

Swindon Borough Council

Licensing Committee

Thursday, 17 September 2015

Committee Room 2, Civic Offices (Anticipated meeting room)

At 5.30 p.m.

Conservative Councillors

Alan Bishop
Michael Bray
Oliver Donachie
John Haines (Vice-
Chair)
Maureen Penny
Eric Shaw
Caryl Sydney-Smith
Vera Tomlinson
(Chair)

Labour Councillors

Junab Ali
Abdul Amin
John Ballman
Fay Howard
Derique Montaut
Kevin Small
Peter Watts

Committee Officer: Shaun Banks (Telephone: 01793 463606)
sbanks@swindon.gov.uk
Swindon Borough Council, Civic Offices, Euclid Street, Swindon, SN1 2JH
(Telephone 01793 445500)

AGENDA

1. Apologies for Absence

2. Declarations of Interest

Members are reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed.

3. Minutes (Pages 3 - 4)

To receive the minutes of the meeting held on 22nd May 2015,

4. Public Question Time

See explanatory note below. Please phone the Committee Officer whose name and number appears at the top of this agenda if you need further guidance.

5. Model Licence Conditions for Dog Breeding (Pages 5 - 64)

6. Proposed Conditions for Dog Day Care (Pages 65 - 96)

7. Model Licence Conditions for Pet Shops (Pages 97 - 154)

8. Model Conditions for Catteries (Pages 155 - 216)

9. Taxi Fees Consultation (Oral Report)

Date of Despatch: 10 September 2015

Public Question Time - Swindon Borough Council remains committed to increasing its accountability to the public and to promoting active citizenship. 15 minutes will be allowed at the start of all Council meetings for questions to the Chair from the public about the work of the Committee (except for confidential matters, and matters relating to planning and licensing applications). We will give priority to those who submit questions in writing at least two days before the meeting. Questions must be relevant, clear, and concise. You may not use Public Question Time as an opportunity to make speeches or statements.

Questions in writing should be sent to the Committee Officer whose contact details appear on the agenda above or to the Director of Law and Democratic Services, we will publish it, along with the answer, alongside the Minutes. The process associated with asking a public question is set out in the "Public Question Time at Council Meetings Protocol and Guidance" available on the Council's Website.

(<http://ww5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sch=doc&cat=13338&path=0>) or from the Committee Officer named above.

Access Arrangements – *The Venue is wheelchair accessible and an infrared receiver hearing system is provided. If you would wish to attend the meeting but have any special requirement to enable you to do so please contact the Committee Clerk above, as soon as possible prior to the date of the meeting.*

If you would like to receive any of the pages contained in this agenda in a larger print size please contact the Committee Officer whose name appears on the first page of this agenda.

LICENSING COMMITTEE

FRIDAY, 22 MAY 2015

PRESENT:- Councillors Vera Tomlinson (in the Chair), Junab Ali, Abdul Amin, John Ballman, Alan Bishop, Michael Bray, Oliver Donachie, John Haines, Fay Howard, Derique Montaut, Maureen Penny, Eric Shaw, Kevin Small, Caryl Sydney-Smith, and Peter Watts.

1. Declarations of Interest

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting. No declarations were made.

2. Minutes

Resolved – That the minutes of the meeting held on 16th March 2015, be confirmed and signed as a correct record.

3. Public Question Time

No public questions were received during the meeting.

4. Local Government Act 1989 - Section 15: Political Balance Arrangements

Resolved – That, further to Minute 13(2) of the Council, and having carried out a review under Section 15 of the Local Government and Housing Act 1989 this Committee continue to apply political balance arrangements under the Act.

5. Appointment of Sub-Committees and Panel

Resolved – (1) That an Ad Hoc Licensing Sub-Committee be appointed having the functions set out in the document “Swindon Council Constitution 2015/16” and comprising Councillors Abdul Amin, John Ballman, Alan Bishop, Mick Bray, Fay Howard, Eric Shaw, Vera Tomlinson.

(All Councillors serving on the Licensing Committee be appointed as substitutes to their respective political group.)

(2) That a Licensing Panel be appointed having the functions set out in the document “Swindon Council Constitution 2015/16” and comprising three Councillors to be drawn from Members of this Committee.

(3) That a Private Hire/Hackney Carriage Licensing Sub-Committee be appointed having the functions set out in the document “Swindon Council Constitution 2015/16” and comprising Councillors Junab Ali, Oliver Donachie, John Haines, Derique Montaut, Caryl Sydney-Smith, Vera Tomlinson and Peter Watts.

(All Councillors serving on the Licensing Committee be appointed as substitutes to their respective political group.)

Model Licence Conditions for Dog Breeding

Licensing Committee

Date: 17th September 2015

Author:	Kathryn Ashton - Licensing Manager
Wards	All
Locality Affected:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 To review and implement Model Licence Conditions for Dog Breeding

2. Recommendations

That Committee:

- 2.1 Agree for consultation to be carried out on the proposed conditions in respect of dog breeding with licensed establishments within the District and relevant organisations.
- 2.2 For the results of the consultation exercise to be brought back to the Licensing Committee with a view to considering the adoption of agreed conditions.

3. Detail

- 3.1 Local authorities in England, Scotland and Wales issue licences to proprietors of dog breeding establishments under Breeding of Dogs Act 1973
- 3.2 A breeding establishment is defined as any premises where the business of breeding dogs for sale is carried out. Breeders of dogs may consider themselves to be “Hobby” breeders and not require a licence. If five or more litters are bred each year then it shall be considered a business under this legislation.
- 3.3 The Council does not use any Model Conditions for Dog Breeding Establishments. There are currently no licensed breeding establishments in the Borough and there has been no application received in respect of such an establishment for many years. However, an application has recently been received which requires determination.
- 3.4 The Chartered Institute of Environmental Health produced a new set of model conditions in 2013 in association with relevant organisations.
- 3.5 The Licensing Authority may wish to consider formal adoption of these conditions with possible amendments taking into account submissions from animal establishments, other relevant organisations such as veterinary practices and members of the public.
- 3.6 The Chartered Institute of Environmental Health (CIEH) has worked in partnership with Advisory Council on the Welfare Issues of Dog Breeding, British Small Animal Veterinary

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

Association, City of London Corporation, Department for Environment, Food and Rural Affairs (Defra), the British Veterinary Association (BVA), the Dogs Trust, Epping Forest District Council, The Kennel Club and Royal Society for the Prevention of Cruelty to Animals to produce a new set of model conditions and guidance.

- 3.7 Adoption of the conditions in full affords the best opportunity for providing a regime for regulating breeding establishments within the Borough.
- 3.8 A copy of the new model conditions and guidance is attached at **Appendix 1** of this Report.
- 3.9 The new model licence conditions and guidance bring the previous model licence conditions up to date, reflecting changes in the law and the industry and progress in animal husbandry.

4. Alternative Options

- 4.1 The Council could decide not to adopt the conditions, however, this would mean that there would be no consistent guidelines when undertaking and licensing establishments or inspections and attaching appropriate conditions.

5. Implications, Diversity Impact Assessment and Risk Management

5.1 Financial and Procurement Implications

There are no direct financial implications arising from the report.

5.2 Legal and Human Rights Implications

Legal and Human Rights considerations have been taken fully into account in compiling this report. It is considered that the recommendations of this report are compatible with Convention Rights. The Council is required to comply with the statutory provisions referred to in the report. All other legal and human rights implications have been considered in the preparation of this report.

5.3 Diversity Impact Assessment ("DIA")

A DIA has not been undertaken at this stage as no policy has been consulted upon. This report seeks approval to draft a policy based on the evidence presented.

6. Consultees

- 6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 Breeding of Dogs Act 1973
- 7.2 Breeding and Sale of Dogs (Welfare) Act 1999
- 7.3 Animal Welfare Act 2006

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

8. Appendices

8.1 Appendix 1 - Proposed Model Conditions for Dog Breeders

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

1. ACCOMMODATION

The following definitions are provided for the purposes of inspection:

- Kennel – this is the physical structure and area that consists of an indoor sleeping area and outdoor run
- Run – A run is defined as an area attached to and with direct and permanent access from a kennel
- Outdoor exercise area – a separate area from the kennel itself where dogs may, for example, exercise, play, interact with other dogs and people
- Crate – a safe, secure area that a dog can go into for short periods of time. Usually consists of a wire frame with a removable tray in the base for bedding, but can also be plastic, or fabric. Uses include security, transportation or following veterinary advice. NB: this should only be a temporary enclosure for a dog and only where the dog is habituated to it

General

Condition

Dogs must at all times be kept in accommodation suitable as respects construction, size of quarters, numbers of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness; Breeding and Sale of Dogs Act 1973 S.1(4)(a)

Dogs kept in domestic premises must have free access to more than one room and every dog must be provided with continual access to a comfortable, dry, draught-free, clean and quiet place to rest.

Guidance

Local authorities may wish to refer to Council of Europe guidelines (see Appendix D) and the Kennel Club Assured Breeder Scheme which provide useful guidelines for minimum kennel sizes. These sizes are not prescriptive. The assessor's own expertise, opinion and common sense will be applied, and consideration given to the daily routine in place, the breed, and temperament and activity levels of the animals kept.

Condition

Dog crates, where used (and whilst not acceptable as permanent housing) must be of sufficient size to allow each dog to be able to sit and stand at full height, step forward, turn around, stretch

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and lie down in a natural position and wag its tail without touching the sides of the crate and to lie down without touching another individual.

Guidance

Bitches with litters should be provided with further space.

Kennel Construction

Condition

Where kennels are provided, within converted outbuildings, consideration must be given to cleaning, wildlife access, vermin control, natural lighting and ventilation.

Guidance

In new constructions, wood should not be used on exposed surfaces of walls, floors, partitions, door frames or doors in the dog kennelling area.

Existing buildings may be more expensive to adapt and less efficient to operate than new build kennels. Proposed building works may require approval from the building control department and/or planning department.

Where wood has been used in an existing construction it must be smooth and treated to render it impervious. The purpose of avoiding wood on surface structures of kennel interiors is because of the possibility of damage to the material caused by scratching or chewing by dogs. Worn and splintered material is difficult to clean, harbours bacteria, viruses and so on, and allows the splinters to penetrate the animal's skin.

Condition

All internal surfaces used in the construction of walls, floors, ceilings, partitions, doors and door frames must be durable, smooth and impervious, easily cleaned and disinfected. Kennels must be free from hazards and there must be no projections or rough edges liable to cause injury.

Sleeping areas of kennels must be insulated so as to prevent extremes of temperature.

Guidance

All exterior wood should be properly treated against wood rot, e.g. tanalised. Only non-toxic products should be used.

The interior and exterior of the buildings should be kept in good decorative order and repair. Outer paths, gardens, exercise areas and general surroundings should be kept in good, clean, safe condition.

Security

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

Condition

The construction must be such that the security of the dog is ensured.

Fencing material must be safe and secure.

Guidance

Where galvanised welded mesh is used for fencing and cages or kennels, the wire diameter should not be less than 2mm (14 standard wire gauge) excluding any covering and the mesh size should not exceed 5cm (2in).

Walls and Partitions

Condition

Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleaned and disinfected.

Guidance

Where concrete or other building blocks or bricks are used, they should be sealed so as to be smooth and impervious, and resealed as necessary.

Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, all joints should be sealed.

It is suggested that partition walls between kennels and individual exercise areas should be of solid construction and of sufficient height to prevent direct nose-to-nose contact between dogs.

Partition construction may be solid from floor to ceiling, but this should not be to the detriment of other welfare considerations such as the dog's outlook, lighting, ventilation. Suitable materials for the construction of partition walls include properly surfaced impervious brick/block constructions, moulded plastic, glass reinforced plastic (GRP) and pre-formed plastic surfaced board.

Constructing a solid partition provides a physical barrier to infection.

Floors

Condition

Flooring must be of a non-slip, urine-resistant material. It must be laid in a way and at a fall that avoids the pooling of liquids. Slatted or wire mesh floors must not be used.

Guidance

It is recommended that new kennels should incorporate a damp proof membrane.

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All floors of kennels and individual exercise areas should be constructed and maintained in such a condition as to prevent pooling of liquids.

Condition

Floors of all buildings, individual exercise areas and kennels must be of smooth, impervious materials, capable of being easily cleaned and disinfected while providing sufficient grip for the animal to walk or run without sustaining injury.

Guidance

In new constructions, it is recommended that floors should be laid to a minimum fall of 1 in 80 leading to

A shallow drainage channel or effectively covered deep drainage channel.

Communal exercise areas should also be suitably drained to prevent pooling of liquids.

Ceilings

Condition

Ceilings must be capable of being cleaned and disinfected.

Doors

Condition

Kennel doors must be strong enough to resist impact and scratching and must be capable of being effectively secured.

Guidance

Where metal bars and frames are used, they should be of suitable gauge with spacing adequate to prevent dogs and puppies escaping or becoming entrapped.

Where metal edging is used, this should not present a risk of injury to the dog.

Door openings should be constructed such that the passage of water/waste is not impeded, or allowed to accumulate due to inaccessibility.

When designing kennel doors, regard should be had to the health and safety of the person working in the kennel, for example, large dogs may push against the door which may give rise to difficulties in securing the door and even to accidents to the person on the opposite side of the door when it opens outwards.

A door which opens inwards may also reduce the possibility of escape. (See Health and Safety at Work Act 1974 under Other Relevant Legislation)

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Windows

Condition

Windows must not pose a security risk and must be escape proof for the protection of the dog as well as the public.

Guidance

When windows are so situated that they could pose a security risk, it is recommended that welded mesh or reinforced glass, polycarbonate or other impact- resistant material is used. (See Other Relevant Legislation concerning the Control of Dogs Order and the Dangerous Dogs Act).

Drainage

Condition

The establishment must be connected to mains drainage or an approved sewerage disposal system. (See Environmental Protection under Other Relevant Legislation)

Guidance

Drainage channels should be provided near to the kennel edge so that urine cannot pass over walk areas in corridors and communal access areas. A separate drainage channel may be needed in the exercise area. Advice concerning waste water outlets should be sought from the Environment Agency and/or, the local authority. (See Environmental Protection under Other Relevant Legislation)

Lighting

Condition

During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible.

Guidance

Where practicable this should be natural light.

Condition

Lighting must be of sufficient standard to enable efficient working both during and after daylight hours.

Supplementary lighting, adequate to allow inspection, must be provided throughout the establishment.

Guidance

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

It is recommended that breeding establishments should have a low level night light for use after daylight hours.

Ventilation

Condition

Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the sleeping area.

Guidance

A balance should be struck between providing adequate ventilation while avoiding unnecessary loss of heat. Checks need to be made during the day and night to allow for temperature fluctuations. Ventilation is important in disease control. It provides protection against accumulation of odour and prevents excessive humidity. High humidity increases the risk of infectious bronchitis ('Kennel Cough').

Kennel Design (Size, layout and exercise facilities)

Condition

Kennels must be divided into sleeping and activity areas.

Kennels must be provided with an adequate size of sleeping area, such that dogs can stand, turn around, stretch and lie down flat in a natural position, with sufficient space for the door to open fully.

Guidance

Special consideration should be given to whelping bitches and bitches in season. Kennels should cater for the maximum number of puppies having regard to the size of the breed and litter size. (See also Appendix D)

When constructing kennels, an appropriate design and correct materials should be used to overcome problems of noise emission and to ensure energy conservation. This is in order to minimise discomfort to the dog and risk of nuisance to persons in the vicinity of the site. (See Nuisance under Other Relevant Legislation).

All parts of the kennel should be easily accessible to undertake thorough cleaning by staff.

Condition

Adequate exercise areas must be provided for all kennels. How much space will depend upon the size of the dog as well as the circumstances of each breeding establishment. Dogs must be able to walk, turn around easily, wag their tails without touching the kennel sides, and lie down without touching another dog.

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Kennels and runs must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.

Exercise areas must not be used as sleeping areas

Outdoor areas where animals exercise and interact cannot have strict temperature regulation. Dogs must not be restricted to such areas when climatic conditions may cause them distress. They must have constant access to fresh clean water, shade and shelter so they can avoid rain, wind, snow, ice or direct sunlight, etc.

In adverse weather conditions, the responsible person must decide whether or not dogs are given free access to their run.

The run must be at least partially roofed to provide the dog with sufficient protection against all weathers.

Guidance

Depending upon the breed, consideration should be given to covering the whole of the runs.

Beds and Bedding

Condition

The bed must have clean bedding and be large enough for each dog to lie flat on their side.

Beds must be suitable to allow dogs to be comfortable, i.e. of durable construction, be sited away from and offer protection from draughts and be of a suitable size for the size and type of dogs kept.

Bedding must be capable of being easily cleaned and disinfected.

Guidance

All bedding material in use should be clean, non-irritant, parasite free and dry.

Chewing or destruction of bedding should not result in restricted access; rather alternative materials should be tried.

Number of Dogs Permitted

Condition

The maximum number of dogs to be kept at any one time is to be determined by the Local Authority (see also Appendix D).

The number of dogs permitted must relate to the number and size of the kennels or space available and should be stipulated clearly on the front sheet of the licence. The decision regarding the number of dogs permitted to be kept must take into account the maximum likely litter size as well as the effectiveness of site management.

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Guidance

This figure should include any dogs kept on the breeders' premises which are not being used for breeding and must not be exceeded.

Temperature in Accommodation

Condition

Heating facilities must be available in the kennel and used according to the requirements of the individual dog.

Guidance

There should be some part of the sleeping area where the dog is able to enjoy a temperature of between 10°C -26°C. Temperature should be relevant to the type and breed of dog. If necessary, heating and/ or automatic cooling/ventilation should be used to achieve this.

The materials used on the kennel exterior should offer adequate protection against temperature variations throughout the year. The difficulty of maintaining the ideal temperature is acknowledged; however, these are realistic temperatures and should not be exceeded in normal circumstances.

Condition

Devices used for heating and cooling must be safe and free from risk of burning or electrocution. Manufacturer's instructions must be followed. Open flame appliances must not be used. (See Health and Safety at Work Act 1974 under Other Relevant Legislation)

Guidance

There should be the ability to record temperatures at dog level. (See also Record Keeping at Section 6 – Health and Welfare of the Breeding Stock and Litters).

There will be periods in the year where ambient external temperatures will cause temperatures to fluctuate above or below the recommended levels. If the higher temperature level is exceeded due to structural shortcomings rather than normal ambient temperature, then artificial means of counteracting this high temperature should be introduced.

Where temperatures fall below the recommended level, the use of individual heating lamps for dogs may prove adequate. In some circumstances additional background heating will also be required.

Failure to give adequate attention to construction and insulation may cause dogs to suffer and increase running costs. Geographical orientation will affect temperature, e.g. north facing openings make it difficult to maintain adequate heating levels. Correct orientation of the kennel will allow maximum use of natural light.

Cleanliness

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

(See also Appendix E -Cleaning Standard Operating Procedure (SOP))

Condition

All kennels, corridors, common areas, kitchens and so on must be kept clean and free from accumulations of dirt and dust so that disease control is maintained. An agreed SOP must be followed.

Each occupied kennel must be cleaned daily at a minimum.

Guidance

Regular disinfection should be demonstrated by keeping records of disinfecting regimes (see also SOP - Appendix E).

Condition

All excreta and soiled material must be removed from all areas used by the dogs as necessary.

All sleeping areas and bedding must be kept clean and dry.

Facilities must be provided for the proper reception, storage and disposal of waste.

Guidance

Advice should be sought from the Environment Agency or local authority concerning removal of waste such as dog faeces, soiled material and infectious material.

Condition

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

Guidance

Such pests should be adequately dealt with without delay to eradicate the infestation.

Condition

Foul waste water must be disposed of by discharge to the appropriate or an approved drainage system. Those wishing to operate an incinerator must seek advice from the Environment Agency and/or the local authority. (See Environmental Protection under Other Relevant Legislation)

Guidance

There is a range of cleaning regimes. The regime, for which all establishments should have an SOP, should include:

1. Removal of solids

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

2. Washing

3. Disinfection

4. Drying

The physical collection of faeces is usual ('poop scoop' or shovel and bucket). The use of detergent and water will 'wash down'. Pressure hoses or steam cleaning will wash down more effectively. Bacteria, viruses, fungi need to be controlled by the sanitising process. Because disinfectant is washed away after a short period of time, the long term activity of chemicals used to control viruses, bacteria and fungi should be considered (see also SOP – Appendix E).

Great care should be taken when using any chemicals. Chemicals and materials should be used and stored correctly. (See notes on COSHH Regulations under Other Relevant Legislation). Combinations of bactericides, fungicides and virucides may prove expensive to use and may not necessarily provide the best system. Professional advice should be sought for the most effective method.

The following link includes DEFRA's approved disinfectant list for statutory use on disease control. http://disinfectants.defra.gov.uk/Default.aspx?Module=ApprovalsList_SI

(See column (v) – general orders)

Staff working from kennel to kennel further increases the risk of spreading disease. Staff should be trained in good kennel hygiene. Complete disinfection of kennel and equipment should be carried out between occupancies.

Whelping Facilities

Condition

There must be a separate whelping pen or room for each whelping bitch in which to whelp. There must be direct access to the whelping area for kennel personnel without disturbing the general kennel population. Once separated there must be increased social contact with humans.

Guidance

Bitches should be moved to their whelping accommodation 60 days after mating or sooner if signs of imminent whelping are shown.

Condition

Each whelping pen must be constructed of easily cleanable impervious materials. The area must be cleaned regularly and a record kept of cleaning procedures. The whelping pen must have a divider to allow the bitch to access an area where she cannot be reached by the puppies. There must be natural daylight.

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

There must be a whelping bed raised off the floor and with sides high enough to prevent new born puppies from falling out. The bed must contain sufficient bedding to ensure a soft surface for the bitch and to enable the absorption of mess resulting from whelping. The bed must be constructed of easily cleanable impervious material and must be thoroughly cleaned and disinfected between litters.

Guidance

Where a bitch is whelped in a domestic environment it is acceptable for a temporary disposable covering to be used.

Varnishing wood will make it impervious.

Condition

The whelping area must be maintained at an appropriate temperature. The bitch must be able to move away from heat spots.

Guidance

There should be an area maintained between 26-28 degrees Celsius. This can be achieved with a local heat source such as a heat lamp.

Puppies under four weeks of age should be kept at a temperature between 26°C (79°F) to 28°C (82°F) with provision for the bitch to move to a cooler area.

Condition

Bitches must be adequately supervised during whelping and records kept of:

- Time of birth of each puppy
- Puppies' sex, colour and weight
- Placentae passed
- Any other significant events.

Bitches must be allowed a minimum of four periods a day for toileting and exercise away from their puppies.

Bitches in Season

Guidance

Consideration should be given to separating bitches in season and they should not be kept with entire male dogs.

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2. MANAGEMENT

General

Condition

Dogs must be adequately supplied with suitable food, drink and bedding material, adequately exercised, and visited at suitable intervals; BDA 1973 S.1 (4) (b)

The 1999 Act strengthens the requirements for dogs to be visited at suitable intervals.

The Animal Welfare Act (2006) sets out the Duty of Care which must be met by the person responsible for the animals (see Animal Welfare Act under Other Relevant Legislation)

Guidance

(See also Appendix L - Daily Routine SOP).

Supervision

Condition

A fit and proper person must always be present to exercise supervision and deal with emergencies.

Guidance

Any person with responsibility for supervision should be over the age of 16.

Where staff are employed, ideally a written training policy should be provided. Training of staff, whether permanent or temporary, should be demonstrated (via appropriate training records) to have been carried out on all aspects of the care of all ages of dogs and updated regularly. Staff should be adequately trained in the work they are expected to carry out. For example handling dogs safely and procedures to be followed in the event of an emergency. (See Health and Safety at Work Act 1974 under Other Relevant Legislation)

The following are regarded as essential topics to be covered in the training programme relating to the care of dogs: Animal Health and Welfare; Cleanliness and Hygiene; Feeding and Food Preparation; Disease Prevention and Control; Recognition of Sick Animals; Dog Handling; Health and Safety; Emergency Procedures, Normal Whelping and Responsible Breeding.

There are a variety of animal care courses available and staff should be encouraged to attend Relevant NVQs attained at Level 2 or the equivalent should enable staff to gain a minimum level of competency.

Numbers of staff

Condition

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

Numbers of staff must be appropriate for the breed/ type and number of dogs being bred. Numbers must be sufficient to provide the level of care set out in these model conditions.

Guidance

Staff numbers should be of concern when there is evidence that the standards maintained or the condition and behaviour of the animals is being compromised, or where an unrealistic routine is in place.

Condition

Sufficient adequately trained staff must be available every day to carry out all the interactions and procedures with dogs specified in this document.

Condition

Establishing the number of staff required will require an assessment of the conditions at the establishment. As a guideline, it may be considered that a full time attendant may care for up to 20 dogs. In domestic environments, it is advisable for other members of the household, or dog sitters to be provided with guidance notes in regard to general day to day care – feeding, grooming, cleaning, and exercise and compatibility issues – especially where several dogs, or breeds of dogs, are involved.

Condition

Dogs must not be left alone for long periods and must be checked at the start and end of every working day and regularly by a member of staff at least every four hours during the day.

Guidance

These checks should be more frequent when bitches are imminently due to whelp, whelping and puppies that are not yet weaned (See also Section 2 – Management and Section 6 – Health and Welfare of the Breeding Stock and Litters).Condition

Environmental Enrichment and Exercise

Condition

Dogs must be provided with environmental enrichment and the ability to have some control over their environment.

Guidance

Toy and activity feeders that are changed regularly are ideal enrichment. There should be more toys or feeders than there are dogs in the kennel. The use of raised beds and the ability to move out of other dogs' sight should be provided (see also Puppy Plan Annex B).

Condition

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

Breeding establishments are the permanent home for some dogs and therefore provision of exercise facilities must be adequate for the long term. Dogs must not be kept permanently confined.

Arrangements must be made for the dogs to be exercised at least twice a day.

Guidance

Exercise may also be provided by walking. Where dogs are exercised off the premises, reference should be made to the Clean Neighbourhoods Environment Act (2005) and the Control of Dogs Order 1992 (see Other Relevant Legislation). The name, address and telephone number (including the emergency number) of the establishment's veterinary practice should be displayed prominently preferably by the telephone.

Handling and habituation

Condition

Breeding dogs must be handled and examined regularly to identify changes in health, weight and behaviour, also to ensure dogs are habituated to handling by people. This is particularly important for bitches, as fear of people will influence development of puppy behaviour

Guidance

An SOP for the socialisation and habituation of puppies from birth to the point of sale should be used (see also Puppy Plan Annex B and Annexes F & G on Socialisation and Habituation).

Food and Water Supplies

Condition

All dogs must be adequately supplied with suitable food. Clean water must be available at all times and changed at least daily. Dogs must be fed a diet appropriate to their age, breed, activity level and stage in the breeding cycle. Dogs must be fed individually with separate bowls. Food must be stored in vermin-proof containers and fresh food must be refrigerated.

