

## **Shared Regulatory Services – Cardiff, Vale of Glamorgan & Bridgend Council. Dog Home Boarding Establishments – Conditions of Licence**

### **1. 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 Animals Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- 1.6** Entire males and bitches in season or bitches due to be in season during boarding, must not be boarded together or boarded with resident dogs. Dogs less than 6 months old may be boarded provided they are suitably vaccinated and difficulties had not been identified during the trial socialisation period.

### **2. Licence Display**

- 2.1** 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.
- 2.2** A copy of the Insurance certificate should be displayed or made available to all boarders.

### **3. Number of Animals**

**3.1** The maximum number of dogs to be kept at any one time is to be decided by the inspecting officer and will be detailed on the licence. Where permission for more than one dog is sought for home boarding the numbers permitted shall be determined following an inspection and in some cases the inspection will be conducted by a Local Authority Officer and a Veterinary Surgeon.

**3.2** Where dogs from more than one household are boarded at any one time, the following additional requirements apply:

- Specific written agreement of each household showing confirmation that they consent for their dogs to be boarded with others must be provided and available for inspection.
- A trial familiarisation session for all dogs prior to their stay must be undertaken and documented.
- When left unattended dogs from different households must be kept separate in suitable secure areas.
- Dogs from separate households shall be fed separately to minimise the likelihood of dispute and aggression.
- Dogs must not be boarded with any cat, unless they normally live together in the same household.

**3.3** Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dogs must also be gained following a trial familiarisation period.

**3.4** 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.

### **4. Construction**

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

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

## **5. Management**

### **Training**

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

### **Cleanliness**

- 5.2** 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 or dog comfort.
- 5.3** 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.
- 5.4** All bedding areas must be kept clean and dry.
- 5.5** Facilities must be provided for the proper reception, storage and disposal of 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.

## Annex 3

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

### **Food and Water Supply**

**5.7** All dogs shall have an adequate supply of suitable food as directed by the dog owner.

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

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

**5.10** 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 their own bowl.

### **Kitchen Facilities**

**5.11** Airtight containers must be provided for the storage of all dry foods. Uncooked/raw food and the remains of opened tins must be stored in covered, non-metal, leak proof containers in a refrigeration system.

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

## **6. Disease Control and Vaccination**

**6.1** Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst dogs, staff and visitors.

## Annex 3

- 6.2** Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) and Canine Parvovirus, Bordatella kennel cough and any other relevant diseases. The course of the 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 at all times throughout the period the dog is boarded.
- 6.3** 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.
- 6.4** A well-stocked first-aid kit suitable for dogs must be accessible and onsite at all times.
- 6.5** The licensee must be registered with a veterinary practice that can provide 24-hr help and advice. The clients own veterinary practice must be known and consulted if necessary.
- 6.6** Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and any other parasites in both boarded and resident dogs. Proof must be maintained of all routine and emergency treatment for parasites.
- 6.7** Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to any other animal.

## **7. Isolation and Contagious Disease Outbreak**

- 7.1** Dogs showing any signs of disease or illness shall be isolated immediately 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.
- 7.2** The licensee must inform the Licensing Authority on the next working day if a dog develops any infectious disease.

## Annex 3

**7.3** Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are authorised to be admitted. This period will be specified by the Licensing Authority as agreed with their own veterinary surgeon.

**7.4** The Licensing Authority must be informed of any animal death that may occur on the licensed premises. The licensee must make arrangements for the body to be stored at a veterinary surgeons premise until the owners return.

## **8. Register**

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

- Date of Arrival
- 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 contact person whilst boarded
- Name, address and telephone number of dogs veterinary surgeon
- Anticipated and actual date of departure
- Proof of current vaccinations, medical history and requirements
- Health, welfare nutrition and exercise requirements

**8.2** Such a register is to be available for inspection at all times by an officer of the Licensing Authority and/or Veterinary surgeon.

**8.3** 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.

**8.4** If any medication is to be administered whilst a dog is boarded this must be recorded.

**8.5** 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.

## **9. Supervision**

**9.1** 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. This person must not have any conviction or formal cautions for any animal welfare related offences.

**9.2** 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 regular basis.

**9.3** No home where there are children under the age of 5 will be licensed.

**9.4** Only people over the age of 16 years are allowed to walk the dogs in any public areas.

## **10. Exercise**

**10.1** 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.

**10.2** There must be direct access to a suitable outside area. The area/garden must only be used by the homeowner (not shared with other residents). The area must be kept clean and tidy at all times.

**10.3** 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.

**10.4** If there is a pond, it must be covered to avoid drowning.

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

**10.6** The Licensing Authority must be informed on the next working day if a dog is lost.



## **11. Fire/Emergency Precautions**

- 11.1** Appropriate steps must be taken for the protection of the dogs in case of a fire or other emergencies.
- 11.2** The occupier of the property must be aware of the location of the dogs in the property at all times.
- 11.3** 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.
- 11.4** A fire warning procedure and emergency evacuation plan – including details of where dogs are to be evacuated to in the event of a fire or other emergency – must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. The licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises are rendered uninhabitable.
- 11.5** Fire detection equipment must be provided in accordance with general advice given by the fire safety officer. The home must have at least 2 working smoke detectors located at the top & bottom of the staircase, or other appropriate location.
- 11.6** All doors to rooms must be kept shut at night.
- 11.7** All electrical installations and appliances must be maintained in a safe condition. No dog must be left in a room with loose, damaged or railing cables or wires.
- 11.8** All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of any freestanding gas or oil appliances.
- 11.9** 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.