

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

1. Introduction

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

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 insurance and, where necessary, adequate and suitable employers insurance. This insurance must be on display or available at all times.

1.4 Entire males and queens in season or due to be in season during boarding must not be boarded together or boarded with any other cats. Kittens less than 6 months old must not be boarded with any other cats, unless it's their mother or written consent has been received from both owners.

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 at all times.

2.2 A copy of the Insurance certificate should be displayed or made available to all boarders at all times.

3. Number of Animals

3.1 The maximum number of cats 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 cat 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 cats 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 cats to be boarded with others must be provided and available for inspection.
- A trial familiarisation session for all cats prior to their stay must be undertaken and documented.
- When left unattended cats from different households must be kept separate in suitable secure areas, these areas must be agreed by the LA inspecting officer.
- Cats from separate households shall be fed separately to minimise the likelihood of dispute and aggression.
- Cats must not be boarded with any dog, unless they normally live together in the same household.

3.3 Where there is a resident cat or dog kept at the household, written consent from the owners of the boarded cats must also be gained following a trial familiarisation period. (The number of resident animals will be taken into consideration when deciding on the adequate number of boarders to be granted, although not included on the licenced number)

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

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- 4.2** There must be adequate space, light, heat and ventilation suitable for the cats.
- 4.3** As far as reasonably practicable all areas/rooms within the home to which boarded cats have access, must have no physical or chemical hazards that may cause injury to the cats.
- 4.4** There must be sufficient space available to be able to keep the cats separately if required.
- 4.5** If a collection and delivery service is provided, a suitable vehicle with a cat cage in the rear must be provided.

5. Management

Training

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

Cleanliness

- 5.2** All areas where the cats 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 cat comfort.
- 5.3** Suitably sited litter trays, which are easy to clean and impermeable must be provided at all times. These must be emptied and cleansed at least once a day and as necessary at any time during the day if found to be unduly soiled. A suitable material for litter must be provided.
- 5.4** All excreta and soiled material must be removed from all areas used by cats at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Licensing Authority.
- 5.5** All bedding areas must be kept clean and dry at all times.

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5.6 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 cats with infectious diseases. The final route for all such waste shall comply with current waste regulations and agreed by the local authority.

5.7 Where disinfectant is used a specialist animal friendly product must be used and agreed with the local authority.

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

Food and Water Supply

5.9 All cats shall have an adequate supply of suitable food as directed by the cat owner.

5.10 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.

5.11 Clients must be encouraged to provide each cat 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.

5.12 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 cat must be provided with their own bowl.

Kitchen Facilities

5.13 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.

5.14 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 cats, staff and visitors
- 6.2** Sneeze boards must be used especially in isolation facilities to prevent the spread of any infectious illnesses.
- 6.3** Proof must be provided that boarded and resident cats have current vaccinations against Infectious Feline enteritis, feline respiratory disease 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 cat is boarded.
- 6.4** Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any cat is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed.
- 6.5** A well-stocked first-aid kit suitable for cats must be accessible and onsite at all times.
- 6.6** 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.
- 6.7** Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and any other parasites in both boarded and resident cats. Proof must be maintained of all routine and emergency treatment for parasites.
- 6.8** The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.

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6.9 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 Cats showing any signs of disease or illness shall be isolated immediately from any other cats 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 by the next working day if a cat develops any infectious disease.

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 cats boarded. The information kept must include the following:

- Date of Arrival
- Name of cat, any identification system such as microchip number or tattoo
- Description, breed, age, and gender of cat
- 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 cats veterinary surgeon
- Anticipated and actual date of departure
- Proof of current vaccinations, medical history and requirements
- Health, welfare nutrition and exercise requirements

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- 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 cat 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 cats are boarded at the premises. This person must not have any conviction or formal cautions for any animal welfare related offences.
- 9.2** Cats 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 persons under the age of 16yrs old shall be left responsible for any cats in boarding.
- 9.4** No home where there are children under the age of 5 will be licensed.

10. Exercise

- 10.1** Cats must be exercised in accordance with their owner's wishes. If cats are taken off the premises, they must be kept on leads unless with the owners written permission.
- 10.2** A double door system must be employed so that no cat has direct access to any external doors in regular use.

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- 10.3** Cats 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.
- 10.4** The Licensing Authority must be informed on the next working day if a cat is lost.
- 11. Fire/Emergency Precautions**
- 11.1** Appropriate steps must be taken for the protection of the cats in case of a fire or other emergencies.
- 11.2** The occupier of the property must be aware of the location of the cats in the property at all times.
- 11.3** Careful consideration needs to be given to the sleeping area for cats 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 cats 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 cats 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 cat must be left in a room with loose, damaged or railing cables or wires.

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- 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.