Guidance

The dog's weight should be monitored and recorded quarterly and diets adjusted where necessary, unless otherwise advised by a veterinary surgeon or a significant change in the dog's weight/body condition is noticed.

Condition

Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross- contamination. They must be maintained in a clean condition and cleaned and disinfected or disposed of after each meal.

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

Guidance

If necessary, the veterinary surgeon should be consulted to advise. Special dietary considerations should be given to young and old dogs and to whelping and nursing bitches. Nutrition is particularly important during pregnancy and lactation and consideration should be given to the varying nutritional requirements of individual dogs. Body condition score should be monitored and feeding adjusted appropriately. (See also Annex H - SOP on feeding).

Condition

Dogs must be fed sufficiently well to maintain health.

Guidance

Inspectors should observe the general condition of the dogs and check on the quantity of food in store and the process of preparation.

Weaning Procedures

Condition

Puppies must start the weaning process as soon as they are capable of ingesting food on their own. The food offered must be appropriate for the stage of development of the puppies.

Puppies at weaning must initially be offered food five times a day. It must be ensured that each puppy takes the correct share of the food offered.

Guidance

Weaning should normally commence at 3-4 weeks old. The initial diet may be liquid progressing to solid food over the ensuing period.

Condition

During lactation, the bitch must have sufficient appropriate food to satisfy the demands being made upon her.

Guidance

Lactation will last until the puppies are weaned. Consideration should also be given to how many puppies the bitch is nursing. During lactation the bitch should be closely monitored for signs of complications (e.g. eclampsia). The feeding level required for the bitch after weaning will depend upon her body condition.

Where a proprietary food source is used the manufacturer's guide should be followed. Veterinary advice should be sought if in doubt.

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Food provision can be used to enhance enrichment, for example through the use of devices increasing the time and effort taken to access food (e.g. puzzle feeders, activity balls, stuffed rubber toys). Where these are used they should be cleaned and disinfected thoroughly between each use. Where dogs are kept in pairs or larger groups, more devices should be available than the number of dogs, use should be monitored carefully to identify where aggression occurs. Dogs which show aggression associated with feeding, or when provided with food based enrichment, should be separated from other dogs prior to feeding.

Kitchen Facilities

Condition

Facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.

Where fresh and cooked meats are stored, refrigeration facilities must be provided. Food contamination must be avoided.

A sink with hot and cold running water must be available for washing kitchen utensils and eating and drinking vessels.

Guidance

A separate hand basin with hot and cold running water should be provided for staff.

Condition

Containers for storing foods must be provided and must be constructed and maintained to guard against insects and other pests.

Cross-contamination must be avoided.

Guidance

Dishes and bedding should be washed separately from domestic items.

First-Aid Kit for Dogs

Condition

A fully maintained first-aid kit suitable for use on dogs and puppies must be available and accessible on the premises.

Guidance

A veterinary surgeon should be consulted concerning its contents and a competent member of staff should be in charge of its maintenance.

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

Isolation Facilities

Condition

Veterinary advice must be sought for any animal with a potentially infectious disease.

Guidance

Where advised, the dog should be isolated immediately and the procedure documented.

Condition

Facilities for isolation must be available when required. Isolation facilities must be used where the presence of infectious disease is suspected or known.

Guidance

Procedures should be in place, and understood by all staff, to prevent the spread of infectious disease between isolated animals and the other dogs.

Condition

Isolation facilities must be in compliance with the other licence conditions but must be physically separate from other dogs.

Guidance

Intervening buildings and construction detail (i.e. window and door positions) should be taken into account because individual circumstances may significantly affect the recommended distance.

For airborne diseases, ideally a distance of at least 5 m (15 ft). The requirement for 5 m distance between isolation facilities and the other dogs is based upon consideration of the distance that airborne infection can carry.

Condition

Hands must be washed after leaving the isolation facilities before handling other dogs.

Protective clothing, footwear and equipment, for use only in the isolation facility, must be used to reduce the spread of infection and must not be worn outside the isolation facility.

Guidance

The use of disposable clothing is recommended.

A management regime should be followed where an isolation case is being handled. For example, isolation cases must be cared for after all other dogs have been attended to. Records of the

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isolation cases and the management regime to be followed should be kept. (See also Record Keeping under Section 6 – Health and Welfare of the Breeding Stock and Litters).

Condition

Complete disinfection of the isolation facilities and equipment must be carried out once vacated.

3. DISEASE CONTROL, VACCINATION AND WORMING

General

Condition

All reasonable precautions must be taken to prevent and control the spread among dogs of infectious or contagious diseases; BDA 1973 S.1(4)(c). Licence holders must take all reasonable steps to protect the animal from pain, suffering, injury and disease.

All breeding establishments must be registered with a Veterinary Practice and ensure full details are made available to the Licensing Authority.

Guidance

Registered breeders should produce a health and welfare plan (see Appendix I) approved by a veterinary surgeon. This should be updated on an annual basis and needs to take into account the health, preventive treatment, socialisation, and welfare of the animals.

4. EMERGENCIES/FIRE PREVENTION

General

Condition

There must be Emergency Evacuation and Contingency Plans (see Appendix J) in place which meets approval with the local authority, and in consultation with the local authority.

Guidance

Contingency plans should also include consideration for alternative housing for a large number of dogs. For the occasions where it is not possible to evacuate the dogs to alternative locations other contingency measures should be in place, this may include long term provision of feed/water or euthanasia (see Appendix K on Euthanasia).

5. TRANSPORT

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

Section 1(4)(e) of the 1973 Act is concerned with safeguarding the welfare of dogs 'when being transported to or from the breeding establishment'.

General

Condition

Dogs and puppies being transported to and from breeding establishments must be properly supervised to ensure compliance with the obligations under the 1973 Act.

All appropriate steps must be taken to ensure that the dogs will be provided with suitable food, drink and bedding material and adequately exercised when being transported to or from the breeding establishment.

Bitches must not be transported in the last stages of pregnancy, ideally not from 54 days after mating, unless to a veterinary surgeon for treatment.

Bitches must not be transported for 48 hours after whelping unless it is to see a veterinary surgeon for treatment.

Guidance

It is recommended that records are kept of the vehicles used when dogs are transported, as well as details of journeys undertaken (see Record-keeping section below at Section 6- Health and Welfare of the Breeding Stock and Litters). (See also the Welfare of Animals (Transport) (England) Order 2006 under Other Relevant Legislation). All vehicles are considered commercial and subject to EU Transport Regulation 1/2005.

Condition

Whenever dogs are transported they must be fit and healthy for the intended journey. Injured and/or not be transported (except for minor illness or injury, as determined by trained and competent staff) unless they are being taken to a veterinary surgery.

Guidance

The transporting of distressed dogs should be avoided whenever possible. When transporting animals, there is a general duty of care to protect them from injury or unnecessary suffering (see Article 4 of Welfare of Animals [Transport] [England] Order 2006) and to also ensure they are transported in suitable containers. If the transportation is carried out in connection with an

'Economic activity', as defined by the Regulations, then there are further legal requirements to comply with under this legislation. Furthermore, there is a requirement under the Highway Code that animals should be "suitably restrained" when transported (Rule 57, Highway Code). Any vehicle used for transporting dogs should be suitable and have the correct ventilation and temperature control so that the dog remains comfortable during the journey, whatever the outside temperature. Dogs should not be left unattended in a vehicle for any length of time.

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Dogs should not be fed within two hours of a journey and should be exercised immediately before they are loaded to give them the opportunity to go to the toilet.

During a journey dogs should be securely and comfortably confined. If a dog is transported alone in a container, he or she should have enough space to stand, sit erect, lie in a natural position and turn around normally while standing up for long journeys. If transported with other dogs, there should be sufficient space for all the dogs to carry out all these behaviours without touching other dogs.

If transporting adult dogs by road, sufficient breaks should be offered for water and the chance to go to the toilet.

Condition

Puppies must not be transported before eight weeks of age without their dam unless a veterinary surgeon agrees otherwise for health and/or welfare reasons, or in an emergency (See Welfare of Animals (Transport) Order (England) 2006 - Council Regulation (EC) No 1/2005).

Guidance

Where possible, puppies should be trained to stay calmly in a crate by using reward-based training prior to transportation.

6. HEALTH AND WELFARE OF THE BREEDING STOCK AND LITTERS

Mating

Condition

Bitches must not be mated if they are less than one year old. BDA 1973 S. 1(4) (f)

Guidance

It is the responsibility of the licensee to make every reasonable effort to ensure that both sires and bitches are in good health prior to mating. This includes checking for the presence of both infectious and genetically inherited diseases which may affect the health of either parent or resulting puppies. Where necessary, veterinary advice should be sought.

Breeding stock should be selected on their temperament and genetic health. Dogs that have required surgery to rectify an exaggerated conformation that has caused adverse welfare (e.g. an excessively flat face or short nose or eyelid abnormalities etc.) should not be bred from.

Dogs with exaggerated conformations that may be associated with adverse welfare should not be bred from.

Maximum Number of Litters

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

Condition

Bitches must not give birth to more than six litters of puppies each in their lifetime; BDA 1973 S. 1(4) (g)

Guidance

(See also KC guidance on number of litters – Appendix A)

Twelve Months between Litters

Condition

Bitches must not give birth to puppies before the end of the period of twelve months beginning with the day on which they last gave birth to puppies; BDA 1973 S. 1(4) (h)

Social Contact for Dogs and Socialisation of Puppies

Adult Dogs

Condition

Social contact is very important, and all dogs used for breeding must be kept in an environment that allows adequate social contact with both other dogs and people.

Guidance

Social contact with other dogs may be achieved through pair or group housing, although the behaviour of individuals within each group should be monitored carefully for signs of aggression or fear. The compatibility of the dogs may vary depending on the stage of the breeding cycle (seasons and lactation) and this should be monitored carefully. Dogs which show behavioural signs of fear or anxiety associated with contact with other dogs may be better housed and exercised singly, as long as they are provided with sufficient human contact. They should not be used for breeding. A policy should be in place for monitoring the introduction of new dogs to existing groups in either domestic or kennel environments, to avoid stress to either new or resident animals.

Bitches close to whelping and when lactating should not generally be mixed with other adult dogs. On these occasions where dogs have to be kennelled on their own, the level of social contact with humans should be increased to compensate.

When the social contact is provided by humans, the contact should be for the majority of the day. When dogs are kept in a kennel environment this should be the working day and in a domestic environment the normal waking hours of the household.

Puppies see also Puppy Plan (Appendix B)

Condition

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

Puppies must be handled regularly from shortly after birth for short periods (e.g. gently picking up and examining) to habituate them to human contact and to examine them for any sign of disease and to ensure they are feeding properly.

Guidance

The early experience of puppies has a profound effect on their adult behaviour, and it is important that the facility has in place an adequate programme to socialise puppies and prepare them for life in a domestic environment. SOPs should be available so that all staff know how to appropriately socialise puppies.

Where bitches are anxious or aggressive when puppies are approached, this process should be gradual to acclimatise the bitch to the presence of people around the litter.

Condition

From 3 weeks old puppies must be habituated to events likely to be encountered in a domestic environment.

Guidance

This should include the sights and sounds in households, such as appliances, as well as differing surfaces on which to walk. Introduction to novel sights and sounds should be gradual so that puppies do not show a fearful response such as startling or withdrawal. Puppies should also be introduced to a variety of people including adults of both sexes, children of different ages, and wearing a variety of clothing styles.

Condition

To learn social skills with other dogs, puppies must be maintained as a litter or with puppies of a similar age and size.

Guidance

They should also ideally be introduced to non- aggressive and healthy, vaccinated adult dogs in addition to the bitch. However, it is also important for puppies to start to learn to be separated from others, so should be separated from litter mates and the bitch for short periods from the age of six weeks. During periods of separation there should be human social contact.

Household sounds may occur naturally in domestic environments but could be achieved through the playback of recordings for dogs housed in kennels.

Record Keeping (See also Appendix C)

Condition

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

Accurate records in a form prescribed by regulations as shown below must be kept at the premises and made available for inspection there by any officer of the local authority or any veterinary surgeon, authorised by the local authority to inspect the premises; BDA 1973 S. 1(4) (i)

The Breeding of Dogs (Licensing Records) Regulations 1999 (SI 1999 No 3192) prescribe the form of records to be kept by licensed breeding establishments. These records must be accurate and kept on the premises and made available to local authority inspectors or any veterinary surgeon authorised by the local authority.

A record must be kept by every licensed dog breeder for each breeding bitch providing the name of the bitch, date of birth, address where she is kept, breed, description, and date of mating and details of sire. Licensed dog breeders must also keep a record of any litters, including the sex of the puppies, date of birth, weight, description and total number in the litter. The record must also show the details of sale, namely the date of sale, name and address of who was supplied and the status of the purchaser (i.e., private owner or pet shop).

Guidance

Although the sub-section does not provide any scope for flexibility, the Home Office guidelines to local authorities expect local authorities to take into account any difficulties in relation to factors beyond the breeder's control, such as when a bitch whelps prematurely. Accurate records showing matings and whelpings will be essential.

Additional records will provide useful information to the local authority inspectors should problems arise. It is suggested that this information should include:

- The details and number of all dogs kept on the premises, including movement on and off the premises;
- Oestrus dates of breeding bitches;
- Microchip or tattoo numbers or other suitable form of permanent identification. If the dogs are KC or breed association registered, these numbers should also be recorded;
- Where dogs are under a breeding arrangement, the details of such dogs, together with their whereabouts;
- Vaccination and worming records and details of other veterinary treatment given;
- Cleaning and disinfecting regimes (see also SOP);
- Feeding and exercise routines;
- Accommodation temperatures;
- Details of any isolation cases and the management regime in place;

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- Details of vehicles used for transporting dogs, as well as time and length of journeys taken. Records should also show which dogs are transported and their destination;
- Date and cause of death if known;
- Number of dogs required to be euthanised, reason for euthanasia, date of euthanasia and the name of the veterinary surgeon in attendance;
- Number of breeding bitches retired, details of each individual breeding bitch's microchip (or other permanent identification) number, outcome for the bitch e.g. rehomed and to where if dogs have come from abroad, specific additional information should be recorded.
- Health Plan (Annex I)
- Health screening test results;
- Puppy contract

This list is by no means exhaustive.

Documentation should also be routinely provided to purchasers of puppies, for example as a 'puppy pack', including information on the puppy's diet, worming history, five generation pedigree where relevant, any parental or puppy health check results, any veterinary treatment or on-going medication, health insurance, socialisation history, and advice on on-going care. Purchasers of puppies should also receive a puppy contract (AWF/RSPCA), and full contact details of the breeder. (See also Puppy Plan – Annex B).

Other relevant legislation

ALL LEGISLATION IS CORRECT AT DATE OF PUBLICATION – PLEASE CHECK CURRENT STATUS OF LEGISLATION AT TIME OF INSPECTION

References to other relevant legislation are made simply to alert the reader to other issues, such as those relating to health and safety matters, as well as environmental protection, which should also be considered in the operation of a breeding establishment.

References to legislation should not be taken as a detailed explanation of the law, and this publication may not refer to all legislation that may be relevant depending on the circumstances.

It should be borne in mind that laws change and expert advice should always be sought as to the current legal position.

A list of useful addresses is included at the back of the guide

1. Health and Safety at Work etc Act 1974

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Employers must ensure the safety of their workers, both voluntary and paid, and visitors to the workplace. This is underpinned, inter alia, by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. A safe system of work must be in place and there must be adequate training and supervision. For example, staff employed to handle dogs must be competent and properly trained for the work they are expected to carry out.

The Health and Safety Executive (hse.gov.uk) and/or the local authority should be contacted for further advice and information.

2. Control of Substances Hazardous to Health (COSHH) Regulations 2002

These Regulations require employers to:

- assess the risks to health from work activities which involve a hazardous substance, e.g., chemicals or micro-organisms;
- prevent or, where this is not reasonably practicable, adequately control exposure to the hazardous substances;
- introduce and maintain control measures;
- inform, instruct and train employees about the risks and precautions to be taken;
- Regularly review risk assessments and the effectiveness of control measures.

These Regulations also cover zoonosis (diseases transmitted between animals and people, such as Salmonellosis, Toxocariasis and Toxoplasmosis) and suitable advice on risks and precautions should be brought to the attention of staff. Staff should also be appropriately vaccinated. It is vital that those working with dogs are aware of the importance of preventing disease transference. Cross -contamination risks are high and good hygiene is important.

3. Staff – Workplace (Health, Safety and Welfare) Regulations 1992, Health and Safety (First-Aid) Regulations 1981, Personal Protective Equipment at Work Regulations 1992

Suitable and sufficient toilet and washing facilities must be available for staff in accordance with health and safety requirements. There is a general duty on employers to ensure there is adequate first aid provision for employees. The minimum requirement is a suitably stocked first-aid box, an appointed person to take charge of first-aid arrangements and information for employees about first-aid arrangements, such as where the first-aid box is and who the appointed first-aider is. Every employer must ensure that suitable personal protective equipment is provided to his employees who may be exposed to a risk to their health or safety while at work except where and to the extent that such risk has been adequately controlled by other means which are equally or more effective. Accordingly Staff may need to be provided with items such as protective clothing, dog catching devices and muzzles.

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email:kashton@windon.gov.uk

4. Waste – Environmental Protection Act 1990 and related legislation

Certain waste may only be passed to registered carriers or appropriate licensed or authorised disposal facilities. Those wishing to dispose of waste on their premises or operate an incinerator must seek advice from the local authority.

The type of waste likely to be produced by breeding establishments would include faeces, soiled material, waste water, blood and other discharges, and tissue. There are regulations which pertain to the collection, carriage and disposal of such waste and place a duty of care on those producing and handling certain types of waste, particularly animal by-products. Advice should be sought from the Environment Agency Regional Office which produces information sheets and from AHVLA or from the local authority.

5. Nuisance – Environmental Protection Act 1990

It is important to consider the potential problem of noise and odour nuisance. Such noise or odour that is prejudicial to health or a nuisance may amount to a statutory nuisance in relation to which Local authorities may serve an abatement notice and, if this is ignored, a summons may follow. Persons aggrieved may also complain on notice.

Monitoring a single dog barking at close range may produce a reading in the region of 95 dB(A). It is important to design and site kennels to prevent any cause for complaint from neighbours. The choice of appropriate materials, and their correct use in design, in terms of preventing noise (and odour) nuisance is extremely important. It should be borne in mind that if the nuisance is unreasonable having regard to the area, a cause of action could still arise even if the nuisance was already present when the complainant moved to the area. If the nuisance amounts to a public nuisance such prescription", as it is known, will never be a defence.

Environmental Health Officers within the local authority should be able to give further advice and guidance on nuisance problems and related statutory provisions. Certain types of noise, for example, are the subject of specific statutory controls.

6. Dogs (Fouling of Land) Act 1996

This Act empowers local authorities to designate certain land for the purpose of making it an offence to allow a dog to defecate on such land. If the person in charge of a dog allows that dog to defecate on designated land and fails to remove the faeces forthwith, then that person will be guilty of an offence, unless he has reasonable excuse or has the consent of an authorised person not to remove the faeces. It should be borne in mind that the Act specifically states that it will not be considered reasonable excuse if the person is without the means to remove the faeces or is unaware that the dog has defecated.

The Dogs (Fouling of Land) Act 1996 is only applicable in England and Wales.

Department of the Environment Circular No

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

18/1996: Dogs (Fouling of Land) Act 1996 provides useful guidance on the Act. Where dogs are exercised off premises, the provisions of this Act should be borne in mind.

7. The Control of Dogs Order 1992

This Order replaces and extends the Control of Dogs Order 1930 and provides that every dog, subject to specific exceptions, while in a highway or in a place of public resort shall wear a collar with the name and address of the owner inscribed on the collar or on a plate or badge attached to it. It should be noted that it is the local authority which has the power to enforce the Order, not the police force for any area.

9. The Welfare of Animals (Transport) Order (England) 2006

- The transport legislation, which in England administration and enforcement of Council Regulation (EC) No 1/2005 on the protection and related operations, makes it an offence to transport any animal (not exhaustive);;
- that is unfit ;Unless there are arrangements for its needs to be met during the journey, including unloading at the place of destination, and for its welfare conditions to be regularly checked and appropriately maintained;
- using violence or any method likely to cause unnecessary fear, injury or suffering when handling the animals. N.B., the use of instruments administering electric shocks is recognised, but is to be avoided if at all possible.

There are general rules on the construction and maintenance of vehicles. There are also species- specific rules. Specific requirements include ventilation and loading equipment such as ramps. Animals must be transported with sufficient space to prevent suffering. There are also rules on the segregation of non-compatible animals.

Animal Transport Certificates (ATCs) must accompany vertebrate animals on most journeys as part of an economic activity, although farmers are exempted from carrying an ATC when transporting their own animals in their own means of transport on journeys up to 50 km from their holding, or as part of seasonal transhumance. The information required is set out in Article 4(1) of Council Regulation (EC) No 1/2005; there is no prescribed legal format but Defra does provide a suggested form.

10. Dangerous Dogs Act 1991

The Dangerous Dogs Act 1991 prohibits persons from having in their possession or custody dogs of a type specified in Section 1. It enables restrictions to be imposed in relation to other types of dog which present a serious danger to the public and makes further provision for ensuring that dogs are kept under proper control by their owners and those in charge of them.

The Home Office has released several circulars on the 1991 and 1997 Acts and these may be obtained from the relevant Government Departments.

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11. The Dangerous Dogs (Amendment) Act 1997

The Dangerous Dogs (Amendment) Act 1997 amends the Dangerous Dogs Act 1991 and allows the Courts limited discretion where previously a destruction order would have been mandatory.

12. Animal Welfare Act 2006

The Animal Welfare Act 2006 makes owners and keepers responsible for ensuring that the welfare needs of their animals are met. These include the need:

- For a suitable environment (place to live)
- For a suitable diet
- To exhibit normal behaviour patterns
- To be housed with, or apart from, other animals (if applicable)
- To be protected from pain, suffering, injury, and disease

Anyone who found guilty of an offence of causing unnecessary suffering to an animal or failing to provide for its welfare needs may, among other sanctions, be banned from owning animals, fined (in the case of causing unnecessary suffering, up to £20,000) and/or sent to prison.

13. Rabies (Importation of Dogs, Cats and Other Mammals) Order 1974, Council Directive 92/65/EEC

13 July 1992 lays down animal health requirements governing trade in and imports into the Community of animals, semen, ova and embryos not subject to animal health requirements laid down in specific Community rules.

14. Trade in Animals and Related Products Regulations 2011, Regulation (EC) No 998/2003

Of the European Parliament and of the Council of 26 May 2003 on the animal health requirements applicable to the non-commercial movement of pet animals

Dogs can be imported into Great Britain and therefore England for trade (N.B., the exchange of payment is not a necessary element of trade in this context), which would include breeding, from another EU Member State, Norway, Switzerland or Liechtenstein without undergoing quarantine,

Provided the requirements of the Trade in Animals and Related Products Regulations 2011 and Council Directive 92/65/EEC are met. N.B., Council Directive 92/65/EEC has been amended on several occasions and also makes certain requirements of Regulation (EC) No 998/2003 (of the European Parliament and of the Council of 26 May 2003 on the animal health requirements applicable to the non-commercial movement of pet animals) part of the trade requirements.

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These requirements are quite complicated and further information is available from the Animal Health and Veterinary Laboratories Agency www.defra.gov.uk/ahvla-en/.

15. Regulatory Reform Order (Fire Safety) 2005

The Order imposes a number of specific duties in relation to the fire precautions to be taken. These include:

- Suitable and sufficient assessment of the risks
- Implementation of preventive and protective measures
- Elimination or reduction of risks from dangerous substances
- provide appropriate fire-fighting equipment, including fire detectors and alarms which is easily accessible and simple to use
- ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times and are adequate with regard to use, equipment and dimensions of the premises and the maximum number of persons who may present there at any one time
- establish and, where necessary, give effect to appropriate procedures, including safety drills and emergency arrangements, to be followed in the event of serious and imminent danger to relevant persons
- ensure that the premises and any facilities, equipment and devices provided are maintained in efficient working order and in good repair
- appoint one or more competent person to assist in undertaking the preventive and protective measures
- provide employees, and the employer of any employees from an outside undertaking who are working in or on the premises, with comprehensible and relevant information on risks, preventive and protective measures, procedures in place
- provide employees with adequate safety training and inform them of their duties under the Order

This publication is intended to be helpful but represents only a statement of opinion. It does not contain legal advice or a complete statement of the law. It should not be used as a substitute for legal advice or as the basis for giving advice without checking the primary sources. References to legislation should not be taken as a detailed explanation of the law, and this publication may not refer to all legislation that may be relevant depending on the circumstances. Legal advice should always be obtained on specific facts or on the adaptation of model conditions to specific circumstances.

No responsibility or liability for loss or consequential loss occasioned to any person, as a result of making use of this publication (including the recommended good practice contained within), is

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accepted by the contributing bodies, the members of the working party or the authors of this publication. It should also be borne in mind that laws change and expert advice should always be sought as to the current legal position.

USEFUL CONTACTS

Advisory Council on the Welfare Issues of Dog Breeding

Website:
www.dogadvisorycouncil.com

Email:
heather@drydraytonestate.com

Animal Health and Veterinary

Laboratories Agency

Website:
www.defra.gov.uk/ahvla-en

Animal Welfare Foundation

7 Mansfield Street, London
W1G 9NQ Tel: 020 7908
6375

Email: bva-awf@bva.co.uk

British Veterinary Association

7 Mansfield Street, London W1M 0AT Tel: 020
7636 6541

Fax: 020 7436 2970

Email: bvahq@bva.co.uk

British Small Animal Veterinary Association

Woodrow House, 1 Telford Way Waterwells
Business Park, Quedgeley, Gloucestershire GL2
2AB

Tel: 01452 726700

Fax: 01452 726701

Website: www.bsava.com

Email administration@www.bsava.com

Chartered Institute of Environmental Health

Chadwick Court, 15 Hatfields, London SE1 8DJ
Tel: 020 7928 6006

Fax: 020 7827 5862

Local Government Association Smith Square,
London SW1P 3HZ Tel: 020 7664 3000

Fax 020 7664 3030

Website: www.local.gov.uk

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

Email: info@local.gov.uk

**Department for
Environment, Food and
Rural Affairs**

Nobel House, 17 Smith
Square London SW1P 3JR
Tel: 08459 33 55 77

Website: www.defra.gov.uk

Email:
defra.helpline@defra.gsi.gov.uk

Dogs Trust

17 Wakley Street, London
EC1V 7RQ Tel: 0207 837
0006

Website:
www.dogstrust.org.uk

Email: info@dogstrust.org.uk

**Health and Safety
Executive**

Website: www.hse.gov.uk

Home Office

Direct Communications Unit

2 Marsham Street, London
SW1P 4DF Tel: 020 7035
4848

Fax: 020 7035 4745

Website: www.homeoffice.gov.uk

Email: public.enquiries@homeoffice.gsi.gov.uk

International Sheep Dog Society

(Registration authority for sheep dogs) Clifton
House, 4a Goldington Road Bedford MK40 3NF

Tel: 01234 352672

Fax: 01234 348214

Email: office@isd.org.uk

The Kennel Club

1-5 Clarges Street, Piccadilly London W1J 8AB
Tel: 0844 463 3980

www.the-kennel-club.org.uk

AWF/RSPCA Puppy Contract

www.puppycontract.org.uk

Royal College of Veterinary Surgeons

Belgravia House, 62-64 Horseferry Road London
SW1P 2AF

Tel: 020 7222 2001

Fax: 020 7222 2004

Email: info@rcvs.org.uk

Website: <http://findavet.rcvs.org.uk>

**The Royal Society for the Prevention of
Cruelty to Animals**

Wilberforce Way, Southwater Horsham, West
Sussex RH13 9RS Website: www.rspca.org.uk

The Stationery Office

Tel: 0870 600 5522

Trading Standards

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

Please contact your local authority for details.

