion, issue an Improvement Notice to remedy the problem.

Licensing Conditions	**Guidance**
7.1 Routine Medication **a.** Any dog boarded that requires routine/daily medication or treatments must have them administered by a suitably competent person. **b.** The quantity and frequency of administration must be fully discussed and logged prior to the dogs stay.	It is good practice for the licensee to have written evidence regarding any medication requirements to both safeguard the health & welfare of the dog and protect themselves in the event of any future issues. Whilst being boarded there should be a check list devised of the day & time of each administration which is subsequently signed off.
7.2 Socialisation **a.** All animals must be given the opportunity for daily interaction and stimulation.	Appropriate exercise, play, and other human contact should be carried out to ensure that dogs get as much as they would be used to within their home environment.
7.3 Identification of Dogs	An example of a premises Identity dog tag would be: “I am staying at ABC Dog Boarding” and the contact details.

a. 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.	This is especially important where dogs are exercised (with the owners consent) outside the licensed premises. In the event that a dog may be lost it can facilitate a speedy reunion.

Recommendation

Recommendation	Guidance
Insurance Policy It is strongly recommended that every boarding establishment has comprehensive and adequate insurance cover.	The cover should cater for a wide range of "canine misfortunes" from emergency veterinary care, loss, third party liability and employer's liability where applicable.

OTHER MATTERS RELATING TO THE OPERATION OF A LICENSED ESTABLISHMENT.

A. APPEALS PROCEDURE

Pet Animals Act 1951 - Section 1 (4)

Any person aggrieved by the refusal of a local authority to grant such a licence, or by any condition subject to which such a licence is proposed to be granted, may appeal to a magistrates' court; and the court may on such an appeal give such directions with respect to the issue of a licence or, as the case may be, with respect to the conditions subject to which a licence is to be granted as it thinks proper.

B. FIRE PRECAUTIONS GUIDANCE

The following information is supplied to licensees, in order to aid compliance with the fire precaution requirements detailed in the Council's licensing conditions that require appropriate steps to be taken for the protection of animals in case of fire or any other emergency.

The guidance is aimed at ensuring that the means of escape and associated fire precautions are adequate for human occupants. It should be borne in mind that the fire safety requirements for people maybe covered by other legislation.

The following matters must be considered:

1. Access for Fire Fighting and Water Supplies - There should be good access for fire fighting appliances (minimum width of 3.7m) to all hydrants and other water sources and hard standings should be provided. The name board of the premises should be clearly displayed beside the nearest road access.

2. Means of Escape - Escape routes for animals should be designed to provide a straight run out of buildings, with the minimum of human assistance. Pen doors should be so arranged that animals can be evacuated quickly and acute turns, obstructions and ramps in the escape routes should be avoided as far as possible.
   a) All premises should be provided with exits of sufficient width and height to allow easy access to the animals at all times.
   b) The exits should be easily opened from the inside without the use of a key.
   c) If necessary provision should be made for the ready summoning of a key holder.

   In buildings exceeding 18 metres in length or where considerable numbers of animals are housed, at least two exits should be provided and situated as far apart as possible. The distance of travel should be limited to 45 metres.

3. No Smoking Signs - No smoking notices should be displayed in the vicinity of all hay and straw and where practicable precautions should be taken against unauthorised entry especially by children.

4. Electrical Installations - Electrical installations including lamps should be cleaned regularly to avoid the build-up of dust. Electrical equipment, heaters etc should be positioned and secured so that they are kept at a safe distance from any likely accumulation of flammable bedding material.

5. Fire Fighting Equipment

a. Portable Fire Extinguishers -The following are recommended as a minimum:

- Buildings not exceeding 200sqm in area require at least 2x9 litre water extinguishers for buildings over 200sqm an additional fire extinguisher must be provided for every additional 200sqm or part thereof.
- Portable fire extinguishers must meet the requirements of BS EN 3 and be installed and maintained according to the recommendations given in BS 5306.
- Depending on the outcome of your fire risk assessment, it may be possible to reduce this to one extinguisher in very small premises with a floor space of less than 90m^2.
- Fire extinguishers that when operated produce a loud noise, e.g. CO2, or large clouds of dry powder, should not be used in close proximity to animals.

b. Hose Reels - Hose reels can be provided as an alternative to portable fire extinguishers. There should be a minimum of one hose for each 800sqm in area or part thereof. It should confirm to BS 5306: Part 1. Wash down hoses may be acceptable provided there is a constant flow of water that is able to produce water jet with a minimum throw of 5 metres. Hose reels must not exceed 45m in length and should be sited so that the nozzle can be taken to within 6m of each part of the protected premises.

6. Fire Notices - All staff at the establishment should be familiar with what action must be taken in the event of a fire. A clearly written and conspicuous notice should be provided indicating the action to be taken in case of fire and the location of the nearest telephone.

This notice may include the following:

"On discovering a fire, ensure the building involved is evacuated.

Call the Fire Brigade {the nearest telephone is sited at …….}.
Attack the fire using the fire fighting equipment provided, if safe to do so
etc”

7. O/S Map Reference - An Ordnance Survey map reference number should be made available for the premises and displayed with the Fire Notice provided.

The Regulatory Reform (Fire Safety) Order 2005 requires that necessary fire precautions are put in place to protect relevant persons in case of fire in, and in the vicinity of all premises to which the legislation applies.

Responsibility for complying with the order rests with the ‘responsible person’. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person(s) in control of the premises will be responsible.

The responsible person must:

Carry out a Fire Risk Assessment, the significant findings of which must be recorded if five or more persons are employed, if the premises are licensed or if an alterations notice is in force.

To further assist you, the Fire Safety Guide to Animal Premises and Stables (ISBN: 978 1 85112 884 6) is available from the stationary office or via the Department for Communities and Local Government website (www.communities.gov.uk).

C. HEALTH AND SAFETY

Health and Safety law applies to all businesses, no matter how small. As an employer or a self employed person, you are responsible for health and safety in your business. You need to take the right precautions to reduce the risks of workplace dangers and provide a safe working environment.

There is a guide called “Health and Safety made simple”. This guide makes life easier for you by providing the basic information on what you need to do in one place. It will help you get started in managing health and safety in your business.

For some work activities there may be extra things you need to do to make sure you are complying with the law. Further guidance on specific topics, such as managing asbestos, preventing ill health from animal contact etc, and model risk assessments are available online at www.hse.gov.uk . You can also contact the health and safety team of Gwynedd County Council on 01766 771000 and ask for the duty officer or email us at BwydaIechyd&Diogelwch@gwynedd.gov.uk.

The “Health and Safety made simple” leaflet can be downloaded by following this link:
http://www.hse.gov.uk/pubns/indg449.pdf