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

APPENDIX A

Useful information

Kennel Club Litter Registration

The Kennel Club of the UK will not register a litter if the bitch was under one year old at the time of mating or if she has already whelped four litters. Neither will it register a first litter if the bitch has reached the age of eight years of age at the date of whelping. Also if: the offspring are the result of any mating between father and daughter, mother and son or brother and sister, save in exceptional circumstances or for scientifically proven welfare reasons; the dam has already had two litters delivered by caesarean section, save for scientifically proven welfare reasons and this only normally provided the application is made prior to the mating; or the dam was not resident at a UK address at the date of whelping.

There are schemes in place for screening for hereditary conditions in dogs. The BVA, in conjunction with the Kennel Club and the International Sheep Dog Society, encourages responsible breeding through its Canine Health Schemes. Breeders may have their dogs screened for various hereditary and breed-related conditions to assist them to make responsible breeding decisions.



REPORTING SURGICAL CORRECTIONS TO CONFORMATIONAL PROBLEMS IN PEDIGREE DOGS

The Kennel Club (KC) asks that any conformation alteration surgery is reported. Presently, the level of reporting to the KC by owners of surgical correction on their dogs far exceeds that done by veterinary surgeons. This needs to change and the profession needs to be much more proactive. The reporting forms are available on both the BVA and RCVS websites and the KC are setting up a facility to enable on-line reporting

Using the list of issues the Advisory Council on the Welfare Issues of Dog Breeding considered to be the most pressing welfare problems as an initial basis, we have created a list of the conformation problems requiring surgical correction which should therefore be the highest priority for vets to report.

Conformation problems requiring surgical correction For which the surgery should be reported to the Kennel Club
RESPIRATORY Brachycephalic airway obstruction syndrome <ul style="list-style-type: none"> o Stenotic nares o Elongated soft palate o Everted laryngeal sacculles Laryngeal collapse Tracheal collapse Tracheal hypoplasia Cleft palate Hair lip
MUSCULOSKELETAL Any joint replacement (other than for proven trauma) Cruciate repair Joint dysplasia Patellar luxation
OPHTHALMIC Adnexal problems <ul style="list-style-type: none"> o Entropion o Ectropion o Other eyelid plastic surgery o Distichiasis o Trichiasis o Incomplete eyelid closure o Diamond eye o Nictitating gland prolapse Lens luxation Cataract Glaucoma Retinal detachment Keratoconjunctivitis sicca Corneal ulceration that is breed associated
CARDIAC Any cardiac or major vessel surgery (e.g. PDA)
NEUROLOGICAL Syringomyelia Intervertebral disc protrusion Cervical spinal instability (Wobbler syndrome) Atlantoaxial subluxation Lumbosacral stenosis Dermoid sinus Persistent hepatic portal vein Hydrocephalus
DERMATOLOGICAL Skin fold surgery Ear canal surgery
ALIMENTARY Dental malocclusion Cheiloplasty Vascular ring anomalies Cricopharyngeal achalasia Hiatus hernia Gastric torsion Pyloric stenosis
UROGENITAL Retained testicle Vaginal prolapse Urolithiasis Ectopic ureter
MISCELLANEOUS Umbilical hernia Inguinal hernia

APPENDIX B – The Puppy Plan



The latest version of the Puppy Plan, supported by Dogs Trust and the Kennel Club, can be downloaded here: www.thepuppyplan.com/

APPENDIX C – Record Keeping

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Unit: PAG1

STATUTORY INSTRUMENTS

1999 No. 3192**ANIMALS, ENGLAND AND WALES****The Breeding of Dogs (Licensing Records)
Regulations 1999***Made - - - - - 29th November 1999**Laid before Parliament 7th December 1999**Coming into force - - 30th December 1999*

The Secretary of State, in exercise of the powers conferred on him by section 1(4)(i) and (4A) of the Breeding of Dogs Act 1973(a), hereby makes the following Regulations:

1.—(1) These Regulations may be cited as the Breeding of Dogs (Licensing Records) Regulations 1999 and shall come into force on 30th December 1999.

(2) These Regulations shall not extend to Scotland.

2. For the purposes of section 1(4)(i) of the Breeding of Dogs Act 1973, the records referred to in that section shall be in the form set out in the Schedule to these Regulations.

Home Office
29th November 1999

Mike O'Brien
Parliamentary Under-Secretary of State

(a) 1973 c. 60, as amended by section 2 of the Breeding and Sale of Dogs (Welfare) Act 1999 (c. 11).

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Unit: PAG1

Regulation 2

SCHEDULE

FORM OF RECORD TO BE KEPT BY LICENSED DOG BREEDER FOR EACH BREEDING BITCH

Name	Date of birth	Address where kept	Breed	Description*	Date of mating	Details of size**	Details of litter						Total number in litter				
							Male			Female							
							Date of birth	Weight	Description*	Sale details***	Date of birth	Weight		Description*	Sale details***		

* Enter name (in the case of puppies), colour, identifying features (if any) and registration number (if any).

** Enter name, address where kept, breed, colour and registration number (if any).

*** Enter date of sale, and name, address and status (for example, private/pet shop) of purchaser.

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EXPLANATORY NOTE*(This note is not part of the Regulations)*

The Breeding of Dogs Act 1973, as amended by the Breeding and Sale of Dogs (Welfare) Act 1999, requires the local authority to have regard to certain matters in determining whether to grant a licence for the keeping of a breeding establishment and about which conditions must be included in the licence. One such matter is that accurate records should be kept at the premises and made available for inspection (section 1(4)(i) of the 1973 Act).

These Regulations, which do not apply to Scotland, prescribe the form in which those records must be kept.

APPENDIX D – Minimum Kennel Sizes

Council of Europe guidelines: Kennel size

- The kennel area should be large enough to allow separate sleeping and activity areas.
- The kennel must be sufficiently large to allow each dog to be able to walk, turn around and wag its tail without touching the sides of the kennel, to play, to stand on its hind limbs and to lie down without touching another individual.
- The minimum kennel size should be at least 4m² for dogs less than 20kg, and 8m² for dogs over 20kg. This should be increased in relation to size, and number of dogs, such that both the length and width are sufficient for all the dogs to lie outstretched at all angles with neither their tail nor snout touching the walls or another individual.
- Bitches with litters should be provided with double this space allowance.
- For post weaned stock, the following minimum enclosure dimensions and space allowances should apply (taken from Council of Europe (2006)):

W e	M in	Mi ni	Mi ni
U	4	0.5	2
O	4	1.0	2
O	4	1.5	2
O	4	2	2
O	8	4	2

- For dogs over 30kg these sizes should be scaled up accordingly and should be proportionate

APPENDIX E – Cleaning SOP

Cleaning

In a domestic environment the hygiene measures that are normally used in a household will also protect the welfare and health of the dogs. Faeces should be removed from the exercise areas on a daily basis to reduce the likelihood of infection and to prevent any roundworm larvae from maturing.

When adult dogs are kennelled there is likely to be a greater level of contamination and therefore cleaning should be more structured.

Daily: remove all soiled material and wash contamination away using detergent if necessary. Dry after cleaning. Remove soiled bedding and replace with clean. Hose down and dry exercise areas where impervious material is used. Dispose of faeces according to waste regulations.

Weekly: remove all furniture from kennels, hose down using disinfectant and allow drying before returning furniture. Replace all bedding.

Litters of puppies require a more intensive cleaning regime.

Daily: remove all soiled bedding as required to ensure the area is kept clean and dry, and dispose of appropriately. Wash soiled areas using detergent and dry while the litter is being exercised.

Recently whelped bitches require even more work.

Daily: remove all soiled bedding as required to ensure the area is kept clean and dry, and dispose of appropriately. Wash soiled areas using disinfectant twice daily and replace bedding while the bitch is being exercised.

Bleach – Sodium Hypochlorite

Bleach is commonly thought of a disinfectant and does have some disinfectant properties. However it is not as effective at killing bacteria, viruses and fungi as more commonly used commercial disinfectants and it may cause toxic effects to animals and staff as well as degrading the structure of the building. Bleach acts as an oxidiser and is therefore corrosive to both materials and animals. High concentrations can cause ulceration of the skin and mucous membranes (inside the mouth and conjunctiva). If mixed with some other disinfectants it can release toxic gases that are harmful to both humans and animals causing severe respiratory distress. Generally bleach is not a suitable disinfectant for use in animal premises.

APPENDIX F – Socialisation SOP

Socialisation of puppies to people

Principles

Puppies need to meet a range of different people during their 'socialisation period' (between about 3 and 12 weeks of age) to ensure that they accept contact with people as a normal and positive part of life. During this period, puppies learn what is 'normal' in their environment and what to expect in different circumstances. It is therefore important for all puppies to learn that contact with all sorts of different people is a normal part of life. They also need to learn about the various types of interaction that people have with dogs. For example, they need to accept being handled all over, picked up, their feet being handled and cleaned, ears examined, coat groomed, and nails cut. They also need to learn about the various things that people do, for example, coming in and out of the house/kennel area. They also need to learn that sometimes people interact and play, but at other times they may be present but not interacting with the puppies.

The aim of a structured socialisation programme is to give puppies the best chance of coping well with the various types of people, circumstances in which they appear, and ways in which they interact with dogs, before they are homed to a domestic environment. In order to ensure that they develop a positive perception of people, it is important for the introduction of new experiences to be gradual and controlled. It is also important that puppies are not already anxious or fearful when they interact with people, as this will increase the risk that they will associate contact with a negative experience.

Preparation

- Plan in advance how you will ensure that puppies experience different types of people. All puppies should have contact with a minimum of four people. This should include at least one person of each gender. It should also include at least one person who is above retirement age. Puppies should also experience controlled contact with children. Ideally this should include at least one older child (> 8 years), and also a baby or toddler. For safety, children should only have contact with puppies under the supervision of their parents or responsible adult. Where access to young children is not feasible, puppies should be exposed to the noises of babies and young children using good quality recordings.

- Prepare in advance any items which will help broaden puppies' experience of people. For example, having a brightly coloured and rustling jacket (as worn by postmen or delivery people), a motorcycle helmet, a cap, a back-pack, a pushchair, a Zimmer frame and an umbrella available will mean that people engaged in socialising the puppies can introduce puppies to items that they will commonly see associated with people as adults.
- Ensure that puppies are in an environment in which they are familiar before socialisation starts
- Make sure that you have toys and food treats available before starting the socialisation sessions
- Socialisers should be familiar with behavioural signs of anxiety in puppies to ensure appropriate intensity of interaction for individual puppies

Socialisation to different types of people

- Puppies should be familiar and confident with their main carer before the introduction of further people. This person should spend time playing and interacting with puppies until all of the puppies in the litter approach the carer voluntarily on entering the kennel/room. Where individual puppies show signs of fear or anxiety, such as cowering at the back of the pen, moving away, trembling, or pulling back on contact, they should be given additional attention. This should involve the carer being quiet and calm, crouching or sitting a short distance away from the puppy and encouraging the puppy to approach. Approach should be rewarded with food treats. Interaction with nervous puppies should develop with gentle stroking on the chest area: avoid putting the hand directly towards the puppy's head as this may be perceived as threatening. With increased confidence, the puppy can be gradually stroked on the shoulder, back, flanks and head.
- Once all puppies in a litter confidently approach and interact with their main carer, a programme of introduction to other people can be started. Puppies' response to the introduction of one other person should be evaluated first. Signs of fear or anxiety in individual puppies should be addressed as by the main carer. Once puppies confidently interact with the second person, further new people can be introduced. These should include adults of both genders.
- When puppies are confidently interacting with a number of adults in a familiar environment, they can be introduced to people in different circumstances. For example they should experience people coming and going through a threshold (e.g. door in a household), and meeting people when they are in an outside garden or run.
- The socialisation programme can then be expanded to include contact with children where possible. Older children can interact with puppies, but should be instructed how to appropriately handle and play with puppies before the interaction begins. Contact with children should be supervised at all times to prevent the occurrence of negative experiences for either puppies or children. Where younger children or babies are introduced to puppies, they should be held by their parents. Should direct contact with children be

impossible, puppies should experience the range of noises made by babies and children through use of a good quality sound recording (see SOP for introducing noises to puppies).

- Puppies should be given additional experience about the variation in the ways people might appear to them through the use of 'props'. For example people can interact with the puppies wearing a fluorescent jacket, motorcycle helmet or backpack. They can also walk past the puppies using a 'Zimmer frame' or pushing a push chair or trolley. These experiences will help puppies to learn that all these variations of how people appear are a normal part of life.

Ensuring puppies are familiar with different types of interaction

- In the domestic environment, dogs need to accept that people come and go regularly from the house, and that this is not a cause for either anxiety or excitement. They also need to learn that periods of contact with family members sometimes involves interaction, but sometimes also periods when people are busy doing other things. In addition, puppies need to accept all the things that people regularly do with their dogs, such as examining their ears, smoothing them all over, reaching over them, stepping over them, drying their feet and grooming them.
- To ensure that puppies accept as normal people coming and going into a household, ensure that they experience this during the socialisation period. Puppies need to accept that it is normal for people to come and go out of their environment, and that this is neither scary, nor necessarily predictive of positive interaction. This can be achieved by asking friends or neighbours to come in and out of the area in which puppies are housed. They can be asked to sometimes ignore puppies during short visits, and sometimes interact with puppies, but only doing so once they are calm and quiet.
- To ensure that puppies have appropriate expectations of human contact they need to spend time with people when they experience play and interaction, but also periods where people are present but not interacting with puppies. This will better simulate their life with people after re-homing than always expecting people to engage in interaction with them.

The latter expectation commonly develops where puppies are housed away from normal family activity and people only go in to see the puppies to play or interact with them. To make sure that puppies which are housed in kennels or quiet areas of the house develop appropriate expectations of interaction, ensure that family members spend time with the puppies when interaction does not occur, for example by sitting quietly and reading a book or watching TV.

- Every puppy should be handled all over by at least four people. They should also be picked up and cuddled, have their feet and ears examined, and be turned over. Throughout all of these interactions puppies should be observed carefully for signs of fear or anxiety. Should such behaviours occur, interactions should stop, and be subsequently re-introduced in a manner that the puppy finds less threatening

APPENDIX G – Habituation of Puppies SOP

Habituation of puppies to household and potentially aversive noises

Principles

The aim of giving puppies experience of noises before they are homed is to ensure that they perceive such noises are 'normal' and 'unimportant' to protect against the development of fear responses later in life. In order to achieve this, every puppy needs to be exposed to noises at such a volume that they never show signs of anxiety or fear. In this way, sounds become a normal part of each puppy's experience. Before starting this program, you should make sure that you are familiar with behavioural signs of anxiety and fear in dogs.

It is important that puppies are not already anxious or fearful when they first hear noises, as this will increase the risk that they will associate the noises with a negative experience. It is therefore important to ensure that puppies are relaxed, or engaged in positive behaviours such as play, before exposure to noises. Noises need to be first presented at a low volume to ensure that none of the puppies show signs of anxiety. It is better to start at a very low volume, where noises are barely audible to the human ear, to ensure that no puppies respond negatively. The puppies need to be observed to ensure that no signs of anxiety or fear occur. They should continue playing or interacting as if nothing different has happened. Where no signs of anxiety or fear are identified, the volume of the sound can be slightly increased in the subsequent session.

This process is repeated, with the volume of noises increased gradually over sessions, ensuring that the puppies do not react in a negative manner. Should any puppy show signs of anxiety during a session, the sound should be stopped immediately. Once the puppy is relaxed again, the sound should be repeated but at a lower volume, such that the puppy no longer reacts. Subsequent increases in volume should be made in smaller increments.

Preparation

- Plan in advance how you will ensure that puppies experience a range of household noises, such as washing machines, vacuum cleaners, doorbells, telephones, radio or TV, and food mixers. In a domestic environment, this may be through direct exposure as events occur in the household; in kennels good quality recordings of these noises may be required. These are available commercially (e.g. 'Sounds Sociable' is a CD with a range of noises for puppy habituation).
- Consider how you will ensure that puppies will be exposed to sounds which do not occur in the household, such as fireworks, gunshots, traffic and thunder. These sounds are usually best introduced in a controlled manner using good quality recordings. Direct exposure of puppies to loud noises such as fireworks risks causing a fear response in some individuals.
- Ensure that puppies are in an environment in which they are familiar before habituation starts
- Make sure that you have toys and food treats available before starting the habituation

- Ensure familiarity with behavioural signs of anxiety in puppies to ensure appropriate levels of noise exposure at each stage

Habituation to household noises

- In a domestic environment, habituation to most household noises may occur through everyday exposure. For this to occur, puppies need to spend some time in areas of the house where normal household appliances and routines occur. Where puppies are housed in a quiet area of the house, moving them to busy parts of the house for periods of time is beneficial. Exposure to louder, potentially aversive sounds, such as vacuum cleaners should be gradual. For example, initially a switched off vacuum cleaner can be left in an area occupied by puppies. Subsequently, the appliance can be moved around, whilst switched off. The next stage may be to have the appliance turned on but immobile and in an adjacent room, then in the same room, and finally both turned on and moving. During all stages of habituation, puppies should be observed carefully for signs of anxiety and fear. Where these occur, the appliance should be turned off, and subsequent sessions start again at a lower level of exposure.
- Where puppies are housed entirely in quiet areas of a house or in kennels, exposure to household noises is through playing recordings of noises. Noises should be played at times when puppies are engaged in positive activities, such as play. Recordings should be initially played at a low volume, such that they are just audible to people, and the volume increased over subsequent sessions provided that puppies do not show signs of fear. Recordings should include those noises to which dogs will commonly encounter in the domestic environment, such as telephones, doorbells, vacuum cleaners and washing machines.

Habituation to non-household noises

- Prepare or acquire good quality recordings of relevant noises in advance. The noises which commonly cause fear and anxiety in dogs are: fireworks, traffic, trains, aeroplanes, gunshots, hot air balloons and thunder. Recordings should enable the presentation of these sounds as separate elements (e.g. the 'whizz' and 'bang' of fireworks presented separately as well as together), and include the variations in types of noise which dogs are likely to encounter later in life (e.g. shotgun and rifle sounds).
- Ensure that puppies are in a familiar environment, associated with positive experiences (e.g. an area where the puppies are brought out to play). Have toys ready, and ensure there are enough people present to engage the puppies in play.
- Set up the recording in advance, so you are sure that it will play at a very low volume initially. Also start by presenting the separate elements of complex sounds if possible.
- Engage the puppies in play before starting the recording.
- Observe the puppies, and make sure none show signs of fear or anxiety. If this occurs, then stop the sound immediately. Continue to play with puppies until all are relaxed and

engaged positively in play. Subsequent exposure to the sound should be at a lower volume, such that signs of anxiety or fear are not induced.

- Where puppies remain engaged in play during the recording, the volume can be slightly increased during the next session, provided puppies do not show signs of fear or anxiety.
- The protocol should be repeated dependent on the puppy's reaction, with the volume of recordings increased on each occasion.

Homing puppies

When puppies are homed, ensure that their new owners are informed of the level of habituation achieved with them. Encourage new owners to continue with the programme of habituation once the puppy is settled in its new home, emphasising the importance of the programme in preventing a serious behaviour problem in their new pet. Advise the new owner how to continue with the programme, emphasising the importance of gradual exposure.

APPENDIX H – Feeding SOP

Feeding

Adults: adult dogs (over 6-8 months old depending on breed) should be fed twice daily to provide environmental enrichment as well as nutrition. The food should be appropriate for the dog's lifestyle and age, and consistent. Any significant changes should be made over a period of several days. Adults should also be given food in a variety of food toys that are changed on a daily basis. Care should be taken that competition for food is not going to result in aggression between dogs.

Pregnant and lactating bitches: The nutritional requirements for pregnant and lactating bitches are significantly greater than for other adult dogs. The food should be appropriately high quality and bitches should be fed more frequently according to the schedule below:

Pregnant 0 – 4 weeks: xx times daily *

Pregnant 4 – 6 weeks: xx times daily *

Pregnant > 6 weeks: xx times daily *

Lactating 0 – 2 weeks: xx times daily *

Lactating 2 – 4 weeks: xx times daily *

Lactating 4 – 7 weeks: xx times daily *

Puppies also require more frequent feeding with food appropriate for growth according to the table below:

Age	Food	Frequency
3-4 weeks	*	*times daily
4-6 weeks	*	*times daily
6-8 weeks	*	*times daily

* Insert details as appropriate

After the age of four weeks puppies should be fed in individual bowls and supervised to ensure that each puppy eats its fair share of food. When necessary, individual puppies may need to be removed during feeding if they are not eating all their own food.

Hygiene: All food and water bowls should be thoroughly washed at least once daily. Utensils used for distributing food should be washed between feeding sessions. All food should be kept in vermin- proof containers. Food should be measured to ensure that every dog receives an appropriate amount of food.

In a domestic environment different utensils should be used to deal with dogs' food and feeding utensils should be washed separately from those used by the people.

In a kennel environment there should be a separate kitchen to prepare dogs' food and this should be cleaned with appropriate cleaning fluids after each feeding session.

APPENDIX I – Health & Welfare Plan

Breeding establishment veterinary health plan

The veterinary health plan for a breeding establishment is a statement of requirements of routine veterinary treatment. It may not be necessary for all breeding establishments to cover all the issues suggested. A list of those issues that should be included for consideration, usually in consultation with the breeder's veterinary surgeon, in establishing a health plan is below:

Primary vaccination regime; Booster vaccination regime;

External parasite treatment regime (breeding stock and puppies);

Internal parasite treatment regime (breeding stock and puppies);

Microchip implantation and registration regime; Socialisation and habituation programme for puppies

Pet insurance cover for puppies

Routine health check arrangements;

Review of cleaning regime;

Review of quarantine/isolation arrangements.

The health plan should be produced in consultation with the establishment's veterinary practice and must be signed and stamped by the attending veterinary surgeon.

Medicines

All medicines should have a current Marketing Authorisation for sale in the UK, within its expiry date, and used as per instruction. They should be stored in a suitable secure cabinet. They should be protected from light and extremes of temperature.

Prescription Only Medicine – Veterinary (POM-V) medicines should only be used for the specific animals to which they are prescribed. The specific veterinary instruction should be followed.

Non Food Animal Medicine – Veterinary, Pharmacist and Suitably Qualified Person (NFA-VPS) and Authorised Veterinary medicine – General Sale List (AVM-GSL) medicines should be used in accordance with the manufacturer's guidelines.

Contagious/infectious diseases on the premises

All dogs subject to this licence should be vaccinated against Canine Distemper, Infectious Canine Hepatitis (Canine Adenovirus), Leptospirosis and Canine Parvovirus unless vaccination is contraindicated on the direction of the Veterinary Surgeon and recorded on individual dogs' records. It may be necessary to vaccinate against other diseases and veterinary advice should be sought.

Vaccination records should be kept for each dog and be up to date according to the vaccine manufacturer's datasheet unless certified by the veterinary surgeon.

Adequate precautions should be taken to prevent and control the spread of infectious and contagious diseases and parasites among dogs and zoonoses among dogs and visitors. Records should be kept of all vaccination and worming regimes (See also Record Keeping – Section 6).

Infectious canine bronchitis ('Kennel Cough') can be problematic in kennels, and staff should be aware of the clinical signs. However, because vaccination will depend on the local level of infection, it is recommended that the advice of a veterinary surgeon is sought.

Parasitic control should be in the health plan and the log book and should also show treatments and prevention routines for external parasites including fleas, mites, lice and ticks. Appropriate treatment must be carried out if they are found on any of the dogs. When treating these infestations it is important to take account of the life cycle of the parasite in order to achieve maximum control or even eradication. For instance, simply killing the adult flea is unlikely to provide adequate control.

Several mange mites affect dogs, including *Demodex folliculorum*, *Sarcoptes scabiei* and *Cheyletiella*, species, all of which attack the skin, and *Otodectes cynotis*, which is most commonly seen in the ears. Any of these infestations can cause illness in puppies and older dogs.

Some of these parasites can cause disease in humans. Ringworm (a fungal infection) can also be passed to humans. Early diagnosis and thorough treatment of both dogs and environment is essential if the disease is to be controlled. The veterinary surgeon should be consulted if any of these conditions is suspected or known. Particular care is required with pregnant bitches and suckling puppies when using treatments for these infestations.

For the control of roundworms, pregnant and nursing bitches should be given additional worming treatment. Breeding bitches require particular attention and veterinary advice should always be sought. As a rule of thumb, it is suggested that bitches are wormed before mating and then again after the 41st day of pregnancy with an appropriate anthelmintic. The bitch should be wormed at the same time as the puppies, every two weeks from two to twelve weeks of age. Thereafter it is recommended that puppies should be wormed at regular intervals, according to manufacturer's instructions (often monthly until 6 months of age). From 26 weeks of age into adulthood, worming should be carried out routinely – at least 4 times per year

Advice concerning dogs with tapeworms should be sought from the veterinary surgeon.

Health status of dogs

There should be a daily physical inspection of every animal to check for any signs of illness or distress.

Advice from a Veterinary Surgeon should be sought where a dog shows signs of disease, injury, or illness or behavioural disorder.

If dogs are imported from abroad, appropriate health testing should be carried out.

APPENDIX J – Emergency Evacuation/Contingency SOP

Introduction

All appropriate steps will be taken for the protection of the dogs in case of fire or other emergency; Breeding and Sale of Dogs Act 1973 S. 1(4)(d).

There should be an Emergency Evacuation Plan (EEP) and fire warning procedure in place. This should be posted where staff may become familiar with it.

This procedure should include instructions dealing where dogs are to be evacuated to and contingency for their accommodation/care if the premises are rendered unsafe or unsuitable.

Prior to formulating an Emergency and Evacuation Plan carry out a Fire Risk Assessment (FRA) to identify any potential fire risk hazards within your establishment.

Emergency situations and the requirement to evacuate from the establishment can arise from a number of situations like; Fire, Flooding, Damage to building, Power failure and disease.

Being prepared and planning a simple but well understood procedure to be carried out in the event of an emergency is essential to offer maximum protection for you, your staff and the animals in your care. This need not be a lengthy document but should include a plan of the site giving exit points, location of telephone, emergency equipment (fire extinguishers and storage of leads/baskets/cages) rendezvous point and designated holding area for animals. The emergency contact details of a supervisor or the proprietor and the establishments Veterinary Surgeon should also be displayed.

Fire fighting equipment and detectors must be properly maintained. All electrical installations and appliances must be maintained in a safe condition. There should be a residual current circuit breaker system on each kennel block /for the premises. Heating appliances should not be sited in a location or manner where they may present a risk of fire / risk to dogs. Precaution should be taken to prevent any accumulation of material which may present a risk of fire.

Fire Risk Assessment

1. Identify potential fire risk hazards in the workplace
2. Decide who might be in danger (staff, Visitor, animal) in each area
3. Evaluate the risks arising from hazards and what can be done
4. Record your findings
5. Keep assessment under review

There should be adequate means of raising an alarm in the event of a fire or other emergency. In the event of a fire breaking out within your establishment, remember that your safety and those of your staff is of prime importance and no risks should be taken which may compromise any person's safety. No task in tackling the fire or evacuating animals should be undertaken unless it is safe to do so.

Upon Discovery of Fire

- Leave fire area immediately
- Close all doors behind you
- Alert occupants of building by sounding alarm (if present) or yell “Fire”
- Telephone Fire and Rescue Services dialling 999 from a safe location
- Evacuate animals when it is safe to do so to the designated holding area
- Use exit to leave building

Upon Hearing of a Fire Condition

- If safe, staff can assist with evacuating animals / occupants
- Leave building via nearest safe exit
- Close doors behind you
- Remain Calm
- Proceed to the designated RV area

Fire and Evacuation Action Plan

<p>Planning Your Escape</p>	<p>You only have a short time to get out so prepare a plan of escape in advance rather than waiting until there is a fire or evacuation of the establishment.</p> <p>Think of another way out in case the normal route is blocked.</p> <p>Know where door and window keys are kept. Know where spare leads/baskets/cages are stored.</p> <p>Know where the RVP/Holding areas are.</p>	
<p>If you discover a fire</p>		<p>Leave fire area immediately. Close all doors behind you.</p> <p>Sound the alarm and call 999 from any phone. Stay calm, speak clearly and listen to the operator. Where safe to do so, assist others to evacuate and remove animals to the safe holding area.</p> <p>If there is a fire elsewhere in the establishment, stay where you are and await instructions or if you have to move remember to check doors with the back of your hand before opening.</p> <p>If it feels warm, do not open it and go another way.</p> <p>If there is a lot of smoke, crawl along floor where the air will be cleaner.</p> <p>If in doubt – Get out, Stay out and get the Fire & Rescue Services out.</p>

<p>Contacts in an Emergency</p>	<p>(enter details here)</p> <ul style="list-style-type: none">• Proprietors name and Telephone Number(s)• Supervisors Name and Telephone Number(s)• Establishments Veterinary Surgeons Name(s) and Telephone Number(s)	<p>(enter details here)</p> <ul style="list-style-type: none">• Telephone at (enter location)• Emergency equipment at (enter location)• RVP at (enter location)• Animal Holding area at (enter location)• Fire Extinguishers located at (enter location)• Keys kept at (enter location)
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Model Licence Conditions for Breeding of Dogs

Licensing Committee

Date: 17th September 2015

The onus is upon the breeding establishment to ensure adequate fire prevention precautions are in place.

It is recommended that plans and details for large breeding establishments are lodged with the police and fire authorities. Fire prevention advice may be sought from the Fire Prevention Officer based at your local fire station. This officer can give advice on fire drills, fire escapes, equipment and should be consulted when new buildings are constructed or existing buildings modified.

Smoke detectors are recommended and you must make sure that Fire Detection and fighting equipment are easily accessible and regularly tested. Exit routes should be kept clear. Staff should be familiar with the fire evacuation procedure by use of fire drills and how to use the fire extinguishers. The Fire Precautions (Workplace) Regulations 1997 place a duty on employers to carry out a risk assessment for the premises not covered by a fire certificate.

Model Licence Conditions for Breeding of Dogs

Licensing Committee

Date: 17th September 2015

APPENDIX K – Daily Routine SOP

Daily routine

Daily routine should be set out in detail so that dogs can be cared for in an emergency or when owners are away by a person with minimal knowledge of them. The following should be set out:

- Dogs' (pet) names, ages and general character traits (likes & dislikes) – who mixes best, exercises, plays or sleeps with whom and general care and management of groups of dogs, where applicable.
- General Timetable for (daily duties) waking, feeding, cleaning, exercising, grooming and sleeping arrangements. This may also provide specific or non-specific designated periods during the day when carers may leave the dogs unattended, provided the dogs are left in a secure and safe environment (indoor/outdoor kennel, fenced enclosure or kitchen/utility room) - A maximum of 3/4 hours per day being a suggested time.
- Feeding schedules (for each dog) containing explicit details as to the times, place, quantities, type of food required. This may be the same or several times each day or vary according to the needs of the dog(s).
- Cleaning schedules – what is required and when, what cleaning materials are to be used and means of disposal. This will include washing, drying and (frequency of) replacement of dogs' bedding and places (dog beds, utility room/kitchen, outdoor or indoor kennel) where the dog(s) rest/sleep and exercise (outdoor enclosures, exercise pens, gardens, paddocks etc).
- Exercise/play – (for each dog), or groups of dogs with explicit direction as to whether dogs are to be exercised/walked separately, or in groups and when, where, how frequently, for what length of time. Exercise may be taken in a fenced enclosure, paddock, garden, on and off the lead (private/public road, parks, woodland, fields etc). No dog(s) to be removed from the premises (other than for exercise) without (verbal/written) explicit permission from the owner.
- Grooming – (for each dog). Including daily brushing/combing of coat, general care (teeth, ear cleaning, bathing etc). Bathing or washing may be required, dependent on how dirty the dog becomes during the course of the day/night, or in the event that it becomes unwell (sickness, diarrhoea etc). Unless fully qualified or approved (by qualification and/ or prior agreement between owner and carer), trimming of coat, or nails, with either scissors or clippers will generally not be required. Should this be necessary, ability (qualification) or

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

Model Licence Conditions for Breeding of Dogs

Licensing Committee

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willingness to carry out such a task should be discussed prior to the owner leaving the premises.

- Medication (prescriptive and/or holistic) (for each dog) – oral (by mouth), or topical (applied externally), or by injection, if and when required – a time and check list (before, with or after mealtimes or specific time of the day) for administration should also be provided. If use of daily injections is required, for example for diabetic dogs, special instruction should be provided to the satisfaction of both the owner and carer, or arrangements made for a veterinary visit, if preferred.
- Contact information Sheet providing contact details for absent owner, Veterinary Surgeon, Dentist, Doctor, Plumber, Electrician (for household/carers requirements), etc and other family or friends who might be needed to be contacted for assistance in an emergency.
- Special paperwork (example attached**) to be signed by both owner and carer as to both daily responsibility and in the event of urgent veterinary attention, especially, if or when, euthanasia becomes a clinical necessity. This may be more applicable in the event that any, or some, of the dogs are elderly or clinically infirm or in case of accident. The Veterinary Surgeon, looking after said dog(s), should be advised prior to the owner's absence, especially for long periods of time (holiday/business) that a carer is in sole charge. In any event, all effort must first be made to contact the owner prior to a decision by the Vet that euthanasia is the only option.

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Proposed conditions for Dog Day Care

Licensing Committee

Date: 17th March 2015

Author: Kathryn Ashton – Licensing Manager
Wards: All
Locality Affected: All
Parishes Affected: All

1. Purpose and Reasons

- 1.1 To review the licence conditions for dog day care, “crèches”, under the Animal Boarding Establishments Act 1963

2. Recommendations

That Committee:

- 2.1 Agree for consultation to be carried out on the proposed revised conditions for Dog Day Care, (/ Crèche), establishments within the Borough taking into account submissions from boarding establishments, other relevant organisations such as veterinary practices and members of the public The proposed conditions are attached as Appendix 1.
- 2.2 Agree for the results of the consultation exercise to be brought back to Committee for consideration with a view to formal adoption of conditions

3. Detail

- 3.1 Local authorities in England, Scotland and Wales issue licences to proprietors of Kennels, Catteries and Home Boarders under the Animal Boarding Establishments Act 1963.
- 3.2 Any person who runs a business of providing accommodation for other people’s animals requires a licence under the Act. Under this legislation “animal” refers to dogs and cats
- 3.3 The Council currently uses Model Conditions for dog boarding establishments based on the Local Government Association guidance produced. These are for kennels and home boarding establishments.
- 3.4 A consultation on the Model Licence Conditions for Home Boarding of dogs under the same legislation has been carried out and the responses were reviewed and agreed by Committee on 8th January 2015. The agreed revised conditions are attached as Appendix 2.
- 3.5 Model Licence Conditions for kennels under the Boarding Establishments Act 1963 are currently in preparation with a national working party. It is therefore recommended that these are reviewed when this is completed so they can be considered.

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

Proposed conditions for Dog Day Care

Licensing Committee

Date: 17th March 2015

- 3.6 It has been recognised that Dog Day Care or 'Creches' require a licence under the Boarding Establishments Act 1963, however, the model conditions currently in use for home boarding may not be appropriate for such a facility and its individual requirements
- 3.7 The enclosed Model Conditions, (Appendix 1), have therefore been drafted to consider purpose built and run day care establishments

4. Alternative Options

- 4.1 The Licensing Committee could choose not to adopt the proposed conditions for dog day care establishments. However should this be the case there would be no specific conditions to apply to such premises.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 There are no direct financial implications arising from the report. Any future consultation will be undertaken within approved budgets.

Legal and Human Rights Implications

- 5.2 Legal and Human Rights considerations have been taken fully into account in compiling this report. It is considered that the recommendations of this report are compatible with Convention Rights as they fully in accord with the requirements of relevant legislation. The Council is required to comply with the statutory provisions referred to in the report, which the adoption of this policy \ regime will ensure it does. All other legal and human rights implications have been considered in the preparation of this report.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

Diversity Impact Assessment

- 3.8 A DIA has not been undertaken at this stage but will be completed following any consultation exercise.

4. Consultees

- 4.1 The Director of Law and Democratic Services (Monitoring Officer) is consulted in respect of all reports.

5. Background Papers

- 5.1 Animal Boarding Establishments Act 1963
- 5.2 Animal Welfare Act 2006

Further information on the subject of this report can be obtained from Kathryn Ashton, Licensing Manager on 01793 466113 or by email: kashton@windon.gov.uk

Proposed conditions for Dog Day Care

Licensing Committee

Date: 17th March 2015

6. Appendices

- 6.1 Appendix 1 Proposed model conditions for Dog Day care premises
- 6.2 Appendix 2 Revised Model conditions for home boarding establishments

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Model Licence Conditions for Dog Day Care

Licensing Committee

Date: 17th September 2015

Model Licence Conditions and Guidance for Dog Boarding Establishments

ANIMAL BOARDING ESTABLISHMENTS ACT 1963

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1. INTRODUCTION

Local Authorities issue licences to proprietors of boarding kennels under the provision of The Animal Boarding Establishments Act 1963. The licence can stipulate a number of conditions to secure the following objectives:

- i) that dogs are kept in accommodation suitable in respect of construction, size, temperature, lighting, ventilation and cleanliness;
- ii) that dogs are adequately supplied with suitable food and drink, and are visited at suitable intervals;
- iii) that dogs are kept secure;
- iv) that reasonable precautions are taken to prevent the spread of infectious diseases;
- v) that appropriate steps be taken in the event of an emergency;
- vi) that a suitable consistent level of management is maintained.

In 1993 The Chartered Institute of Environmental Health (CIEH) published comprehensive guidance and model licence conditions to ensure that a consistent approach was maintained in the issuing of licences and the enforcement of the legislation by local authorities.

Following the publication of the guidance and model conditions it became apparent that the conditions were being applied by some local authorities too rigidly and without due regard to the detailed guidance notes, which in the original document, were separated from the model conditions. The Guidance Notes provided a detailed explanation for the conditions and provided a framework for a consistent approach while allowing freedom of interpretation and flexibility to be applied by the licensing authorities in accordance with local circumstances.

It should be stressed that the aim of licence conditions is to ensure high standards of animal care and health and safety are maintained in animal boarding establishments. If variations to the model conditions are made local authorities should bear in mind that the principal aim must still be met.

In new establishments there is an expectation that all appropriate conditions should be met as a basic minimum standard. In existing establishments it is accepted that some of the conditions may need to be phased in over a period of time by agreement between the establishment owner and the local authority in which case a licence, subject to an agreed scheme of works and a suitable realistic timescale for implementation should be issued. Where appropriate and as necessary the local authority should seek the advice and assistance of a veterinary surgeon.

For ease of reference and application the model conditions have been set out in the text in bold type with notes appended adjacent in italics giving additional information.

Throughout the text and as a licence condition the following applies:

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

Use of the term 'kennel' refers to combined sleeping and individual exercise areas.

2 LICENCE DISPLAY

The principal legislation dealing with Animal Boarding Establishments is the Animal Boarding Establishments Act 1963 which addresses the areas to be covered by the

licence relating to animal welfare and management. It is essential that consumers and those responsible for premises management are aware of the licence conditions:

LICENCE DISPLAY

2.1 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.

Notes:

If displayed externally the licence and its conditions should be protected from the weather. Preferably the licence should be displayed in the reception area. The number of dogs for which the premises is licensed, the number of isolation and holding kennels must be specified on the licence. Guidance to their numbers are found in the notes below.

Other legislation and issues to be taken into consideration by kennel owners are:

INSURANCE

Notes:

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. Several companies offer policies specific to animal boarding establishments. Details are often advertised in pet publications.

Proprietors of animal boarding establishments are able to insure purely the liability aspect by taking out third party liability cover. In addition, you can insure against veterinary fees for accidents and illness, death from accidents, illness, death from accidents, death from illness and loss from theft and straying. You must insure against public liability. Employers Liability Insurance is mandatory for boarding establishment owners who employ staff.

Employers Liability (Compulsory Insurance) Act 1969.

Certificates of insurance must be prominently displayed.

STAFF FACILITIES

Notes:

Adequate toilet and washing facilities must be available for staff in accordance with health and safety requirements.

An adequate First Aid kit must be available for staff use.

Staff should be adequately trained in the safe handling of dogs, emergency procedures to be followed, and all other aspects of the licence conditions which are pertinent to their work. Staff should also be regularly vaccinated against Tetanus.

ESTABLISHMENTS RECEIVING BOTH DOGS AND CATS

Notes:

When the granting of the licence is being considered by the local authority, there will be a presumption against cats and dogs being kept within sight of each other, unless good reason can be made otherwise. [See companion booklet on model licence conditions and guidance for cat boarding establishments].

In consideration of "Good Reasons" existing facilities and management must be taken into account.

3 CONSTRUCTION

3.1 GENERAL

3.1.1 The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the licensing officer of the local authority.

- 3.1.2 Where wood has been used in existing construction it must be smooth and treated to render it impervious. Wood should not be used in exposed construction of walls, floors, partitions, doorframes or doors in the dog kennelling area. There must be no projections liable to cause injury
- 3.1.3 Fencing material must be secure and safe.
- 3.1.4 Sleeping areas of kennels must be so insulated as to prevent extremes of temperature.
- 3.1.5 The construction must be such that the security of the dog is ensured.
- 3.1.6 All exterior wood must be properly treated against wood rot, e.g. Tanalised. Only products which are not toxic to cats may be used.
- 3.1.7 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.

Notes:

The conversion of existing buildings should be discouraged. Experience shows that they may be more expensive to adapt and less efficient to operate.

At least 20% of the individual exercise runs must be covered with a suitable mesh. Where galvanised welded mesh is used for fencing the wire diameter must not be less than 2.0mm (14 standard wire gauge) excluding any covering and the mesh size must not exceed 5.0cm (2").

Application for building works may well require approval from the building control department and/or the planning department.

The interior and exterior of the buildings should be kept in good decorative order and repair. Outer paths, gardens, exercise areas and general surroundings must be kept in a good, clean, presentable condition. Failure to comply with this recommendation may be a consideration in any decision by the local authority to withdraw the licence for any reason.

A safe system of work must ensure correct use of chemicals and materials used in the kennel and must include constructional details suitable to reduce spread of infection, disease and contamination.

Wood in Kennels:

The purpose of avoiding wood on surface structures of kennel interiors is because of the possibility of damage to the material caused by scratching by animals. Worn and splintered material is difficult to clean, harbours bacteria, viruses etc. and allows the splinters produced to penetrate the animals' skin.

The whole point of hygienic and safe practice is to provide easy to clean surfaces.

3.2 WALLS AND PARTITIONS

- 3.2.1 Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used in such walls, they must be sealed so as to be smooth and impervious, and resealed as necessary.
- 3.2.2 Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, all joints must be sealed.
- 3.2.3 Partition walls between kennels must be of solid construction to a minimum height of 1.2m (4ft).
- 3.2.4 In new construction, in exercise runs the lower section of partitions in adjoining runs must be of solid construction.

Notes:

This condition is to provide a physical barrier to infection. It will also reduce aggression while allowing socialisation. Suitable materials for the construction of partition walls would be properly surfaced impervious brick/block constructions, moulded plastic, glass reinforced plastic (GRP), pre-formed plastic surfaced board, etc. Such solid construction

may be from floor to ceiling, but this should not be detrimental to other welfare considerations such as the dog's outlook, lighting and ventilation. Sealing refers to the use of a proprietary water proofing agent for sealing the wall against damp-penetration. Under certain circumstances sealing of brickwork can only be achieved by rendering prior to sealing.

In individual exercise areas it is recommended that the solid partition be of a minimum of 675mm (27 inches) high from the ground and in existing construction this condition should be phased in over a suitable period taking into consideration existing construction and the condition of the kennels.

3.3 FLOORS

3.3.1 Floors of all buildings, individual exercise areas and kennels, must be of smooth, impervious materials, capable of being easily cleansed and in new kennels must incorporate a damp proof membrane.

3.3.2 All floors of kennels and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids.

Notes:

Floors of kennels and related exercise areas should be constructed in impervious material and be readily cleansable while providing sufficient grip for the animal to walk or run without sustaining injury.

Drainage channels should be provided near to the kennel edge so that urine is not allowed to pass over walk areas in corridors and communal access areas. It is reasonable to face a bedding area in the opposite direction to the exercise area if separate drainage channels are approximately sited.

Before beginning any alterations you are advised to contact the building control section of the local authority. Waste water outlets may need approval from the National Rivers Authority (contact your local area office for advice).

"Communal" facilities must not be used by more than one dog at any one time unless they are from the same household.

Communal exercise areas should generally be discouraged – see Notes in Section 4.

3.3.3 In new construction floors must be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel.

3.3.4 Communal exercise areas must be suitably drained but need not comply with conditions 3.3.1 and 3.3.2.

3.4 CEILINGS

3.4.1 Ceilings must be capable of being easily cleansed and disinfected.

Notes:

Where kennels are provided, within converted outbuildings, consideration should be given to ease of cleaning, energy conservation, wildlife access, lighting and ventilation.

3.5 DOORS

3.5.1 Kennel doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.

3.5.2 Where metal bars and frames are used, they must be of suitable gauge (approximately 10-14) with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury to the dog.

3.5.3 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.

Notes:

See also General Construction for galvanised welded mesh use (Section 3.1).

Galvanised Weld Mesh should be a minimum of 2mm (14 gauge) in thickness. It is recommended that the spacing of the wire should not exceed 50mm (2 inches).

When designing kennel doors regard should be paid to the Health and Safety of the person working in the kennel, for example large dogs may push against the door which may give rise to difficulties in securing the door and even to accidents to the person on the opposite side of the door when it opens outwards. Therefore consideration could be given to opening the outer door in an inward direction in the interests of staff safety.

3.6 WINDOWS

3.6.1 All windows which pose a security risk must be escape proof at all times.

Notes:

Windows when a security risk must be protected by welded mesh, or be made of reinforced glass, polycarbonate or other impact resistant material.

3.7 DRAINAGE

3.7.1 The establishment must be connected to mains drainage or an approved, localized sewage disposal system.

3.8 LIGHTING

3.8.1 During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this must be natural light.

3.8.2 Adequate supplementary lighting must be provided throughout the establishment.

Notes:

Natural and artificial lighting must be of sufficient standard to enable efficient working after daylight hours.

3.9 VENTILATION

3.9.1 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the bedding area.

Notes:

Draughts can be the outcome of ventilation provided for animal health. Heating can equally be removed by ventilation. A balance is necessary between adequate ventilation and the unnecessary removal of warm air. Ventilation is important as an aid to disease control, a protection against smell accumulation, and prevents excessive humidity of the atmosphere. High humidity increases the risk of kennel cough and should be avoided. Siting of the bed is an important consideration. Raising the bed and providing adequate protective sides to allow the dog "depth" to seek protection are consideration in protecting the dog.

3.10 MAINTENANCE

3.10 Maintenance and repair of the whole establishment must be carried out regularly.

4 NUMBER OF ANIMALS

4.1 NUMBER OF DOGS PERMITTED

4.1.1 The maximum number of dogs is determined by the local authority dependent on the individual kennels capability

4.1.2 Each dog must be provided with a separate kennel except that dogs from the same household may share a kennel of adequate size with the written consent of the dogs' owner.

4.1.3 Holding kennels may be provided for temporarily kennelling a dog for not more than 24 hours. Holding kennels, if provided, must comply with conditions as required for main kennels. Holding kennels must be a minimum area of 2.3 sq m (25 sq ft).

4.1.4 No animals other than dogs are to be boarded within the licensed facilities without the written approval of the local authority.

4.1.5 Where stray dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs.

Notes:

The number of dogs permitted relates to the number and size of the kennels and must be stipulated clearly on the front sheet of the displayed licence. The decision regarding the number of dogs, as well as considering kennel size and numbers, will take into account the effectiveness of site management.

Dogs from the same family who normally live together, may prefer to share a kennel. It is a requirement that operators obtain written authorisation from the dog owner before kennel sharing is allowed. Where sharing occurs the dogs must be able to lie down comfortably in the sleeping area, with sufficient space for the door to open fully.

Holding Kennels

The number of holding kennels provided should be agreed between the kennel owner and the local authority and noted on the licence. In general holding kennels should not constitute more than 25% of the total number of residential kennels.

Identification and Control of Dogs on Site

The Control of Dogs Order 1992 requires that all dogs, whilst in a public area, must wear a collar and tag stating the name and address of the owner. It is recommended that all dogs boarded at the establishment should wear a collar and tag identifying the name of the owner, or have the collar and tag secured immediately outside the kennel. This will assist in the identification. It will also assist staff with dog control if one tries to escape, or if there is a fire or other emergency. In the case of sharing it will be necessary to take the collars off and hang them outside the kennel.

Dangerous Dogs

Dogs subject to contracts under current Dangerous Dogs Legislation must have a copy of the licence and insurance certificate lodged with the boarding kennel.

4.2 KENNEL SIZE, LAYOUT AND EXERCISE FACILITIES

4.2.1 For new kennels each kennel must be provided with a sleeping area of at least 1.9 sq m (20 sq ft).

Notes:

In existing kennels the new size requirements for sleeping areas should be phased in over a number of years after consultation between the kennel owner and local authority taking into account local circumstances

During kennel construction it is necessary to use an appropriate design and correct materials to overcome problems of noise emission and to ensure energy conservation. This is in order to minimise discomfort to the dog and to minimise the risk of nuisance to persons in the vicinity of the site.

4.2.2 Suitable bedding equipment must be provided which allows the dog to be comfortable and which is capable of being easily and adequately cleaned and sanitised. Such equipment must be sited out of draughts.

All bedding material must be maintained in a clean, parasite free and dry condition.

4.2.3 For new kennels each kennel must be provided with an exercise area of at least 2.46 sq m (26 sq ft) (for dogs up to 24 inches high at shoulder) or 36 sq ft for larger dogs, which is separate from the bedding area and exclusive to that kennel, for free use by the dog at all times except at night.

4.2.4 Kennels must have a minimum height of 1.8m (6 ft) to facilitate adequate access by kennel staff for cleaning.

4.2.5 Kennels and exercise areas must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.

4.2.6 Exercise areas must not be used as bedding areas.

Adverse Weather:

In adverse weather conditions the responsible person must decide whether or not dogs are given free access to their exercise area.

In existing kennels the new size requirements for exercise areas should be phased in over a number of years after consultation between the kennel owner and local authority taking into account local circumstances. This exercise area should be roofed to a minimum of half the area, sufficient to give the dog protection against the weather. Some of this should be translucent material capable of filtering UV light and providing adequate shade.

Communal Areas for Exercise:

In general, communal areas should be discouraged because of the risk of disease spread, in particular worms, and fighting. With the provision of individual exercise areas to each kennel, the extra provision of a communal area need not be provided. Surface ponding of water must not occur and land drainage should be provided where necessary if normal site drainage proves inadequate.

The risk of spreading disease, in particular worms, is increased by use of communal areas.

All communal exercise areas should be provided with an impervious cleansable surface at least around the perimeter (concrete, laid to a suitable fall to prevent ponding and promote drainage).

5 Management

5.1 TRAINING

5.1.1 A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.

Notes:

The licensee must formulate a written training policy for permanent, part time and seasonal workers. The following are regarded as essential topics to be covered in the programme:

Animal Welfare

Cleanliness and Hygiene

Feeding and Food Preparation

Disease Control

Recognition and Treatment of Sick Animals

Health and Safety

Emergency Procedures

Transportation of Animals: All vehicles used by the establishment for the transportation of dogs must be regularly serviced and kept clean. They must be fitted with cages of adequate size for the safe transportation of dogs and be provided with adequate ventilation. All vehicles must be secure and should not be left unattended when transporting a dog.

NB The Welfare of Animals (Transport) Order. *If you transport animals as part of your business you must be authorised as an animal transporter. For long journeys (over eight hours), vehicles must have been inspected and approved. From January 2008 drivers or attendants responsible for transporting animals more than 65km are required to hold a certificate of competence*

5.2 TEMPERATURE IN KENNELS

5.2.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog.

5.2.2 There must be some part of the dog's sleeping area where the dog is able to enjoy a temperature of at least 10°C (50°F).

5.2.3 In isolation kennels there should be a means of maintaining the temperature at a level suitable for the conditions of the dog and dependent on veterinary advice.

Notes:

Many kennels have been built without proper concern for the welfare of the dog. The materials used on the kennel exterior may not offer adequate protection against temperature variations throughout the majority of the year.

There will be periods in the year where ambient external temperatures will cause temperatures to fluctuate above or below the recommended levels. If the higher temperature level is exceeded due to structural shortcomings rather than normal ambient temperature then artificial means of counteracting this high temperature should be introduced. Where temperatures lower than indicated are reached the use of individual heating lamps for dogs may prove adequate. In some circumstances additional background heating will also be required.

The temperature of the isolation kennels should not be allowed to fall below 15.5°C (60°F) generally, unless specific advice is given to the contrary by the Veterinary Surgeon.

The difficulty of providing maximum temperature levels is acknowledged. 26°C (79°F) is a realistic temperature which should not be exceeded in normal circumstances. It is important to remember that a minimum temperature of

10°C (50°F) is required, and if inadequate attention has been given to construction and insulation it will be necessary to use additional heating and thereby increase running costs. Failure to provide additional heating will cause dogs to suffer. Particular attention should be paid to design and construction. Geographical orientation is also relevant. Aspect affects temperature. It is often difficult to maintain adequate temperatures with north facing openings.

Correct attention to orientation of the kennel will allow maximum use of natural light.

Similarly in summer temperatures, poorly insulated exteriors will allow internal temperatures to build up (similar to car interiors) to excessive levels. Even with additional ventilation the dogs will suffer.

Some summer temperatures will naturally exceed 26°C (79°F). Inadequate construction or ventilation of the kennels must not be an excuse to allow unnecessarily high temperatures being attained.

Where temperatures are likely to rise above the maximum levels specified in the notes there should be some means of mechanical or automatic cooling/ventilation.

A safe system of heating must be provided so that risks of electrocution and burning are avoided. Open flame appliances must not be used.

5.3 CLEANLINESS

5.3.1 All kennels, corridors, common areas, kitchens 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.

5.3.2 Each occupied kennel must be cleansed daily. All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary.

5.3.3 All bedding areas must be kept clean and dry.

5.3.4 Each kennel must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.

5.3.5 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 disposal route for all such waste must be incineration

Notes:

Arrangements must be made with the Waste Collection Authority or waste management contractor authorised for the purposes of the duty of care, for removal of other wastes from the establishment under the Environmental Protection Act 1990. Foul waste water must be disposed of by discharge to the approved drainage system.

Cleaning:

There are a range of alternative cleaning regimes.

Basically the regime should include:

1. Removal of solids

2. Washing
3. Disinfection
4. Drying

The physical collection (shovel and bucket) of faeces is usual.

The use of detergent and water will "wash down". Equally pressure hoses or steam cleaning will wash down more effectively.

There is a need to control bacteria, viruses, and fungi within the sanitising process.

There is little point in putting down disinfectant only to wash it away in a short period of time. The long term activity of chemicals used in the control of viruses, bacteria and fungi should be considered.

Great care should be taken when using any chlorine based chemical, e.g. bleach. (See notes of COSHH)

Combinations of bactericides, fungicides and virucides may prove expensive to use and may not necessarily be the best system to use.

There is a balance between the dog enjoying a known environment and introducing infection and infestation in wickerwork baskets and old clothing/bedding, etc. Staff handling between kennels further increase the risk of disease spread. While owners' own baskets and bedding may help a dog to settle, particularly during its first stay in boarding conditions, their use should be discouraged as there is no immediate control over cleanliness and parasite transmission.

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

5.4 FOOD AND WATER SUPPLIES

5.4.1 All dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily.

5.4.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross contamination. They must be maintained in a clean condition.

5.4.3 Eating vessels must be cleansed after each meal.

5.4.4 Drinking vessels must be cleansed at least once a day.

Notes:

Dogs should be fed to a standard compatible with the maintenance of health. Inspectors will observe the general nutritional status of the dogs and the type and quality of food in store and in the process of preparation. If necessary, a veterinary surgeon will be called into advise.

Food should not be left for excessive periods within the kennel in order to avoid smells and flies. More food and water may be required for old or young dogs. No food should be left outside at night.

Disposable eating dishes, although expensive, are recommended as hygienic since they cannot transmit infection and are a saving of time and labour since they are immediately disposable. Expanded polystyrene is not a suitable material for this use

5.5 KITCHEN FACILITIES

5.5.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.

5.5.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.

5.5.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash hand basin with hot and cold water must be provided for staff use.

5.5.4 Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

5.6 DISEASE CONTROL AND VACCINATION

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

5.6.2 Proof must be provided that dogs boarded or resident 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 manufacturers instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.

5.6.3 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.

5.6.4 A well stocked first-aid kit suitable for use on dogs must be available.

Notes:

“Other relevant diseases” allows for the insertion of diseases which may as yet be unknown but which may be regarded as important in the future or which may be added according to circumstances.

Four weeks is the maximum time for all current vaccines to become fully effective. A shorter time is acceptable if suitable veterinary evidence is provided, based on manufacturers’ instructions. For example, intra-nasal vaccination for Bordetella bronchiseptica (part of the Kennel Cough complex) is regarded as giving solid protection after only 5 days.

Vaccination against Kennel Cough should be encouraged.

Kennel owners should seek the advice of their Veterinary Surgeon regarding accomplishment of this, as the disease is generally regarded as being multi-factorial. It is important that there are facilities and procedures for cleansing and disease control and that staff are familiar with the procedures and understand what action to take in the event of an outbreak of disease.

Phenolic disinfectants should not be used around dogs and dogs must be kept dry during cleaning of enclosures.

If there is evidence of external parasites (fleas, ticks, lice, etc.) the dog must be treated with a proprietary insecticide.

If there is evidence of internal parasites the advice of a veterinary surgeon should be sought.

All insecticides, disinfectants, etc. must be used strictly in accordance with the manufacturers instructions, and hazard sheets kept for staff which explain precautions to be taken by the user.

The first-aid for use on dogs must be kept well stocked at all times. Advice on contents should be available from the establishment’s veterinary surgeon.

It is important to consider procedures to be carried out in case of death or escape. All staff should be made fully aware of these procedures. They will also help to reassure owners that the establishment acted correctly in that situation. Any dog that has died on the premises must be referred to a veterinary surgeon and the licensing officer of the local authority must be informed.

A veterinary practice should be appointed for the establishment. The name, address and telephone number must be displayed in a prominent position in a public area.

5.6.5 A suitable range of muzzles of varying sizes and a suitable dog catching device, must be kept on site.

The 24 hour telephone contact number of the veterinary surgeon used by the establishment should be displayed in a suitable place, close to the telephone and accessible to all members of staff.

5.7 ISOLATION

5.7.1 Isolation facilities must be provided.

5.7.2 In existing facilities these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main kennels. This must be a minimum 5m (15ft). (See also temperature control).

5.7.3 Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels must be provided.

5.7.4 Hands must be washed after leaving the isolation facilities before visiting the other kennels.

Notes:

Isolation facilities must be provided at the rate of at least 1 isolation kennel for up to 50 kennels at the establishment and pro rata above that. The number should be noted on the Licence.

The requirement for 5m distance between isolation facilities and main kennels is based upon consideration of the distance that a dog sneeze travels. Intervening buildings and constructional detail (i.e. window and door positions) should be taken into account. Individual circumstances may significantly vary the stated figure.

Isolation facilities must be used where the presence of infectious disease is suspected. Where stray dogs accepted by the kennels they must be kept in a separate area away from boarded dogs. Isolation facilities must only be used for this purpose in exceptional circumstances (i.e. where stray intake is minimal). Condition 5.5.5 would apply to staff handling strays.

Protective clothing and equipment, for use only in the isolation facility, must be used to reduce the spread of infection.

In new build isolation facilities separated 10 metres from the main units must be provided.

5.8 REGISTER

5.8.1 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 dog's veterinary surgeon
- anticipated and actual date of departure
- health, welfare and nutrition requirements

Notes:

Computerised, loose-leaf, index card and book register systems are acceptable. If a book register is used, pages must be consecutively numbered. Records of the owners agreement to share may be kept on a separate form if a computerised system is used. It is strongly urged that the establishment introduce formal boarding agreements, stating clearly the responsibilities of both parties during the duration of the kennelling. The Licensing Officer of the local authority will consider the details recorded in the register against the actual facts observed.

5.8.2 The register must be kept readily available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information.

5.8.3 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.

5.9 IDENTIFICATION OF KENNELS

5.9.1 Each kennel must be clearly marked (e.g. numbered), and a system in place which ensures that relevant information about the dog in that kennel is readily available.

Notes:

An alternative system of identification can be used with the approval of the Licensing Authority providing the system in use meets the criteria for identification and information provision for each dog and is readily accessible and easy to use.

The system of identification of units must be capable of containing relevant information such as feeding habits and frequencies, medicinal treatments, etc. If identified on the kennel it must not obscure the primary information. If additional information is stored electronically or manually away from the kennel the information must be readily and easily accessible.

5.10 SUPERVISION

5.10.1 A fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.

5.10.2 Dogs must be visited at regular intervals as necessary for their health, safety and welfare.

Notes:

Suitable intervals for visiting means intervals of not less than four hours, starting at 8.00am, until 6.00pm.

An evening visit may be appropriate but must be balanced against the possibility of disturbing the dogs and causing noise nuisance.

5.11 FIRE PRECAUTIONS

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

5.11.2 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.

5.11.3 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.

5.11.4 All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of kennels.

5.11.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.

5.11.6 Precautions must be taken to prevent any accumulation which may present a risk of fire.

5.11.7 There must be adequate means of raising an alarm in the event of a fire or other emergency.

Notes:

It is recommended that plans and details of the establishment are logged with the police and fire authorities.

Fire protection advice must be sought from the Fire Prevention Officer regarding appropriate fire extinguishers and their correct siting, fire drills, fire escapes, etc. and implemented. The general maxim of "people first" in the event of fire is good advice.

Where rebuilding or providing new buildings, the Fire Prevention Officer will give advice on fireproofing requirements.

The advice given by the Fire Prevention Officer should be in writing and particular regard should be given to the safe storage of inflammable substances. Staff should know how to use the fire extinguishers. It is also advisable to install smoke detectors.

Dogs should not have direct access to open flame heating devices.

6. DOG SITTING SERVICES

See Model conditions for Home Boarding

7. OTHER RELEVANT LEGISLATION

HEALTH AND SAFETY AT WORK ETC ACT 1974

- i) There is a duty on all employers and employees to ensure safety of themselves, workmates and visitors to the site and contractors. This also extends to the self-employed.
- ii) An “accident book” must be provided to record details of accidents and “near misses”. An annual review will indicate how to keep staff safer by introducing safer practices based on experience.
- iii) Regard should be paid to providing safe systems of work for staff, particularly those involved in dog handling.
- iv) An establishment employing more than four people requires a written safety policy.
- v) There is a requirement for a risk assessment to be carried out to identify hazards in the workplace and assess risks, e.g. number of people affected etc, in order to assess any health and safety risk in an objective manner as far as possible.

Legislation is evolving all the time and reference should be made to enforcement authorities for up to date advice.

More details will be available from your local authority or from Management of Health and Safety at Work – Approved Code of Practice ISBN 0-11-886330-4 available from HSE Books, tel no. 0797 881165 (mail order).

ENVIRONMENTAL PROTECTION ACT 1990

- i) Under section 34 operators have a “duty of care” to ensure that all waste arising from their premises is disposed of without harm to human health or the environment. They may only pass their waste to registered carriers or appropriately licensed or authorised disposal facilities.

The definition of waste is currently under review. Reference to the local authority will help clarify the position with regard to waste material generated from boarding establishments.

- ii) Part III of this Act deals with nuisance. When setting up a boarding establishment, it is most important to consider the potential problem of noise or odour nuisance in order to prevent possible legal action which could lead to closure at a later date.

Environmental Health Officers are able to give further advice and guidance on nuisance problems and related statutory provisions.

Noise emission is often not considered by establishment owners. Monitoring a single dog barking at close range may produce a reading in the region of 95 dB(A). It is important to design and site kennels to minimise any cause of complaint from neighbours. The choice of appropriate materials, and their correct use in design, in terms of preventing noise nuisance is extremely important.

In view of the law allowing noise sensitive premises to be built near kennels, often after the kennel has been built, consideration should always be given to the need to retain noise within site boundaries as much as possible, having regard to local background noise levels.

- iii) The use of incinerators to dispose of animal carcasses may require licensing by your local authority who will advise you regarding the requirements of part 1 of the Environmental Protection Act 1990.

If you use an incinerator you are advised to notify the local authority.

The Environmental Protection Act 1990 places a duty of care on businesses to ensure that waste is disposed of by a registered carrier to an appropriate licensed or authorised disposal facility. Those wishing to dispose of waste on their premises or operate an

incinerator may need planning permission, and a waste management licence or authorisation under the Environmental Protection Act 1990. They should seek advice from their Waste Regulation Authority or Environmental Health Department.

Dog faeces and “sharps” such as needles, scalpels etc, constitute “clinical” waste and are likely to be subject to specific disposal conditions.

ELECTRICITY AT WORK REGULATIONS 1989

Apply to every employer or self employed person, and you therefore have a duty to comply with these Regulations ensuring your electrical fittings and equipment are maintained in a safe condition.

In the event of something going wrong, you will be asked to say why you thought the equipment was safe, which means regular testing of fittings is advisable.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 1988 (COSHH)

i) These are known as the “COSHH” Regulations. They require you to keep chemical substances on your premises in a safe manner, and to review whether you are able to reduce the number of chemicals used and to see if you are able to use chemicals which are less hazardous in order to do the same job.

ii) They also deal with zoonoses (diseases transmitted from animals to people, such as Salmonellosis, Toxocariasis and Toxoplasmosis) and you should bring suitable advice on risks and precautions to the attention of your staff, and ensure that they are suitably vaccinated.

For further advice contact your medical practitioner and/or the environmental health department.

CONTROLLED WASTE REGULATIONS 1992

The definition of clinical waste in these regulations include animal tissue, blood or other body fluids, excretions, drugs or other pharmaceutical products, swabs, dressings or syringes, needles or other sharp instruments which unless rendered safe may prove hazardous to any persons coming into contact with it.

The Health and Safety Commission’s guidance document ‘Safe Disposal of Clinical Waste’ advises on best practice in the handling and disposal of such waste and you can also seek advice from the local Waste Regulation Authority or the Environment Agency Regional Office

THE CONTROL OF DOGS ORDER 1992 (S1901)

Every dog whilst in a place of public resort must wear a collar with the name and address of the owner inscribed upon it. “Public Place” means any street, road or other place (whether or not enclosed) to which the public have or are permitted to have access whether for payment or otherwise and includes the common parts of a building containing two or more separate dwellings.

It should be noted that premises may also be visited from time to time under the Animal Welfare Act 2006 which is principally concerned with animal welfare and the prevention of cruelty.

DANGEROUS DOGS ACT 1991

The Act prohibits persons from having in their possession or custody dogs belonging to types bred for fighting; it imposes restrictions in respect of such dogs; it enables restrictions to be imposed in relation to other types of dog which present a serious danger to the public; and makes further provision for ensuring that dogs are kept under proper control.

Model Licence Conditions for Dog Day Care

Licensing Committee

Date: 17th September 2015

Appendix 2

Model Conditions for the Home Boarding of Dogs under Boarding Establishments Act 1963

The keeping of a boarding establishment for animals is defined by the Animal Boarding Establishments Act 1963 and means the carrying on at any premises, including a private dwelling, of a business providing accommodation for other people's cats and dogs.

Where a person provides accommodation in connection with a business but the provision of such accommodation is not the main activity of the business, for example a vet, then such activity falls outside of the definition.

The dictionary definition of 'board' means the provision of meals, with or without lodgings. Therefore, where a 'crèche' is providing food and water for animals they are effectively providing board and are, to that end, a Boarding Establishment and would require a licence. However, if food and water were not provided the premises could still require a licence if the primary function is to board animals. A lack of food and/or water might constitute a welfare matter.

If a home boarder is providing board during the day only then this will also require a licence. As noted in 4.1: Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs (the garden may be split into sections to provide separate exercise areas for dogs).

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 insurance (including liability) and where necessary, adequate and suitable employees insurance

1.4 No dog registered under the Dangerous Dogs Act may be accepted for home boarding.

1.5 Entire males and bitches in season or bitches due to be in season during the boarding, must not be boarded together or boarded with resident dogs.

1.6 Dog hybrids (e.g. Wolf Hybrids) are not to be accepted for home boarding

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

3. Number of animals

- 3.1 The absolute maximum number of dogs to be kept at any one time is 4, with a maximum of 1 additional resident dog(s). (The maximum numbers are subject to Veterinary and/or Inspector approval of the suitability of each individual premises and licensee to operate a home boarding establishment). If there are two resident dogs then the maximum number of boarders is 3 and so on.
- 3.2 Only dogs from the same household maybe boarded at any one time unless written consent is gained from the owners following a trial familiarisation session.
- 3.3 Where dogs from different families are permitted by the Licensing Authority to be boarded together at any one time, the additional requirements are to be followed:
- 3.4 To obtain specific written consent of each household showing confirmation that they are content for their dogs to be boarded with others
- 3.5 To conduct a mandatory, trial (documented) familiarisation session for all dogs prior to stay.
- 3.6 To ensure separation of dogs from different households in secure areas when left unattended. Following risk assessment by licensee this may be relaxed with written permission from owners. This would be reviewed on annual inspections and if any issues identified the concession will be removed
- 3.7 To carry out separate feeding of dogs to minimise the likelihood of dispute and aggression. Following risk assessment by licensee this may be relaxed with written permission from owners. This would be reviewed on annual inspections and if any issues identified the concession will be removed
- 3.8 Dogs must not be boarded with any cat, unless they normally live together in the same household.
- 3.9 Where there is a resident dog kept at the household, written consent from the owners of the boarded dog must be gained following a trial (documented) familiarisation session.
- 3.10 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 family pets. There must be no external construction of buildings, cages or runs (the garden may be split into sections to provide separate exercise areas for dogs).
- 4.2 There must be adequate space, light, heat and ventilation for the dogs.
- 4.3 There must be sufficient space available to be able to keep the dogs separately if required.
- 4.4 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided and the licence holder must comply with the Welfare of Animals (Transport) Order 1997
- 4.5 The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 4.6 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.

5. Management

5.1 Training

5.1.1 A written training policy for staff must be provided. Systematic training of staff must be demonstrated to have been carried out (where applicable).

5.2 Cleanliness

5.2.1 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.

5.2.2 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 Licensing Authority

5.2.3 All bedding areas must be kept clean and dry.

5.2.4 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 disposal route for all such waste must be incineration.

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

5.3 Food & water supplies

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

5.3.2 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.

5.3.3 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.

5.3.4 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 after each meal and each dog must be provided with its own bowl.

5.4 Kitchen facilities

5.4.1 Airtight containers must be provided for the storage of dry foods.

Uncooked food and the remains of opened tins must be stored in covered, non-metal leak proof containers in the fridge.

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

5.5 Disease control & vaccination

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

5.5.2 Proof must be provided that dogs boarded or resident 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.

5.5.3 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.

5.5.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site. Commercial kits are available for a minimal cost or consider recommendations of Blue Cross or other relevant agency if assembling own.

5.5.5 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.

5.5.6 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Proof must be maintained of all routine and emergency treatment for parasites.

5.5.7 The premises must be regularly treated for fleas and parasites with a veterinary recommended product. A good standard of hygiene must be achieved.

5.5.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

5.6 Isolation and Contagious Disease Outbreak

5.6.1 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 effective separation of any sick animal

5.6.2 The licensee must inform the licensing authority on the next working day if a dog develops an infectious disease.

5.6.3 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. The Licensing Authority as agreed with their authorised veterinary surgeon will specify this period.

5.6.4 The Licensing Authority must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be stored at the vets until the owners return unless prior written consent is gained from the owner for the body to be disposed of through a licensed pet crematorium.

5.7 Register

5.7.1 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, 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, medical history and requirements
- ☐ health, welfare nutrition and exercise requirements

5.7.2 The register must be kept readily available for a minimum of 3 years and kept in such a manner as to allow an authorised officer easy access to such information.

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

5.7.4 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.

5.8 Supervision

5.8.1 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 offence.

5.8.2 Dogs must be visited at regular intervals, as necessary for their health, safety and welfare, and must not be left longer than 3 hours and then not on a regular basis.

5.8.3 No home where there are children under 10 years of age will be licensed.

5.8.4 Only people over 16 years of age are allowed to walk the dogs in public places. Only people over 21 years of age may walk dogs off lead with owner's prior written consent

5.9 Exercise

5.9.1 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.

5.9.2 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.

5.9.3 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.

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

5.9.5 If front garden fencing is not of equal height or higher than that of the back garden, a double door system must be employed so no dog has direct access to an external door if left alone in a hallway.

5.9.6 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.

5.9.7 The licensing authority must be informed immediately if a dog is lost (24 hour number: 01793 466453).

5.10 Fire & emergency precautions

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

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

5.10.3 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.

5.10.4 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 is rendered uninhabitable.

5.10.5 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.

5.10.6 All doors to rooms should be kept shut at night in normal circumstances. This may be at Licensee's discretion following risk assessment

5.10.7 All electrical installations and appliances must be maintained in a safe condition.

5.10.8 All Heating Appliances must be free of risk of fire as is reasonably practicable

5.10.9 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs and dogs must not have access to any heater with a direct flame.

5.10.10 No dog must be left alone in a room with loose or trailing cables or wires.

5.10.11 There must be no use of freestanding gas or oil appliances.

5.10.12 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.

5.10.13 An emergency contact number must be displayed where can be easily accessed by Emergency Services.

Appendix 3**Model Conditions for the Day Care of Dogs under Boarding Establishments Act 1963**

The keeping of a boarding establishment for animals is defined by the Animal Boarding Establishments Act 1963 and means the carrying on at any premises, including a private dwelling, of a business providing accommodation for other people's cats and dogs.

Where a person provides accommodation in connection with a business but the provision of such accommodation is not the main activity of the business, for example a vet, then such activity falls outside of the definition.

The dictionary definition of 'board' means the provision of meals, with or without lodgings. Therefore, where a day care or 'crèche' is providing food and water for animals they are effectively providing board and are, to that end, a Boarding Establishment and would require a licence. However, if food and water were not provided the premises could still require a licence if the primary function is to board animals. A lack of food and/or water might constitute a welfare matter.

These standard conditions apply to all licences unless removed or varied by the Regulatory Committee.

The granting of a licence for an Animal Boarding Establishment shall not be deemed to convey any approval or consent which may be required under any enactment by law, regulation or order other than the Animal Boarding Act 1963 (as amended).

The business owner has an obligation to ensure their business complies with all relevant current legislation and acts accordingly.

The principal legislation dealing with animal boarding establishments is the Animal Boarding Establishments Act 1963 which addresses the areas to be covered by the licence in relating to animal welfare and management. It is essential that you are familiar with the licence conditions.

Planning permission may be required and this should be sought before any application is made to the authority to be licensed

General

- 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 The Licensee must ensure that the establishment is covered by adequate and suitable insurance (including liability) and where necessary, adequate and suitable employees insurance
- 1.3 No dog registered under the Dangerous Dogs Act may be accepted for day care.
- 1.4 Dog hybrids (e.g. Wolf Hybrids) are not to be accepted for day care
- 1.5 Entire males and bitches in season or bitches due to be in season during the boarding, must not be boarded together or boarded with resident dogs.
- 1.6 Puppies under 6 months of age must not be boarded, unless in a separated area specifically used only for puppies.
- 1.7 This licence does not permit dogs to be boarded overnight. Written approval from the licensing authority following inspection is required for overnight boarding. The model licence conditions for kennels or home boarders must be adhered to as applicable.
- 1.8 Permitted operating hours will be stipulated on each licence issued by the Council.

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

3. Number of animals

- 3.1 A staffing ratio of 2 staff for up to 10 dogs must be present at all times and an extra handler for every 6 dogs thereafter is required. All staff must be experienced in the handling of dogs
- 3.2 Only dogs from the same household maybe boarded at any one time in an area unless written consent is gained from the owners following a trial familiarisation session.
- 3.3 Where dogs from different families are permitted by the Licensing Authority to be boarded together at any one time, the additional requirements are to be followed:
- 3.4 To obtain specific written consent of each household showing confirmation that they are content for their dogs to be boarded with others
- 3.5 To conduct a mandatory, trial (documented) familiarisation session for all dogs prior to stay.
- 3.6 To ensure separation of dogs from different households in secure areas when left unattended. Following risk assessment by licensee this may be relaxed with written permission from owners. This would be reviewed on annual inspections and if any issues identified the concession will be removed
- 3.7 To carry out separate feeding of dogs to minimise the likelihood of dispute and aggression. Following risk assessment by licensee this may be relaxed with written permission from owners. This would be reviewed on annual inspections and if any issues identified the concession will be removed

4. Construction

- 4.1 Plan of the layout of the establishment is to be attached to application to be approved by the licensing authority
- 4.2 No animals other than dogs are to be boarded within the licensed area as identified on the plan
- 4.3 All floors of licensed areas must be constructed and maintained in such a condition to prevent pooling of liquids.
- 4.4 Communal exercise areas must be suitably drained.
- 4.5 There must be adequate space, light, heat and ventilation for the dogs.
- 4.6 It is recommended that temperatures should not normally fall below 10°C (at night) or exceed 26°C. Establishments should have a hot and cold weather policy to protect animals from extreme temperatures. However different dogs tolerate different ranges of temperature therefore this should be considered for individual dogs.
- 4.7 Consideration must given to how types of dogs may be separated – e.g. puppy room, old/frail dog room etc. Individual pens/pods must be available to be used for time out/rest periods
- 4.8 There must be sufficient space available to be able to keep all the dogs separately if required.
- 4.9 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided and the licence holder must comply with the Welfare of Animals (Transport) Order 1997
- 4.10 The premises shall have its own entrance and must not have shared access
- 4.11 As far as reasonably practicable all areas/rooms to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.
- 4.12 Windows when a security risk must be protected by welded mesh, or be made of reinforced glass, polycarbonate or other impact resistant material.

5. Management

5.1 Training

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

5.2 Cleanliness

- 5.2.1 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.
- 5.2.2 All excreta and soiled material must be removed from all areas used by dogs forthwith with a thorough clean of the facility completed at the end of each day. Disposal facilities for animal waste must be agreed with Licensing Authority

5.2.3 All bedding areas must be kept clean and dry.

5.2.4 Upon vacation a dog unit including all fittings and bedding must be thoroughly cleaned, disinfected and dried, before another dog is placed in the unit.

5.2.5 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 disposal route for all such waste must be incineration.

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

5.3 Food & water supplies

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

5.3.2 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.

5.3.3 Bedding must be washed on a boil wash cycle. Clients may bring their own bedding

5.3.4 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 after each meal and each dog must be provided with its own bowl. Drinking bowls must be cleaned at least once a day.

5.4 Kitchen facilities

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

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

5.5 Disease control & vaccination

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

5.5.2 Proof must be provided that dogs boarded or resident 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.

5.5.3 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.

5.5.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site. Commercial kits are available for a minimal cost or consider recommendations of Blue Cross or other relevant agency if assembling own.

5.5.5 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.

5.5.6 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Proof must be maintained of all routine and emergency treatment for parasites.

5.5.7 The premises must be regularly treated for fleas and parasites with a veterinary recommended product. A good standard of hygiene must be achieved. Records must be kept when the premises are treated with dates and what product was used.

5.5.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

5.6 Isolation and Contagious Disease Outbreak

5.6.1 Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained.

5.6.2. The Licensee must make available an isolation facility in the event of an outbreak of infectious disease in a dog or dogs boarded at the day care centre facility.

5.6.3 These isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main kennels. This must be a minimum 5m (15ft) from the main accommodation area or, if not suitable, then an arrangement with the appointed vet to the premises can be made to accommodate the dog/dogs at their practice. This must be agreed in writing.

5.6.4 Hands must be washed after leaving the isolation facilities before visiting the other kennels.

5.6.5 Protective clothing and specific equipment, for use only in the isolation facility, must be used to reduce the spread of infection

5.6.6 The licensee must inform the licensing authority on the next working day if a dog develops an infectious disease.

5.6.7 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. The Licensing Authority as agreed with their authorised veterinary surgeon will specify this period.

5.6.8 The Licensing Authority must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be stored at the vets until the owners return unless prior written consent is gained from the owner for the body to be disposed of through a licensed pet crematorium.

5.7 Register

5.7.1 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, 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, medical history and requirements
- ☐ health, welfare nutrition and exercise requirements

5.7.2 The register must be kept readily available for a minimum of 3 years and kept in such a manner as to allow an authorised officer easy access to such information.

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

5.7.4 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.

5.7.5 A system must be in place to ensure that relevant information about the dog/s in the kennel or area are readily available.

5.8 Supervision

5.8.1 The licensee must be able to demonstrate competency to the satisfaction of the licensing authority in the knowledge and care of dogs

5.8.2 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 offence

5.8.3 If the business has employees a written training policy should be provided. Systematic training of staff must be demonstrated to have been carried out and records kept.

5.8.4 Licence holders and key staff must have completed a pet first aid course to administer emergency treatment in the event of an accident

5.8.5 Dogs must be monitored at all times, as necessary for their health, safety and welfare

5.8.6 Only people over 18 years of age are allowed to walk the dogs in public places.

5.9 Exercise

5.9.1 Dogs must be exercised in accordance with their owner's wishes. If dogs are taken off the premises, they must be kept on leads

5.9.2 All dogs must have adequate daily exercise. Exercise facilities shall be provided as follows:-

Any small runs must be paved or surfaced in such a way as to allow adequate cleaning and disinfection. Grass exercise areas are only allowed in paddocks large enough to prevent the ground from becoming unduly fouled or trodden and the entrance and inside perimeter should be paved or surfaced with suitable material.

5.9.3 There must be provided within the grounds of the day care facility an outdoor area that has been securely fenced to prevent escape and can be used for the purposes of exercising the boarded dogs. This outdoor area must be exclusive to the licensee. This area shall be kept clean and faeces shall be removed forthwith

5.9.4 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.

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

5.9.6 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.

5.9.7 The licensing authority must be informed immediately if a dog is lost (24 hour number: 01793 466453).

5.10 Fire & emergency precautions

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

5.10.2 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.

5.10.3 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 day care 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 is rendered uninhabitable.

5.10.4 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.

5.10.5 All doors to rooms should be kept shut at night in normal circumstances. This may be at Licensee's discretion following risk assessment

5.10.6 All electrical installations and appliances must be maintained in a safe condition.

5.10.7 All Heating Appliances must be free of risk of fire as is reasonably practicable

5.10.8 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs and dogs must not have access to any heater with a direct flame.

5.10.9 No dog must be left alone in a room with loose or trailing cables or wires.

5.10.10 There must be no use of freestanding gas or oil appliances.

5.10.11 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.

5.10.12 An emergency contact number must be displayed on the front of the property

Model Licence Conditions for Pet Shops

Licensing Committee

Date: 17th September 2015

Author: Kathryn Ashton – Licensing Manager
Wards: All
Locality Affected: All
Parishes Affected: All

1. Purpose and Reasons

- 1.1 To review the licence conditions for vending under the Pet Animals Act 1951
- 1.2 With the exception of the sale of dogs in pet shops; it appears that model conditions were never formally adopted by committee.

2. Recommendations

That Committee:

- 2.1 Agree for consultation to be carried out on the proposed revised conditions for Pet Shop with licensed establishments within the District and relevant organisations.
- 2.2 For the results of the consultation exercise to be brought back to Committee with a view to adopting the conditions.

3. Detail

- 3.1 The Council currently uses a set of Model conditions for Pet Shops based on the Local Government Association guidance produced in 1998. These were never formally adopted by the Licensing Committee
- 3.2 The Chartered Institute of Environmental Health produced a new set of model conditions in 2013 in association with relevant organisations
- 3.3 The Licensing Authority would like to formally adopt these conditions with possible amendments taking into consideration submissions from pet shops, other relevant organisations such as veterinary practices and members of the public
- 3.4 Local authorities in England, Scotland and Wales issue licences to proprietors of pet shops and other pet vendors under the provisions of the Pet Animals Act (1951).

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

Model Licence Conditions for Pet Shops

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- 3.5 This includes all commercial selling of pet animals, including pet shops and businesses selling animals over the internet. The definitions in the Act of the terms “pet animal” and “pet shop” are wide ranging
- 3.6 There are currently 7 pet shops licensed with this Authority.
- 3.7 Although the Licensing team use a set of model conditions to assist with their inspections (**Appendix 1**); it has become apparent that these were never formally adopted by the Licensing Committee.
- 3.8 The Chartered Institute of Environmental Health (CIEH) has worked in partnership with Cats Protection, the Pet Care Trade Association, the British Veterinary Association (BVA), International Cat Care, the Ornamental Aquatic Trade Association (OATA), the Reptile and Exotic Trade Association (REPTA), the Dogs Trust and Rabbit Welfare Association and Fund (RWAFF) to produce a new set of model conditions and guidance.
- 3.9 A copy of the new model conditions and guidance is attached at **Appendix 2** of this Report.
- 3.10 The new model licence conditions and guidance bring the previous model licence conditions up to date, reflecting changes in the law and the industry and progress in animal husbandry.
- 3.11 In 2009 the Licensing Committee made the decision to have a default condition to prohibit the sale of dogs in pet shops. The default condition may be removed in any particular case, where a special application is made and determined by the Licensing Committee
- 3.12 In this instance a set of standard conditions as specified by committee at the time would apply (**Appendix 3**)
- 3.13 This decision was lauded by animal welfare organisations, was given a special mention in the RSPCA 2009 awards and similar conditions have been adopted by other local authorities across the country.

4. Alternative Options

- 4.1 The Council could decide not to adopt the conditions, however, this would mean that there would be no consistent guidelines when undertaking and licensing establishments or inspections and attaching appropriate conditions

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Model Licence Conditions for Pet Shops

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5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 There are no direct financial implications arising from the report. All future consultation will be undertaken within existing budget.
- 5.2 Licensees can appeal to the Magistrates Court, where they are aggrieved by any condition subject to which such a licence is proposed to be granted (section 4 Pet Animals Act 1951)

Legal and Human Rights Implications

- 5.3 Legal and Human Rights considerations have been taken fully into account in compiling this report. It is considered that the recommendations of this report are compatible with Convention Rights. The Council is required to comply with the statutory provisions referred to in the report. All other legal and human rights implications have been considered in the preparation of this report.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

Diversity Impact Assessment

- 5.4 A Diversity Impact Assessment has not been completed for this report because issues are covered in the DIA for the overarching strategy. This identified that there was no actual or potential adverse impact in the delivery of this service for residents, visitors or staff on the basis of age, disability, sex, gender, race, religion or sexual orientation, marital/civil partnership status or pregnancy/maternity

6. Consultees

- 6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.
- 6.2 All Licensed pet shops within the Borough

7. Background Papers

- 7.1 Pet Animals Act 1951
- 7.2 Animal Welfare Act 2006

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Model Licence Conditions for Pet Shops

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7.3 Model Standards for Pet Shop Licence Conditions 1998

7.4 Model Conditions for Pet Vending Licensing 2013

8. Appendices

8.1 Appendix 1 Model conditions for Pet Shops

8.2 Appendix 2 Model Conditions for Pet Vending Licensing 2013

8.3 Appendix 3 Model Conditions for Pet Shops wishing to sell Dogs (puppies) in Swindon

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

Model Licence Conditions for Pet Shops

Licensing Committee

Date: 17th September 2015

Appendix 1

MODEL LICENCE CONDITIONS

It is a general condition that the sale of Dogs (puppies) is prohibited in the Borough under a Pet Shop licence unless agreed to by the Licensing Committee on an individual basis. Separate Conditions are in place for this. The general conditions relating to puppies in this document are therefore only applicable to the special licence.

1. ACCOMMODATION

1.1 Animals must at all times be kept in suitable accommodation with respect to construction, size, temperature, lighting ventilation and cleanliness.

1.2 Animals must not be exposed to draughts and must be kept in an environment suitable to the species. If animals are displayed outdoors, they should have protection appropriate to their needs. They must not be located in windows or near doorways and consideration must be given to predator/prey relationships e.g. snakes should not be located next to rodents.

1.3 Housing must be constructed of non-porous materials or be appropriately treated e.g. with non-toxic plastic coating paint

1.4 Animals must not be kept in housing in such a way that they can be interfered with by other animals or the public.

NB it is recommended that the accommodation should not be positioned so that the public look down on the animals. This can be extremely distressing for rodents in particular and they should be kept off the ground to create a less stressful environment.

1.5 All livestock must be readily accessible and easy to inspect.

1.6. Accommodation must be cleaned as often as necessary to maintain good hygiene standards, consistent with the rate of stock turnover. Suitable substrate for the species must be used

NB The use of shavings rather than sawdust is recommended – these must be medicated as untreated shavings (e.g. waste products from sawmills) may contain foreign objects or bacteria etc

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Model Licence Conditions for Pet Shops

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1.7 Where accommodation is on a tiered system, water, food or other droppings must not be allowed to enter the lower housing. Ventilation must be checked thoroughly in tiered systems to ensure there are no blockages and air can flow freely.

1.8 All accessories provided in the accommodation must be suitable for the species. Consideration should be given to appropriate environmental enrichment to help alleviate stress and boredom.

1.9 Consideration must be given to whether it is appropriate to house different species together. E.g. some fish and birds can live together but rodents of different species should not be mixed.

With the exception of fish, sexes should be separated before puberty (as far as is possible)

NB different litters within species of mammals should not be mixed as this may cause fighting

1.10 Water testing of aquariums should be carried out at least once a week in centralised systems. 10% of the individual tanks should be tested. The results should be recorded in a register along with the corrective action taken

1.11 All accommodation must have an area in which the animal can hide. This can be a stone, piece of wood or bed area but must provide full privacy if the animal chooses to use it.

2. EXERCISE FACILITIES

2.1 Facilities must be available where appropriate.

N.B. For example, in the case of puppies, where required, a covered exercise area of at least 2.5 sq metres (27sq ft) should be provided. Exercise areas should have a minimum height of 1.8 metres (6 ft) to facilitate adequate access by staff for cleaning.

3. REGISTER OF ANIMALS

3.1 A livestock purchase register must be maintained for all livestock. A sale register must be maintained for:

- a) Puppies
- b) Kittens
- c) Psittacines

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Model Licence Conditions for Pet Shops

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d) Species contained in the Schedule to the Dangerous Wild Animals Act 1976 (as modified).

It is recommended however, that a sales register be maintained for the sale of ALL stock.

N.B. This can be by cross-reference to an invoice file. The purpose of the register is to ascertain the source of livestock and for emergency contact of purchaser. The name and telephone number of the purchaser is therefore sufficient except in the cases of species contained in the Schedule to the Dangerous Wild Animals Act 1976 where name, address and telephone number is required

4. STOCKING NUMBERS AND DENSITIES

The maximum number of animals to be stocked on the premises will be governed by the accommodation available, as defined by the stocking density lists detailed in the schedules attached to these licence conditions.

- 4.1 Schedule 1 – Caged Birds
- 4.2 Schedule 2 – Small Mammals
- 4.3 Schedule 3 – Ornamental Fish
- 4.4 Schedule 4 – Other Species

NB Species must be able to express normal behaviour e.g. rabbits must be able to stand on their hind legs.

5. HEALTH, DISEASE AND ACCLIMATISATION

5.1 All stock sold must be in good health and free from parasitic infestation as far as can be reasonably determined without veterinary inspection.

5.2 Any sick or injured animal must receive appropriate care and treatment without delay.

N.B. This may include euthanasia.

5.3 Veterinary advice should be sought whenever necessary. Sudden deaths should be reported to a vet and a post mortem examination carried out if required.

5.4 Any animal with an obvious significant abnormality, which would materially affect its quality of life, must not be offered for sale. When in doubt, veterinary advice should be sought.

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Model Licence Conditions for Pet Shops

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5.5 All animals must be allowed a suitable acclimatisation period before sale, ideally away from public view

5.6 The facility to isolate sick animals must be provided. Monitoring forms should be kept showing observations and when checks were carried out (an example form is included in appendix 2). The isolation facility must be separate from quarantine areas and also be away from public view.

5.7 All reasonable precautions must be taken to prevent the outbreak and spread of disease. No animal which is suffering from, or could reasonably be suspected of having come into contact with any other animal suffering from any infectious or contagious disease, or which is infested with parasites shall be brought into or kept on the premises unless effectively isolated.

NB If animals should escape; they must be placed in isolation when caught for a suitable period before being offered up for sale again

5.8 Puppies and kittens must be kept separate from other litters.

5.9 All necessary precautions must be taken to prevent the introduction to the premises, and harbourage of rodents, insects and other pests. Premises may wish to use an outside contractor. Frequent inspection and rotation of food and bedding is essential for pest control. Record sheets should be kept

N.B. 'Rodent' and 'insect' excludes livestock for sale or for feeding.

5.10 Health check forms should be kept for all stock. This should include a total body check from head to tail on arrival and thereafter at least once a week. An example form is included in appendix 1

5.11 Mass deaths of birds should be reported to a veterinary surgeon and post mortem examinations carried out to rule out Avian Influenza or Psittacosis. The local authority must be informed immediately if there are any concerns

6. HYGIENE

6.1 The total area of the shop should be swept, vacuumed or washed daily. Shelves and counters should be cleaned on a regular basis. Record sheets should be kept of daily, weekly and monthly regimes.

Ideally all cleaning of shop and cages should be done outside of working hours. If carried out whilst the public have access, the livestock area should be blocked off and a sign put out stating that it is temporarily closed to the public for cleaning operations.

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

Model Licence Conditions for Pet Shops

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NB Cleaning regimes will be dictated by the size of the premises, number of staff, type of animals kept etc. All shops should have a programme in place appropriate to their premises.

6.2 A Good supply of hot water, soap and clean towels should be available to staff. All human dishes should be kept apart from and washed separately from livestock dishes

6.3 Cleaning substances must be appropriate to the species due to some animals being adversely affected by certain substances. All cleaning products must be kept in a secure area, separate from livestock and all food. Care must be taken to use correct dilutions

NB General cleaning products are advised as well as using substances designed to deal with specific diseases

6.4 Space should be set aside for staff where they can leave protective clothing, outdoor clothes, bags etc

6.5 First aid boxes must be kept for both staff and animals. These must be checked on a regular basis to ensure supplies are in date and adequate. Telephone numbers for the doctor, hospital, vet and emergency contacts should be displayed by the phone. An accident book must be kept and accidents of any kind recorded.

6. FOOD AND DRINK

6.1 Animals must be supplied with adequate amounts of food and drink, appropriate to their needs and at suitable intervals. Feeding regimes should be recorded

6.2 All food must be suitable for the species concerned.

6.3 Food and drink receptacles must be constructed and positioned to minimise faecal contamination.

6.4 A sufficient number of receptacles must be provided and cleaned at regular intervals.

7. FOOD STORAGE

7.1 All food, excluding live foods intended for feeding to livestock on the premises, must be stored in impervious closed containers.

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

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7.2 The containers and equipment used for feeding must be kept in a clean condition. Freezers should not be loaded above the mark indicated by the manufacturer and the whole appliance must be defrosted on a regular basis. Records of this should be kept.

7.3 Regular stock rotation is vital to avoid deterioration or wastage.

8. OBSERVATION

8.1 All livestock must be attended to at regular intervals, appropriate to the species. Record sheets should be used.

N.B. In no circumstances can this be less than daily.

9. WASTE DISPOSAL

9.1 All excreta and soiled bedding must be stored in impervious containers with close fitting lids.

9.2 Excreta and soiled bedding should be removed from the premises on a regular basis, at least weekly and disposed of to the satisfaction of the appropriate local authority and in accordance with current regulations and good waste management practice. A commercial waste contract is required.

9.3 All containers must be kept in a clean condition.

9.4 Dead livestock should be placed in a yellow bag and disposed of via a vet or pet crematorium

10. TRANSPORTATION

10.1 When receiving stock the licensee must make every effort to ensure that it is transported in a suitable manner.

10.2 Any livestock received or consigned shall be transported according to the regulations laid down by the Transit Animals (General) Order 1973 or other relevant legislation or recommendations.

N.B. For air transportation, the LATA guidelines must be followed. For rail transportation, the British Rail guidelines must be followed.

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

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10.3 Consideration should be taken as to whether any transportation of stock may need to comply with the Welfare of Animals (Transport) Order 1997. Further information is available from the Local Authority

11. TRANSPORTATION CONTAINERS

11.1 Livestock must be transported or handed to purchasers in suitable containers for the species. Containers must be secure with good ventilation.
NB Fish should be sold in plastic bags filled with 1/3 of water and 2/3 air for short journeys. The corners should be tied off to prevent suffocation. For longer journeys oxygen can be used. A double bag should be used for catfish or species with sharp fins or spines. The plastic bag should be covered with a brown bag to prevent light frightening the fish.

12. SALE OF LIVESTOCK

12.1 All stock sold must be in good health as far as can be reasonably determined without veterinary inspection.

12.2 No mammal shall be sold unweaned or, if weaned, at an age at which it should not have been weaned.

12.3 In the case of non-mammals, they must be capable of feeding themselves

13. DANGEROUS WILD ANIMALS

13.1 When dangerous wild animals are kept, the cages must be of a secure construction appropriate to the species. A fine wire nest, glass or plastic safety barrier must be incorporated into the cage system.

13.2 Licensees selling animals on the Schedule to the Dangerous Wild Animals Act must inspect the purchaser's licence to keep such an animal before sale and inform the issuing authority of the details of the purchase.

13.3 Licensees **MUST** inform the Local Authority of their intention to keep a Dangerous Wild Animal on the premises including details of species and number of animals. The licence may then be subject to specific conditions relevant to the particular species

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

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14. PET CARE ADVICE

14.1 PTIA Pet Care leaflets or other similar written instructions should be made available to customers where appropriate at the time of purchase.

14.2 Purchasers of accessories should, where necessary, be given proper advice as to their maintenance and use.

14.3 The PTIA Pet Store Manual or other appropriate reference books must always be available for use by staff.

14.4 All enclosures or tanks must have a sign on them stating what species is contained within (both common and Latin name) and any additional important information e.g. Lionfish are venomous.

NB The use of a "traffic light" system is recommended. This is commonly used with aquatics but can be adjusted for use with all species. An example would be:

Green: Community species

Amber: Species specific or certain conditions

Red: Aggressive or specialized species

Different colour stickers can be affixed to the enclosures along with information posters giving customers an idea of the species' requirements at a glance

If the animal is likely to grow to a considerable size and/or require more specialist equipment when older, this must be made clear to the customer at the time of purchase

15. STAFF TRAINING AND LIVESTOCK KNOWLEDGE

15.1 No animal should be stocked or sold unless the staff (or a member of the staff) is familiar with the care and welfare of that animal.

15.2 In respect of new applications (not renewals), at least one member of staff working at the licensed premises must hold the City and Guilds Pet Store Management Certificate, or some other appropriate qualification; or must be in the course of training, and obtain the qualification within 12 months of the licence being granted.

NB it is STRONGLY recommended that all licence holders included those renewing an existing licence, should hold an appropriate qualification

15.3 The licence must formulate a written training policy for all permanent staff and will be required to demonstrate that systematic training is carried out.

NB this includes animal care, emergency procedures, correct use of cleaning products etc

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

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16. FIRE AND OTHER EMERGENCY PRECAUTIONS

16.1 Suitable emergency precautions and written procedures shall exist and be made known to all staff including arrangements for evacuation of livestock.

16.2 Entrances and exits must be clear of obstruction at all times.

16.3 Fire extinguishers must be provided and sited as approved by the local Fire Protection/Prevention Officer.

16.4 The fire-fighting equipment must be maintained in good working order.

16.5 The licensee or a designated key holder, must at all times be within reasonable distance of the premises and available to visit the premises in case of an emergency.

16.6 A list of key holders must be lodged with the local police and fire brigade.

16.7 An emergency telephone number must be displayed at the front of the shop. The address of the shop including postcode and grid reference should also be displayed.

16.8 When pet shops are sited within other premises, the licensee or key holders must have access at all times to the premises containing the livestock

16.9 Consideration should be given to what would happen in the event of a power cut, especially if there are animals that rely on heating, lighting, water filtration etc. An alarm system or back up generator may be considered to be appropriate. Alternatively a written plan should be considered to include movement of animals to alternative premises.

B. FURTHER RECOMMENDATIONS

B1. SALE OF LIVESTOCK

1.1 No animal should be sold to any person under the age of 16 unless that person is accompanied by a parent or legal guardian

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

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B2. APPLICATION FOR A LICENCE

2.1 Although not provided for in the Act, it is recommended that applicants consult their local authority prior to submitting an application.

B3. TRADE ASSOCIATIONS

3.1 Licensees are recommended to apply for membership of an appropriate trade organisation, which might act as a point of reference should any disputes over the licence conditions arise.

B4. CATEGORIES OF ANIMALS

1. Dogs and Cats (puppies and kittens)
2. Smaller domesticated mammals e.g. rabbits, cavies, gerbils, hamsters, rats, mice
3. Larger domesticated mammals e.g. goats, pot bellied pigs
4. Primates e.g. marmosets
5. Other mammals
6. Parrots, parakeets and macaws
7. Other birds
8. Reptiles
9. Amphibians
10. Fish
11. Other species

B5. SALE OF FARM ANIMALS

All cattle, sheep, goats and pigs are subject to various legislation regarding their sale, movement etc regardless if they are being sold as pet or as farm livestock. Licensees **MUST** contact the Animal Health Officer at Swindon Borough Council before embarking on selling any of the above species to ensure they comply with the legislation

B6. RECORDS

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

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6.1 Records should be kept for the following for up to three years: Livestock and Sales Register of all stock, Evidence of monitoring of health e.g. health check forms, aquarium water tests, Vet records, Death records

It is recommended that cleaning records, pest control records and equipment tests (e.g. freezers) should be kept for a period of at least 6 months

6.2 Animals should be given an individual number (or in the case of groups of fish, a group number) which can be used for health checks, sales receipts etc to create a paper trail for the duration of that animal's stay at the shop. The number from the original invoice may be sufficient

6.3 Kennels, cages and tanks may be given individual numbers to assist with record keeping and staff monitoring

B7. Boarding of Animals

7.1 No pet shop should be used for the purpose of boarding any species of animal for which they are not licensed to sell.

NB. Boarding of cats and dogs is subject to separate licence issued under the Animal Boarding Establishments Act 1963

Permission to inspect the licensed premises shall be granted at all reasonable times to a duly authorised officer of the licensing authority and facilities to examine any animal shall be given to any veterinary practitioner or officer of the RSPCA, who has been called in to carry out such examination by a duly authorised officer.

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

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SCHEDULE 1: STOCKING DENSITIES – CAGED BIRDS

Parrots, Parakeets, Budgerigar etc	Length (cm)	Single	Each Additional
African Grey		1250	625
Amazon	Up to 35	1000	500
	35-40	1250	625
	Over 40	2000	750
Budgerigar		650	200
Cockatiel		1000	250
Cockatoo	Up to 35	1250	625
	35-40	2000	1000
	Over 45	2750	1325
Lovebird		750	200
Macaw	Up to 40	1250	625
	40-60	2250	1000
	Over 60	3750	1200
Parakeet	Up to 25	1000	250
(incl. Conure	25-35	1000	250
Kakariki, Rosella)	Over 35	1400	450
Parrot	Up to 30	800	275
(incl. Caique, Pronus	30-35	1250	625
Senegal, Meyer's)	Over 35	1500	750
Parrotlet		1500	750
Hanging Parrot		400	200
Lories and Lorikeets	Up to 22.5	800	250
	22.5 - 30	1250	375
	Over 30	2000	500
Seed eaters			
Canary		650	250
Cardinal		1000	250
Dove and Pigeon	Up to 22.5	450	250
	Over 22.5	1250	625
Finch (incl. Mannikin	Up to 12.5	650	100
Silverbill, Sparrow	12.5 – 17.5	750	150
Waxbill)	Over 17.5	1000	200
Grossbeak		1000	200
Quail	Up to 15	450	250
	15 – 20	650	375

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Weaver	Over 20	1000	500
	Up to 15	650	150
	Over 15	1000	200

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Seedeaters	Length (cm)	Single	Each Additional
Whydah (male with full Tail)	Up to 40	1000	200
	Over 40	2000	275
Whydah female and male in non-breeding plumage as Weaver			
Softbills			
Barbet	Up to 20	1250	275
	Over 20	1400	450
Bulbil, Fruitsucker		1000	250
Fairy Bluebird, Oriole		1250	250
Jay, Jay-Thrush	Up to 25	1500	250
(Laughing Thrush)	25 – 35	2000	500
Magpie	Over 35	4000	1000
Mynah hill		1500	250
Pekin robin, Mesia		1000	200
Starling	Up to 20	1500	375
(Incl. Small mynahs)	Over 20	1000	250
Tanager, Sugar bird	Up to 15	1000	250
	Over 15	1000	250
Thrush (incl. Shama)		1000	375
Toucan		3750	1000
Toucanette, Aracari		2000	625
Tlouraco		2000	625
Zosterops		750	100

N.B. In accordance with: The Wildlife & Countryside Act 1981 (sec 8)

"No species of bird shall be housed in accommodation which does not afford that species sufficient space for natural free and full wing stretching and the number of birds housed shall be such that overcrowding does not significantly reduce that freedom. Long tailed birds or birds in full plumage must be provided with properly placed perches, and feeding and watering points to prevent that plumage being fouled or otherwise damaged".

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

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SCHEDULE 2 STOCKING DENSITIES –JUVENILE SMALL MAMMALS

Species	Minimum Floor Area* (cm ²)		Minimum Cage Height & Depth (cm)
	1-4	Each Additional	
Mice, Hamsters, Gerbils	450	75	25
Rats	675	110	30
Guinea Pigs	1350	220	30
Rabbits up to 2kg , kittens, ferrets, chinchillas, chipmunks	2250	370	50 & 30 respectively
Puppies (12 weeks max)	10000	2500	Double minimum height at shoulder (min 50) & 90

***Minimum floor area applies to young stock. For adult stock offered for sale the dimensions should be doubled. Puppies, kittens and rabbits could need to be greatly increased depending on breed. For advice on the age of stock, you are advised to contact the veterinary surgeon.**

- N.B. The range of behavioural opportunities for many of the animals listed in the above Schedule will be increased by enriching the environment with such accessories as shredded paper, pieces of wood, toilet rolls and lengths of piping etc.*
- The installation of shelving in rabbit cages is particularly beneficial to rabbits as they like to spend a lot of time off the cage floor.*
- Rabbits must be able to sit up in the cage without the ears touching the ceiling and be able to complete at least three hops along the diagonal length of the enclosure*

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

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SCHEDULE 3 STOCKING DENSITIES – ORNAMENTAL FISH

It is virtually impossible to determine the quantity of fish to be kept in a tank purely on a weight/volume or numbers of fish/volume.

The variation in system design, husbandry techniques and types of fish involved would render any such method too simple to be useful or too complicated to be practical.

The maintenance of water quality standards is essential and it is a simple but effective way to determine stocking densities.

WATER QUALITY CRITERIA

(1 mg/litre – 1ppm)

Cold Water

*Dissolved Oxygen	-min	6mg/litre
*Free Ammonia	-max	0.02mg/litre
Nitrate	-max	0.2mg/litre
Nitrate	-max	50mg/litre above ambient tap water

TROPICAL FISH

*Dissolved Oxygen	-min	6mg/litre
*Free Ammonia	-max	0.02mg/litre
Nitrate	-max	0.2mg/litre
Nitrate	-max	50mg/litre above ambient tap water

TROPICAL MARINE SPECIES

*Dissolved Oxygen	-min	5.5mg/litre
*Free Ammonia	-max	0.01mg/litre
Nitrate	-max	0.125mg/litre
Nitrate	-max	40mg/litre. This is an absolute figure; it does not relate to ambient tap water
*ph (tropical marine Only)	-min	8.1

***These parameters should be checked first. Only if a problem exists with these tests is it necessary to check nitrite and nitrate levels.**

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

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SCHEDULE 4 STOCKING DENSITIES – OTHER SPECIES

Accommodation must be provided appropriate to size, age and type of species.

NB. Snakes must be accommodated in boxes/enclosures of suitable size. The recommendation is that the snake may not be longer in length than the longest diagonal of the enclosure.

Further advice may be obtained from organisations such as the Pet Trade and Industry Association, the Universities' Federation for Animal Welfare, The British Herpetological Society etc.

The Association of District Councils
26 Chapter Street
London SW1P 4NB
Tel. No. 020-7233-6868

The British Veterinary Association
7 Mansfield Street
London W1M 0A7
Tel. No. 020-7636-6541

Pet Care Trust
Bedford Business Centre
170 Mile Road
Bedford
MK42 9TW
Tel: 01234 273 933
Fax: 01234 273 550

Pet Advisory Committee
198 High Holborn
London
WC1V 7BD
Tel: 020 7025 2341

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

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1.

on
all

on at

Kennel/cage no.	Individual animal no.	Animal Details: Sex M / F Species/breed..... Age..... colour.....						
Date Health check carried out (inc. date of purchase)	Checked: tick when checked. Note observations below with date and appropriate action							
	Nose	Eyes	Ears	Mouth / teeth	Body / weight	Fur /skin / scales	Feet / fins	Anus / vent / cloaca
Observations of Abnormal Behaviour:								

Appendix

Health
check
sheets

These
should be
carried out
arrival for
stock and
thereafter
least a
weekly
basis.

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

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Kennel / cage no.		Individual animal no.		Reason for admission:		Sheet: of	
Animal's details: Sex: M / F Species / Breed:				Initials: _____ Date: _____			
Age: _____		Colour: _____					
DATE	Eaten	Drank	Passed urine / faeces	Observations / examinations	Treatments given		
					AM	PM	

Appendix 2

Isolation observation form

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

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Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

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Appendix 2

CIEH Model Conditions for Pet Vending Licensing 2013



Model Conditions for
Pet Vending Licensing 2013

September 2013



Model Licence Conditions for Pet Shops

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This document has been prepared in the best interests of animal welfare and to improve pet shop management. No liability rests with contributing bodies for the circumstances arising out of the application of conditions contained within the document.

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Model Licence Conditions for Pet Shops

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Introduction

The Model Conditions set out in this document are the working group's recommendations for the basic minimum standards considered necessary to ensure the health, safety and welfare of animals in pet shops.

Licensing authorities should apply and enforce the licence conditions sensibly and appropriately.

These Model Conditions should not be considered as a complete manual on animal husbandry. It is a living document which will be revised from time to time to take into account new knowledge of animal physiology and behaviour as well as advances and development in standards of animal welfare.

Local authorities in England, Scotland and Wales issue licences to proprietors of pet shops and other pet vendors under the provisions of the Pet Animals Act (1951). Before granting a licence the local authority must be satisfied that the animals are kept in accommodation that is suitable; that they are supplied with appropriate food and drink; and are adequately protected from disease and fire. The local authority may attach conditions to the licence, may inspect the licensed premises at all reasonable times and may refuse a licence if the standards at the premises are unsatisfactory or if the terms of the licence are not being complied with.

Under the Animal Welfare Act (2006)¹, which applies in England and Wales and the Animal Health and Welfare (Scotland) Act 2006² in Scotland those responsible for animals, including pet vendors, have a responsibility towards the welfare of the animals in their care. Under these Acts it is an offence to cause unnecessary suffering to a protected animal, whether by an act or omission. Vendors also have a legal 'duty of care' towards the animals in their care. Vendors must therefore take such steps as are reasonable in all the circumstances to meet the welfare needs of the animals, to the extent required by good practice. The Acts define an animal's needs as including:

- Its need for a suitable environment
- Its need for a suitable diet
- Its need to be able to exhibit normal behaviour patterns
- Any need to be housed with, or apart from other animals
- Its need to be protected from pain, suffering, injury and disease

During the inspection, prior to the issue of a licence, it is important that the five needs as outlined above are considered. Defra, the Welsh Assembly Government and the Scottish Government have produced various Codes of Practice under the Animal Welfare Acts, which outline in more detail certain species' needs that can be referred to for guidance. Issues specific to pet shops and other pet vendors are covered in this document.

The Animal Welfare Acts also increased the minimum age at which a person can buy an animal to 16 and prohibit giving animals as prizes to unaccompanied children under this age. In Scotland, there is a prohibition on giving animals as prizes.

Another key objective in developing these model licensing conditions is to encourage conditions in pet shops licensing and a consistency of approach across local authorities which minimises the risk of transmission of disease from animals to humans, alongside the need to protect animals from cruelty and ill-treatment and to encourage good standards of animal husbandry in pet vending.

Humankind shares a world with animals; it is unsurprising therefore that we also share some diseases. Zoonoses, or zoonotic disease are infectious diseases transmissible between humans and other animals; many thousands of zoonotic disease have been identified. While the reported instances of transmission are infrequent, they nevertheless represent significant disease prevalence. The risk to humans depends on the kind of disease and the type of exposure.

¹ www.defra.gov.uk/foodfarm/farmanimal/welfare/act

² www.oqps.gov.uk/legislation/acts/acts2006/pdf/asp_20060011_en.pdf

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Legislation/Orders that are relevant:

England

- Pet Animals Act 1951
- Dangerous Dogs Act 1991
- Dangerous Wild Animals Act 1976
- Breeding of Dogs Act 1973
- EU Regulation on the protection of animals during transport (EC) 1/2005
- Welfare of Animals (Transport) (England) Order 2006
- Animal Welfare Act 2006
- Docking of Working Dogs' Tails (England) Regulations 2007
- Mutilations (Permitted Procedures) (England) Regulations 2007
- EU Wildlife Trade Regulations: Council Regulation (EC) No. 338/97, implements CITES (Convention on International Trade in Endangered Species of Flora and Fauna) in the European Community
- The Conservation of Habitats and Species Regulations 2010, implements the EU Habitats Directive: Council Directive 92/43 EEC.

Wales

- Pet Animals Act 1951
- Animal Welfare Act 2006
- The Welfare of Animals (Transport) (Wales) Order 2007
- The Docking of Working Dogs' Tails (Wales) Regulations 2007
- Mutilations (Permitted Procedures) (Wales) Regulations 2007
- Dangerous Dogs Act 1991
- Dangerous Wild Animals Act 1976
- Breeding of Dogs Act 1973
- EU Regulation on the protection of animals during transport (EC) 1/2005
- The Conservation of Habitats and Species Regulations 2010, implements the EU Habitats Directive: Council Directive 92/43 EEC.

The working group agreed that the LGA Model Standards⁴ needed to be updated whilst anticipating secondary legislation under the Animal Welfare Act 2006. These conditions should therefore not be seen as a substitute for secondary legislation.

Scotland

- Pet Animals Act 1951
- Dangerous Dogs Act 1991
- Control of Dogs (Scotland) Act 2010
- Dangerous Wild Animals Act 1976
- Breeding of Dogs Act 1973
- EU Regulation on the protection of animals during transport (EC) 1/2005
- Welfare of Animals (Transport)(Scotland) Order 2006
- Animal Health and Welfare (Scotland) Act 2006
- The Prohibited Procedures on Protected Animals (Exemptions) (Scotland) Regulations 2010
- The Licensing of Animal Dealers (Young Cats and Young Dogs) (Scotland) Regulations 2009

³ All legislation referred to in this document is intended to represent the most recent version

⁴ Local Government Association (1998) "The Pet Animals Act 1951: Model standards for pet shop licence conditions", LGA Publications

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The groups consulted included:

- British Veterinary Association
- Cats Protection
- Chartered Institute of Environmental Health
- Department for Environment, Food and Rural Affairs (Defra)
- Dogs Trust
- Federation of Companion Animal Societies
- Feline Advisory Bureau
- Local Government Association
- Ornamental Aquatic Trade Association
- Pet Industry Federation
- Rabbit Welfare Association & Fund
- Reptile and Exotic Pet Trade Association
- Royal Society for the Prevention of Cruelty to Animals

Special thanks also to:

- Peter Scott – Zoo and Aquatic Veterinary Group/Companion Animal Welfare Council
- William H Wildgoose – Fish Veterinary Society/Midland Veterinary Surgery
- Ian Strachan – Scottish Government
- Wood Green Animal Shelters
- OneKind

Definition of terms

** A batch should be defined as a group of animals arriving from the same supplier, at the same time

**m₂ is a measurement of area. One m₂ measures one metre by one metre. Consequently two m₂ measures 2 metres by 1 metre. (4 square metres measures 2 metres by 2 metres).

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Schedule A – General conditions

1.1 Condition

The licence or a copy of the licence must be suitably displayed to the public in a prominent position

Guidance

For security reasons, the licence should not display the licence holder's home address.

2. Accommodation

2.1 Condition

Animals must at all times be kept in accommodation designed to prevent escape and an environment suitable to their species and condition with respect to behavioural needs, situation, size, temperature, ventilation, and cleanliness. All accommodation must avoid drafts and overexposure to direct sunlight and must be kept in good repair.

Guidance

Animals should be able to move around freely, climb, fly, swim and jump where appropriate, and be comfortable in their environment. Definitions of appropriate sizes and materials are in the appropriate schedules to this document. Regular maintenance and repair will prevent injury from damaged housing. Temperature monitoring devices should be provided. It is important to avoid draughts.

2.2 Condition

Ventilation must be provided to all interior areas without the creation of excessive, localized draughts. Ventilation is important as an aid to disease control and aims to decrease smell accumulation and prevent excessive humidity of the atmosphere.

Guidance

The spread of airborne infections can be a significant risk. Excessive or inadequate humidity can cause other health problems.

2.3 Condition

If animals are displayed outdoors, they must have protection appropriate to their species

Guidance

This should include shelter from wind, rain or snow and/or the sun and predators if appropriate.

2.4 Condition

In order to control the spread of disease, and to prevent injury, housing must be constructed of non-porous materials or be appropriately treated. Junctions between all sections need to be fully cleanable.

Guidance

Appropriate housing will prevent direct transmission of disease and injuries. This will maintain structural integrity and ensure dry, easily cleansed surfaces. In general, untreated wood is not an appropriate material as it cannot be thoroughly cleaned.

2.5 Condition

Animals must be kept in housing which minimises stress from other animals or the public. Signage must be in place to deter public interference.

Guidance

An area to hide away, if needed, will help to reduce stress levels for the animals. In addition to signs, other measures maybe required, such as limiting access to some sides of animal enclosures. Care should be taken to avoid sensory contact between prey and predator species.

2.6 Condition

All animals for sale must be readily accessible and easy to inspect by staff.

Guidance

This should help to ensure that the cage is kept clean and hygienic and animals can be easily observed for illness or injury

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2.7 Condition

Accommodation must be cleaned as often as necessary to maintain good hygiene standards.

Guidance

To maintain a clean environment, a cleaning Standard Operating Procedure (SOP) should be provided and should detail the routine daily cleaning regime and the procedure for cleaning between periods of occupation. Soiled bedding should be removed frequently to ensure animals do not have to lie in it.

2.8 Condition

Where accommodation is on a tiered system, water, food or droppings must not be allowed to enter the lower housing

Guidance

This will prevent contamination of the lower cages. This does not apply to centrifuged fish systems or aviaries where perching and ground birds are housed together.

2.9 Condition

All accessories provided for environmental enrichment in the accommodation must be appropriate for the species.

Guidance

To stimulate the performance of natural behaviours.

3. Exercise Facilities

3.1 Condition

Suitable and sufficient facilities must be available where appropriate.

Guidance

Animals must be able to exhibit normal behaviour patterns and this may require the provision of suitable space for exercise.

4. Register of Animals

4.1 Condition

A purchase register must be maintained for all animals detailing their source and identification where appropriate,

Guidance

This can be by cross referenced to an invoice file. The purpose of the register is to ascertain the source of the animals.

4.2 Condition:

A sales register must be maintained for:

4.2.1 Dogs

4.2.2 Cats

4.2.3 Psittacines

4.2.4 Species contained in the Schedule to the Dangerous Wild Animals Act 1976

Guidance

The purpose of the register is for emergency contact of purchasers. The name, address and telephone number of the purchaser should be obtained. This is not required for other species.

4.3 Condition

Animals under veterinary treatment must be identifiable.

5. Stocking Numbers and Densities

5.1 Condition

No animals other than those specified in the licence, may be stocked.

The licence conditions should clearly state the numbers for each species or species group that may be kept on the premises, except fish. Please refer to Schedules for individual species for more details.

Animals are defined as any vertebrate animals; invertebrates are exempted from the regulations.

5.2 Condition

Where appropriate, all animals must be housed in social groups of suitable size.

Guidance

Details can be found in the relevant schedules.

6. Health Disease and Acclimatisation

6.1 Condition

All animals for sale must be in good health

Guidance

Vendors and staff are responsible for providing the animals' needs including good health care. Illness and obvious parasitic infection should be addressed before the animal is sold. Veterinary advice should be sought in any case of doubt.

Transport and the introduction to a novel environment are stressful and animals should be allowed to acclimatise before being further stressed by being offered for sale. Where animals are obtained for sale to a specific client it may be acceptable for the animal to be sold immediately.

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All animals should receive appropriate vaccination where required for the species, as advised by the retailer's veterinary surgeon. Veterinary advice must be sought whenever necessary.

A Record of Treatment should be provided to the purchaser. Vaccination courses should begin at the appropriate age for each species.

6.2 Condition

Any sick or injured animal must receive appropriate care and treatment without delay. These must only be treated by appropriately competent staff or veterinary surgeons.

Guidance

"Care and treatment" may include euthanasia but under no circumstances may an animal be euthanised other than in a humane and effective manner. In case of doubt, veterinary advice must be sought.

6.3 Condition

Provision must be made for the isolation of sick/injured/infectious animals and those that might reasonably be expected to be carrying serious infectious diseases.

Guidance

Isolated animals should be kept in a secure, comfortable location where their condition and needs can be kept, also detailing treatment. For ornamental fish, in-line UV treatment or other sterilising devices effectively provide a means of isolating individual tanks in multiple tank systems. They must be of a proper size and maintained in accordance with manufacturers' recommendations.

6.4 Condition

Any animal with an abnormality which would materially affect its quality of life, must not be offered for sale. When in doubt, veterinary advice should be sought.

Guidance

Information on any known conditions should be provided to the new owner.

6.5 Condition

All reasonable precautions must be taken to prevent the outbreak and spread of disease. No animal which is suffering from, or could reasonably be suspected of having come into contact with any other animal suffering from any infectious or contagious disease or which is infested with parasites, shall be brought into or kept on the premises unless effectively isolated.

Guidance

Precautions should include regular cleaning (see 2.6) and good personal hygiene of staff in addition to effective quarantine of incoming groups of animals except for fish. Staff handling animals should wash or disinfect, and rinse if appropriate, their hands between groups. The shop should be registered with a veterinary practice and there should be veterinary input to SOPs where appropriate. It is important that the supplying breeders should have a policy for inherited and infectious disease control agreed. Staff should be aware of zoonotic transmission.

6.6 Condition

All necessary precautions must be taken to prevent harbourage, or the introduction to the premises, of rodents, insects and other pests.

Guidance

"Rodent" and "Insect" excludes animals for sale or feeding

7. Food and Drink

7.1 Condition

Animals must be supplied with adequate amounts of food and drink, appropriate to their needs at suitable intervals. All food must be suitable for the species concerned.

Guidance

Water should be available at all times except for those species where it may be harmful. An SOP should be produced for basic nutritional needs for each species or species group, and age group if appropriate. The owner should be advised to continue feeding consistent with the diet given by the pet shop.

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7.2 Condition

Food and Drink receptacles must be appropriate to the species, constructed and positioned to minimise faecal and urine contamination and spillage. Receptacles must be cleaned out at regular intervals.

Guidance

Faecal and urine contamination is a risk to health. Maintaining a clean environment may require regular cleaning of receptacles. Receptacles should be thoroughly cleaned before being moved between batches/groups.

8. Food Storage

8.1 Condition

All food, excluding live foods intended for feeding to animals on the premises, must be stored in impervious closed containers.

Guidance

Such containers prevent spoilage of the food or attraction of rodents or pests to the premises.

8.2 Condition

The containers and equipment used for feeding must be kept in a clean and sound condition.

Guidance

There must be suitable facilities for cleaning of receptacles and equipment which should be separate from staff facilities.

9. Observation

9.1 Condition

All animals must be attended to at regular intervals, except where defined in the schedule, at least once daily, and appropriate to the individual animal.

Guidance

Regular checks and observation records aid in early detection of illness, injury or behavioural problems and should be considered very important for all animals.

A system of recording observation should be maintained.

10. Disposal of Waste

10.1 Condition

All excreta and soiled bedding for disposal must be kept in a hygienic manner and stored in impervious containers with close fitting lids - away from direct sunlight.

Guidance

This is important for biosecurity and odour reduction.

Excreta and soiled bedding should be removed from the premises on a regular basis, at least weekly, disposed of to the satisfaction of the appropriate local authority, and in accordance with current regulations and good waste management practice. Premises should maintain a contract for removal with an appropriate company and adhere to local authority regulations.

There should be appropriate arrangements in place for removal of dead animals.

11. Transportation to the Premises

11.1 Condition

When receiving animals, the licensee must make reasonable effort to ensure that they are transported in a suitable manner.

11.2 Condition

Any animals received or consigned shall be transported according to the regulations laid down in current legislation.

11.3 Condition

Animals must be transported or handed to purchasers in suitable containers,

Guidance

Buyers should be advised how to transport animals home so as to minimise stress.

12. Sale of Animals

12.1 Condition

No mammal shall be sold un-weaned or, if weaned, at an age at which it should not have been weaned.

Guidance

Young mammals require nutritional and behavioural support from their mothers.

12.2 Condition

In the case of non-mammals, they must be capable of feeding themselves.

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13. Dangerous Wild Animals as defined by the Dangerous Wild Animals Act 1976

13.1 Condition

When dangerous wild animals are kept, the cages must be of a secure construction appropriate to the species and kept locked.

Guidance

Safety of staff and the general public should be of utmost importance and safety barriers may aid in this, as well as prevention of escape.

13.2 Condition

The local authority must be notified in the event that the pet shop wishes to offer for sale, any animal on the Schedule to the Dangerous Wild Animals Act.

Guidance

The primary requirements of the Act are to protect the public but there are also welfare implications.

Although it is acknowledged that there is an exemption contained within the Act in relation to pet shops, it is recommended that consideration should be given to complying with any special requirement(s) specified in the Act for the safe accommodation and care of the animal.

Licensees selling animals on the Schedule to the Dangerous Wild Animals Act should inspect the purchaser's licence to keep such an animal, and inform the issuing authority of the details of the purchase. Licensees should take note of the latest guidance from Defra/Scottish Government.

14. Pet care advice, staff training and knowledge

Condition

New applicants must have a qualification or be registered with a recognized body such as City & Guilds. They must have suitably progressed in 12 months and have completed the qualification within 2 years.

Guidance

Qualifications should be City & Guilds or Level 3 equivalent and appropriate to the species kept.

14.1 Condition

The licensee must ensure that the purchaser is informed of the correct care of the animal covering feeding, housing, handling, husbandry, accessories and veterinary care.

Guidance

Pet care leaflets or other similar written instructions suitable for the species (or group of species) in question should be made available to customers free of charge at the time of purchase, in addition to any offer to purchase pet care books or leaflets. Information can be in the form of Codes of Practice issued by governments. In addition, information may also be made available electronically.

14.2 Condition

Appropriate reference materials on the care of each species must always be available for use by staff.

Guidance

Further advice can be obtained from the organisations listed in the 'Useful Contacts' section at the back of this document.

14.3 Condition

Staff members must be able to provide suitable advice to purchasers and answer questions as required by them.

No animal should be stocked or sold unless the staff or at least one member of staff on call is familiar with the care and welfare of the animals stocked and has a recognised qualification and/or suitable experience/training.

14.4 Condition

The licensee must be able to demonstrate appropriate staff training is carried out and that that staff are competent in pet shop management and animal handling.

Guidance

Further advice, guidance and training can be obtained from the organisations listed in the Useful Contacts section.

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15. Fire and other emergency precautions

15.1 Condition

Suitable emergency precautions and written procedures must exist and be made known to all staff, including arrangements for evacuation of animals.

Guidance

Staff should be aware of these procedures and a copy should be displayed for staff to refer to as and when needed. Evacuation should be regularly practised and practices recorded. All staff should undergo regular training and records should be kept of such training.

15.2 Condition

Entrances and exits must be clear of obstructions at all times.

Guidance

To facilitate risk free evacuation if needed, when designing accommodation, consideration should be given to using systems which would allow timely removal of the animals in the case of emergency. This provision would not usually apply to aquaria and ponds.

15.3 Condition

Suitable fire fighting, prevention and detection equipment must be provided, maintained, regularly serviced and sited as advised by the local fire protection/prevention officer and approved by the local authority.

Guidance

This will ensure that, if needed, the equipment will function correctly. Staff should be properly trained on the use of equipment provided.

15.4 Condition

The licensee, or a designated key holder, must at all times be within reasonable travelling distance of the premises and available to attend in case of emergency.

Guidance

A reasonable distance would, in normal conditions, be interpreted as no more than 20 minutes travelling time.

15.5 Condition

A list of key holders must be logged with the local police and local authority.

Guidance

For contact in cases of emergency.

15.6 Condition

In the interests of animal welfare, the following notice must be displayed prominently at the front of the premises: "In case of an emergency dial 999".

Guidance

For information of the public in cases of emergency, when a staff member is not on site.

15.7 Condition

When pet shops are sited within other premises, the licensee or key holders must have access at all times to the premises containing the animals.

Guidance

This is vital for access to the animals at all times to ensure correct care is provided

15.8 Condition:

All electrical installations and appliances must be maintained in a safe condition.

Guidance

For health and safety of staff and animals.

15.9 Condition

There must be an effective contingency plan for essential heating, ventilation and aeration/ filtration systems, as appropriate.

Guidance

Some species are very sensitive to temperature fluctuation.

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Schedule B – Dogs

Puppies must be weaned before leaving the mother.

Guidance

To ensure puppies can eat the food provided. Puppies must be 8 weeks old or over. Council Regulation (EC) No. 1/2005 on the protection of animals during transport and related operations prohibits the transport of puppies without their mother before this age.

2. Condition

The minimum kennel size must be:

2.1 For a batch of small breed puppies – max 6 pups – 1.5m² for sleeping, plus 2m² for exercise

2.2 For a batch of medium breed puppies – max 4 pups – 2m² for sleeping, plus 2m² for exercise

2.3 For a batch of large breed puppies – max 2 pups – 2m² for sleeping, plus 2m² for exercise

These are minimum requirements, for larger batches the size of the pens should be adjusted pro-rata accordingly. Ideally the puppies should have free access to the exercise area at all times. Any covered pens should have a minimum height of 1.8m or removable covers to allow adequate access by staff for cleaning. These are minimum standards and meeting the correct size of pens alone are not a defence if the welfare of the animals are in question.

Guidance

The kennel area should be large enough to allow separate sleeping and activity areas. The kennel should allow each puppy to be able to walk, turn around and wag its tail without touching the sides of the kennel. The puppies should have sufficient room to play, stand on their hind limbs and to lie down without touching another individual. The kennel size required will increase in relation to the size and number of puppies housed at any one time. The length and the width should be sufficient to allow all the puppies to lie outstretched without their noses or tails touching the walls or other individuals. In certain circumstances it is permissible to have separate exercise areas to sleeping areas but in such cases puppies must be given access to the exercise area at

least four times a day. Any separate exercise area should be fully cleaned and disinfected between its use by different batches of puppies.

3. Condition

Suitable and sufficient exercise facilities must be available and accessible where appropriate..

4. Condition

Extreme temperatures must be avoided.

Guidance

Puppies are relatively sensitive to high/ low temperatures. Temperatures should not normally go below 12°C or exceed 26°C

5. Condition

General bedding must include an adequate amount of absorbent material.

Guidance

The use of enough absorbent material allows urine and faeces to be contained and reduce contamination of the puppies.

6. Condition

Any soiled material must be removed at least four times a day or as required to ensure the puppy does not have to lie in a soiled area.

Guidance

Puppies do not discriminate in where they toilet and this maintains a clean environment. A cleaning schedule or SOP should be provided

7. Condition

A specific lying place must be provided lined with soft material,

Guidance

The use of soft material will prevent skin lesions being caused by soiling or pressure sores.

8. Condition

Puppies must be fed at least four times daily, at appropriate intervals.

Guidance

The diet should be appropriate for puppies.

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9. Condition

Puppies must have frequent, quality contact time with staff.

Guidance

"Suitable intervals" for puppies to be visited are frequent, as they require to be socialised. It is recommended that this should be a minimum of 4 times per day with 20 minutes of interaction per batch. There should be an SOP.

10. Condition

Batches of puppies must not be mixed until they have been on the premises for seven days or have shown no sign of infectious disease for seven days.

Guidance

Puppies are particularly susceptible to disease as they have immature immune systems. The new owner should be advised to register the puppy with a vet.

11. Condition

Ideally, single puppies must not be left alone in a kennel, but where they are, special attention should be paid to specific human interaction. When they are mixed they should be of similar size, age and temperament and there should be good supervision of mixing.

Guidance

Isolating healthy puppies does not allow them to exhibit natural behaviour patterns.

12. Condition

There must be environmental enrichment in all kennels.

Guidance

To allow puppies to exhibit normal behaviour patterns. Toys should only be given under supervision and should be easily cleaned or replaced between batches.

** Please see 'Schedule A – General Conditions' for food, water and isolation conditions

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Schedule C – Cats

Kittens must be weaned before leaving the mother.

Guidance

To ensure kittens can eat the food provided. Kittens must be 8 weeks old or over. Council Regulation (EC) No. 1/2005 on the protection of animals during transport and related legislation prohibits the transport of kittens without their mother before this age.

2. Condition

The minimum pen floor area for a batch of up to 4 kittens, up to 12 weeks of age, must be 1 m², with a minimum height of 0.6m (for example, 0.6m x 1 x 1) No dimension must be less than 0.6m. Any shelving or platforms must be in addition to the minimum floor area. Each additional kitten must have 0.25m² additional floor space.

Guidance

Kittens require adequate space to play together and to have space for a litter tray and bed. Varying heights to enable climbing should each also be provided. There should be adequate space for feeding, drinking, sleeping and litter tray to be kept separate.

3. Condition

Extreme temperatures must be avoided.

Guidance

Kittens are relatively sensitive to low temperatures owing to their small body weight. Temperatures should not normally go below 15°C or exceed 26°C.

4. Condition

Disposable or washable bedding must be provided and kept clean.

Guidance

Kittens need a warm sleeping, soft area, away from the litter tray and food.

5. Condition

A litter tray and appropriate litter must be available at all times and cleaned and disinfected at least once daily with an

appropriate disinfectant which is safe for use with cats and cleaned as appropriate. The disinfectant should be anti-viral and used in accordance with manufacturers' instructions, as some disinfectants are toxic to cats.

6. Condition

Kittens must be fed at least four times daily, at appropriate intervals.

Guidance

The diet should be appropriate for kittens.

7. Condition

Batches must not be mixed and if several batches are kept in one area then the pen must have solid sides.

Guidance

Diseases spread very easily between litters, Both by direct contact or by sneezing. Kittens are particularly susceptible to disease as they have immature immune systems. The new owner should be advised to register the kitten with a vet.

8. Condition

Kittens must have frequent, quality contact time with staff.

Guidance

It is recommended that this should be a minimum of 4 times per day with 20 minutes of specific interaction per batch. Kittens should be protected from over-handling by staff or the public as they require time to rest.

9. Condition

There must be environmental enrichment in all cages such as toys, climbing frames and platforms.

Guidance

To allow kittens to exhibit normal behaviours, particularly climbing. Toys should be easily cleaned or replaced between batches.

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Schedule D – Rabbits

Rabbits must be correctly sexed and housed in same sex groups.

Guidance

Rabbits are easier to sex at 8 weeks than any earlier, which will help prevent mis-sexing and unwanted litters.

2. Condition

The minimum enclosure size must be:

0.4m² for up to 4 standard juvenile rabbits and a height of 0.4m. 0.5m² for up to 2 giant breed juvenile rabbits and a height of 0.5m.

These are minimum requirements, for larger batches, larger breeds or adult rabbits the size of the pens should be adjusted pro-rata accordingly.

Guidance

Dwarf Lops/Dutch rabbits are the most commonly available in pet shops and weigh up to 4kgs. The height should allow the rabbit to rear up to perform natural behaviour. Rabbits should be kept in store in groups. Rabbits need to be able to move freely and to be able to perform vital behaviours such as caecotrophy and rearing.

3. Condition

There must be environmental enrichment in all enclosures. A hiding place must be provided.

Guidance

To allow rabbits to exhibit normal behaviours, indestructible toys; cardboard boxes; chewing substrates should be provided. Toys should be easily cleaned or replaced between batches. Rabbits are prey animals and should have the opportunity to hide if scared or stressed.

Extreme temperatures must be avoided.

Guidance

Ambient temperature should not normally go lower than 12°C or exceed 26°C. Providing cool water, cool packs in their bedding, air movement and air conditioning may each help to avoid the stress caused to rabbits by high environmental temperatures.

5. Condition

Rabbits must be provided with a suitable substrate and bedding material in sufficient amounts.

Guidance

Rabbits need a warm, softly-bedded sleeping area away from the litter and food/water.

6. Condition

Visibly soiled substrate and bedding must be removed daily. The pen should be thoroughly cleaned and disinfected before introducing a new animal.

Guidance

The disinfectant should be effective against both viral, bacterial and parasitic infection and safe for use on rabbits. Check with a vet or manufacturer if unsure. Diseases such as E-cuniculi can be spread via urine, so thorough cleaning is required between new occupants. Rabbits often choose to toilet in the sleeping area of a hutch and a litter tray could be placed here.

7. Condition

If batches are mixed you must ensure all animals are free from obvious parasitic infection.

Guidance

Diseases spread very easily between litters. Rabbits should be housed with batch mates where possible.

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8. Condition

Rabbits must have a constant supply of fresh hay and water, and be offered an appropriate amount of dry food for the breed and age. Feed dishes should be suitable to ensure feed does not get contaminated by urine or faeces.

Guidance

Rabbits teeth are open rooted and therefore constant access to good quality hay is essential, for dental health, gastrointestinal health (without a constant supply of fibrous food, rabbit GI tracts slow down) and behavioural reasons (to relieve boredom). It is vital that hay is available throughout the day and sufficient provided for them at closing time to last them until the next business day. Dry food should be provided for youngsters to assist growth, see manufacturers instructions, but should not be fed ad-lib.

9 Condition

Animals must be provided with an appropriate diet and any new feeds must be introduced slowly.

Guidance

Due to the delicate digestive system, particularly under stress, if diets are to be changed then a slow transition between diets is advisable.

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Schedule E – Other small mammals

All small mammals must be correctly sexed and housed in single sex groups unless a solitary species (or sold as a breeding pair),

Guidance

To help avoid unwanted litters, all animals should be sexed immediately on arrival to the premises and housed in single sex groups. Animals from different sources should not be mixed.

reduce stress. Chinchillas and Degus should be given the opportunity to use a sand bath by offering one on a regular basis, e.g. 10 minutes daily. Rodents need to express natural behaviour such as running and chewing/ gnawing. Toys such as hides, tunnels, paper bags filled with hay and fruit twigs are ideal for expressing natural foraging behaviour. Animals should be able to move away from direct lighting. Cool hides should be provided to prevent over heating.

2. Condition

Animals must at all times be kept in suitably sized accommodation.

Guidance

Animals should be able to freely move around the accommodation and be able to perform natural behaviours. See attached table for species relevant sizing.

3. Condition

Animals must be provided with a suitable substrate in sufficient amounts.

Guidance

Providing sufficient and appropriate substrate keeps the accommodation clean and dry and allows digging where appropriate. There are a number of substrates available and the type used will depend on the animal kept.

4. Condition

Animals must be provided with a suitable bedding material in sufficient amounts.

Guidance

Bedding provides a place to sleep and rest, the type used will depend on the animal kept. It should be provided in sufficient quantities to enable the animal to feel secure and warm.

5. Condition

Animals must be provided with places to hide. Accessories and enrichment should be provided, suitable to the species.

Guidance

Animals must be given the opportunity to hide as a natural instinct and be given suitable accessories to allow for stimulation and to

6. Condition

Suitable food and drink receptacles must be provided and positioned to avoid faecal contamination.

Guidance

Water for small animals is usually provided in clean gravity fill drinking bottles, (which should be of a suitable size for the species) or automatic or semi – automatic drinking systems. Fresh water should be available at all times, or as appropriate to the species; some desert-dwelling species such as jerboas [family Dipodidae] should not be given water ad- lib. Bottles should be kept clean and free from algae.

7. Condition

All rodents must be fed a suitable diet, ad lib and have free access to hay where required.

Guidance

The diet should be appropriate for the breed, life stage and species. Food should be refreshed regularly. Guinea pigs should have sufficient vitamin C in their diet. Guinea pigs are unable to synthesise Vitamin C.

8. Condition

All rodents must be fully weaned on admission.

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Minimum accommodation requirements –

Area in square metres

No. of Animals	1-4	5	6	7	8	9	10	Minimum Cage Height (m)	Minimum Cage Depth (m)
Mice, Hamsters, Gerbils	0.068	0.079	0.09	0.100	0.113	0.124	0.135	0.30	0.25
Rats	0.135	0.157	0.18	0.202	0.225	0.247	0.27	0.30	0.28
Guinea Pigs, Degus	0.225	0.263	0.3	0.338	0.375	0.413	0.45	0.30	0.30
Chinchillas	0.25	0.375	0.5	0.625	0.75	0.875	1.0	0.45	0.45
Chipmunk	0.25	0.375	0.5	0.625	0.75	0.875	1.0	0.90	0.45

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Schedule F – Ferrets

Ferrets must be at least eight weeks old

Guidance

Ferret kits can find separation from their mother very stressful and the stress response in a ferret often results in diarrhoea which can prove fatal.

The minimum pen floor area for a litter of up to 4 ferrets, up to 12 weeks of age, must be 1 m², with a minimum height of 0.6m. No dimension must be less than 0.6m. Any shelving or platforms must be in addition to the minimum floor area. Each additional ferret must have 0.25m² additional floor space.

2. Condition

Ferrets must be housed with batch companions

Guidance

Ferrets are naturally social animals that depend on the companionship of their own kind. Lone ferrets often suffer depression including poor appetite and lack of enthusiasm to move or play.

Guidance

Enclosures should be placed on a hard surface and anchored to the ground. Ferrets require space for their toilet area removed from their sleeping or eating areas. Ferrets require space to exhibit their normal active behaviour – running backwards, forwards and sideways and to climb, explore and play. Ferrets are naturally clean and will usually select one corner as their toilet

3. Condition

Ferrets must be housed in groups or pairs of either sex. Adult hobs (males) require individual accommodation.

Guidance

Ferret kits can be easily be sexed at 8 weeks of age. Adult, un-neutered hobs (males) may exhibit dominant behaviour and fight, so requiring individual accommodation. House the Jill (female) kits at a reasonable distance to prevent aggression between the hobs as they

7.

mature at around 20 weeks. Adult jills (females) should be prevented from having repeated seasons. Jills (females) left in season are prone to estrogen induced anaemia, a factor in shortening their normal lifespan. Veterinary advice should be sought.

6. Condition

Sleeping quarters must be draught free and dark.

Guidance

Ideally sleeping quarters should be raised. Ferrets seek dark areas for sleeping and sleep for long hours, up to twenty a day in the winter. Their natural instinct is to hide whilst sleeping.

Condition

Ferrets must have suitable bedding.

Guidance

Suggested bedding includes fabric items that can be laundered, straw and dust extracted wood shavings.

4. Condition

Batches of ferrets must not be mixed.

Guidance

Not mixing will reduce the risk of disease spreading. Mixing can be stressful for ferrets.

8. Condition

Extreme temperatures must be avoided.

Guidance

Temperatures should not normally go below 12°C or exceed 26°C. Ferrets tolerate cold better than heat. Provide plenty of warm bedding for when it is cold. Be aware heat prostration is likely at 32°C.

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9. Condition

Ferret kibble must be provided at appropriate intervals.

Guidance

Feed a recognised and branded ferret kibble / biscuit. Small, frequent meals or ad lib feeding are recommended as ferrets have a rapid rate of digestion

10. Condition

Water must be supplied in both a heavy based bowl and a water bottle attached to the side of the enclosure.

Guidance

Ferrets are renowned for tipping bowls

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Schedule G – Birds

There must be adequate perching space for all birds at the same time. Outdoor aviaries must include sufficient sheltered and non-sheltered space. Cage size must be adequate to allow birds to open their wings fully in all directions. Cages must include appropriate environmental enrichment.

Guidance

Stocking densities will depend on the type of bird as well as cage dimensions and number of perches. Access to rain can be beneficial for plumage. Some species will need adequate space to fly. Chickens require an appropriate area and substrate to perch.

2. Condition

Perches must be positioned so that birds do not defecate on each other and must be of appropriate size and shape for each species.

3. Condition

Ambient temperature must be appropriate for the species. Extremes of temperatures must be avoided.

Guidance

Birds are more sensitive to high temperatures.

4. Condition

There must be adequate drinkers/feeders commensurate with the number of birds and these must be cleaned regularly. Bowls etc. must be positioned so that birds do not defecate in food/water.

Guidance

Birds should not have to compete for drinkers/feeders and risk exclusion. Passerines should have food available at all times. Enrichment and feeding devices need to be provided for larger psittacids. For parrots, it is preferable to use swinging systems such that the keeper does not need to enter the cage in order to change food/ water. Bowls should not be able to be removed from holders by the parrot.

Cages must be constructed from materials suitable to the type and size of birds. Materials must be safe to birds and in good repair.

Guidance

Enclosures should be placed on a hard surface. Some species require more robust materials. Materials such as loose zinc coating can be toxic to birds.

6. Condition

Windproof nest boxes must be provided in all outside housing and inside where appropriate.

Guidance

Many birds find sleeping or sheltering in nest boxes an essential form of security or for sheltering from inclement weather but it is recognised that some species, such as canaries, will rarely if ever voluntarily enter nest boxes.

7. Condition

Flooring must be drop-through or easily washed/hosed.

Guidance

If ground living birds are kept with perching birds then attention should be paid to flooring such that bumblefoot issues are addressed - i.e. no concrete/rough stone. Where natural turf flooring is used, parasite status of the birds should be checked on a regular basis every few weeks.

Model Licence Conditions for Pet Shops

Licensing Committee

Date: 17th September 2015

Stocking Densities for Birds in Cages

Type	Length of Bird (cm)	Floor Area (m ²) housing up to 4 birds	Linear cms per additional bird on either cage length or depth* ₃
Budgerigar		0.15	5
Canary		0.15	5
Cockatiel		0.48	7.5
Finches	Less than 12.5	0.113	5
	12.5 – 17.5	0.15	5
	more than 17.5	0.225	7.5
Parakeets and Lovebirds * ₁	less than 25	0.42	7.5
	25-30* ₁	0.48	7.5
	more than 30* ₁	0.675	7.5
Parrots	less than 30	0.225	10
	30 – 35* ₂	0.4050	15
	more than 35* ₂	0.4725	20
Chickens		1.6	
Bantams		1.6	
Quail		16	
*1. It is recommended that, wherever possible, these species are displayed for sale in aviaries or flights rather than cages per se.			
*2. It is recommended that, wherever possible, these species are displayed for sale in aviaries or flights if more than two birds are housed together.			
*3. The extra-linear centimetre per additional bird, is intended to refer to an increase in either width or length or a combination of the two ie, a 20cm increase could refer to 20cm width, 20cm length or say 10cm width combined with 10cm length.			

Model Licence Conditions for Pet Shops

Licensing Committee

Date: 17th September 2015

Stocking Densities for Birds

Type	Length of Bird (cm)	Number of Birds per 'Standard' Aviary (1.8 x 0.9 x 1.8 m)
Budgerigar		18
Canary		18
Cockatiel		8
Finches	Less than 12.5	24
	12.5 – 17.5	18
	more than 17.5	12
Parakeets and Lovebirds * ₁	less than 25	10
	25-35	6
	more than 35	4
Parrots	less than 30	10
	30 – 35	6
	more than 35	4
Chickens		4 (min height 0.9m)
Bantams		6 (min height 0.9m)
Quail		8 (min height 0.9m)

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Schedule H – Reptiles and Amphibians

Stocking and density must be appropriate to the species.

Guidance

Most reptiles and amphibians are not social and may, therefore, be kept individually. Communal enclosures should not be stocked as to appear overcrowded, common sense should be observed.

Mixing of species, although possible, should be undertaken with caution. Some species may require or seek seclusion or privacy either sporadically or permanently and provision for this should be made.

Snakes: may be housed individually or in small groups, of the same species. Snakes known to be cannibalistic, e.g. king snakes (*Lampropeltis* sp.), should be housed individually.

Lizards: only species of similar size and from similar habitat and geographical areas should be kept communally. Lizards known to be cannibalistic, e.g. *Gambelia* sp, should be housed individually. Generally adult male lizards in breeding condition should not be housed together and groups of lizards housed communally should be regularly observed for signs of aggression.

Tortoises and Terrapins: only terrapins of similar size and habit and from the similar geographical area should be kept communally. Tortoises of different species should be housed individually. Also, adult males in breeding condition should be housed individually.

Frogs and Toads: only species of similar size, and from similar habitats and geographical areas, should be kept communally. Mixing of taxa (e.g. frog & toad) is not generally recommended. Cannibalistic species, such as horned frogs (*Ceratophrys* sp.) and African bull frogs (*Pyxicephalus* sp.) should be housed individually.

Newts and Salamanders: only species of similar size and from similar geographical areas should be kept together.

Generally mixed taxa [e.g. lizards and tortoises] are not recommended, although paludaria

which combine fish with small reptiles and/or amphibians of appropriate species are acceptable.

2. Condition

The enclosure size must be appropriate to the species and adjusted according to its size.

Guidance

Snakes: the length of the enclosure should be no less than two-thirds the overall length of the snake,.

Lizards: the length of the enclosure should be three times the full length of the lizard, or larger.

Tortoises and Terrapins: the length of the enclosure should be a minimum of 90cms, or four times the length of the animal, or larger. For aquatic species [turtles, terrapins] the enclosure should allow the animal to swim adequately, i.e. have water depth at least 4 times that of the animal, although some terrapins (e.g. *Cuora* sp., *Terrapene* sp. and *Glyptemys* sp.) do not require such deep water. Terrapins must also have an adequate land basking area.

Frogs and Toads: the length of the enclosure should be minimum 30cm x 30 cm x 30cm, or at least three times the length of the animal, or larger. For sedentary species, such as horned frogs (*Ceratophrys* sp.) and African bull frogs (*Pyxicephalus* sp.) the enclosure can be smaller. Fully aquatic species should be able to swim adequately, i.e. water depth should be at least 4 times the depth of the animal.

Newts and Salamanders: the length of the enclosure should be minimum 30cm x 30 cm x 30cm, or at least three times the full length of the amphibian, or larger. Aquatic species should be able to swim adequately, i.e. water depth should be at least 4 times the depth of the animal.

Height and Width: of the enclosure should be appropriate to the species, with arboreal species requiring more height than terrestrial species.

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3. Condition

Temperature, humidity, lighting and ventilation must be appropriate to the species.

Guidance

Ambient and basking temperatures should be appropriate to the species concerned, with the following guidance for commonly kept species.

These are guidelines only and individual species should be researched as requirements for some species will fall outside of these recommendations. Vendors and staff must have access to relevant reference material (books, internet etc.). Basking spots may be provided by convection or radiant heat sources (e.g. light bulb, or heat mat), as appropriate to the species. Ventilation should be appropriate to the species and should allow sufficient change of air without jeopardising the temperature or humidity in the enclosure.

4. Condition

Lighting must be appropriate to the species.

Guidance

An appropriate light period should be observed. Species requiring UVB lighting, e.g. diurnal lizards and tortoises, should have appropriate UVB emitting lamps. These should be replaced according to manufacturer's recommendations. Mercury Vapour or Metal Halide UVB emitting lamps may also be used to provide a daytime heat source. UV light sources must not be screened by non UV transmitting glass or plastic. Animals should have areas of shade so that they can escape from the light if desired.

5. Condition

Substrate appropriate to the species must be present.

Guidance

Substrate should be appropriate to the species concerned and may include, but not be limited to: newspaper, paper towel, bark chip, wood chip, terrarium humus, moss, gravel, calcium carbonate, terrarium sand etc. Measures should be taken to ensure that substrate is not ingested.

6. Condition

Enrichment must be provided appropriate to the species.

Guidance

Décor should be appropriate to the species and should not be harmful, e.g. sharp rocks, toxic or injurious plants. Décor should be secure and not able to fall and cause injury. Enclosure should be furnished in such a fashion as to allow inhabitants to exhibit natural behaviour, e.g. climb or hide where appropriate.

7. Condition

Food and water must be provided in the appropriate manner for the species.

Guidance

Feeding habits vary between species and between individuals. Staff should have knowledge of the requirements for all the species held. Food should be presented in a form or pattern that is acceptable to the species concerned. Food supplements [vitamin and minerals] should be provided as appropriate to the species concerned. Live food intended for use should be housed in suitable escape proof containers, and fed appropriately. Fresh foods [salads] should be kept refrigerated where appropriate. Frozen foods intended for use must be stored in an appropriate deep freeze and defrosted thoroughly before use. Feeding records for hatchling snakes should be kept and made available to purchasers. Fresh water should be available at all times, with the exception of certain desert species, such as Uromastyx sp. which should be offered water periodically. Certain species, such as chameleons, do not drink from standing water and should be offered water appropriately, e.g. by a dripper system or sprayer.

8. Condition

Hygiene: enclosures must be cleaned appropriately.

Guidance

Spoiled food stuffs should be removed at appropriate time periods, at least daily. Substrates should be replaced as appropriate, and spot cleaned daily. Décor should be sanitised as appropriate. Enclosures should be disinfected with appropriate disinfectant as necessary and always between different batches of animals. Disinfectant should be

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appropriate for the contaminants likely to be encountered. Disinfectant hand gels should be available for staff to use between animals to prevent the external environment being contaminated. Water bowls should be cleaned as appropriate and disinfected at least weekly. Slough [shed skins] should be removed daily.

9. Condition

Handling must be kept to a minimum at all times.

Guidance

Handling must be kept to a minimum at all times. Staff should receive training on how to handle animals and animals which may be aggressive should only be handled by competent staff. Staff and customers should wash hands after handling specimens, and any equipment used should also be disinfected.. Customers handling animals prior to purchase should be supervised and offered facilities to wash their hands afterwards.

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Schedule I – Fish

Water quality is a key determinant of fish welfare. To assess it, levels of ammonia and nitrite must be checked first. Only if such measurements exceed the recommended standards below, or there is an unexplained problem, is there any need to proceed further. Minimum water standards must be:

Cold Water Species

Free Ammonia max 0.02mg/l
Nitrite max 0.2mg/l
Dissolved Oxygen min 6mg/l
Nitrate max 50mg/l above
ambient tap water

Tropical Freshwater Species

Free Ammonia max 0.02mg/l
Nitrite max 0.2mg/l
Dissolved Oxygen min 6mg/l
Nitrate max 50mg/l above
ambient tap water

Tropical Marine Species

Free Ammonia max 0.01mg/l
Nitrite max 0.125mg/l
Nitrate max 100mg/l
pH min 8.1
Dissolved Oxygen min 4.0 mg/l

Guidance

It is virtually impossible to determine the quantity of aquatic organisms to be kept in a system purely on a weight or number of aquatic organisms per unit, volume, or water surface area. The variation in holding system used, the quality of husbandry and the types of aquatic organisms stocked vary so greatly that it would render any such system too complicated to be practical or too simple to be useful. The maintenance of water quality standards can be used to determine working stocking densities. The water quality standards should not be met at the expense of a correct feeding regime. Exceptions to these standards might occur e.g. when aquatic organisms are diseased, after transport or other stress. However in these cases appropriate remedial actions e.g. treatment,

acclimatisation or isolation should be

undertaken. Sea water holds less oxygen than fresh water. The recommended level is 5.5 mg/l so extra care is needed to ensure that levels do not routinely fall below this.

2. Condition

Water quality must be checked regularly and records kept of all tests. Centralised systems must be tested weekly. 10% of individually filtered tanks or vat must be tested weekly. On aquaria or vats in which visual inspection indicates unusual behaviour or deaths, water quality inspections should be undertaken.

Guidance

One test is representative of all the water in the system of centralised systems. Standalone systems must each be tested. Poor water quality is often the underlying cause of problems presenting as disease or mortalities.

3. Condition

Holding systems must be cleaned and checked regularly.

Guidance

Aquaria must be checked daily and cleaned as often as is necessary to maintain good hygiene standards, consistent with the rate of stock turnover and consequent stocking densities.

4. Condition

No aquatic organisms should be exposed to excessive light or heat, or lack of adequate warmth.

Guidance

No fish or other aquatic organism should be subject to rapid fluctuation in light (lights should be on dimmers if automated), temperature and chemical composition of their water, other than for the controlled treatment of disease or as part of a controlled breeding programme. There are in excess of 4000 fish species in trade and thus the acceptable conditions may vary substantially and often counter intuitively. In case of doubt expert advice should always be sought.

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Information

Endangered Species

Some species are listed on the Annexes of EU Wildlife Trade Regulations which implement CITES [Convention on International Trade in Endangered Species]. Species listed on Annex A of EU Wildlife Trade Regulations [Council Regulation (EC) No. 338/97] must have a valid Article 10 Certificate and may require microchipping or closed ring. Species listed on Annex B do not require Certificates but the vendor should be able to provide proof the animal was acquired legally.

Further information is available from Animal Health, Wildlife Licensing and Registration Service:
1-15 Temple Quay House, 2 The Square,
Bristol, BS1 6EB

Wild-caught specimens listed on Annex IV of the EU Habitats Directive [Council Directive 92/43 EEC] collected within the EU require the appropriate Certification. Captive-bred specimens are exempted from such requirements.

Breeding and Sale of Dogs Act

Puppies/dogs should be identifiable whilst at the shop. Under this legislation, the record should show:

- The identification of the animal
- The date of birth, breed, sex and any distinguishing features
- Details of any veterinary care provided while under care of the shop In addition, it is also good practice to record:
 - Details of any feedback provided to the breeder on health issues such as disease or inherited defects
 - Details of any health screening tests performed on the parents

Microchip is the preferred method of identification.

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Useful Contacts

All pet shop licences are issued by your local authority who should be your first point of contact

General

British Veterinary Zoological Society
Email: secretary@bvzs.org

Chartered Institute of Environmental Health
Chadwick Court, 15 Hatfields, London SE1 8DJ
Telephone: 020 7928 6006
www.cieh.org

Department for Environment,
Food and Rural Affairs
Animal Welfare Unit, Nobel House, 17 Smith Square
London SW1P 3JR Telephone: 08459 33 55 77
Email: helpline@defra.gsi.gov.uk
<https://www.gov.uk/government/topics/wildlife-and-animal-welfare>

Local Government Association,
c/o LGconnect, Local Government Group,
Local Government House, Smith Square,
London SW1P 3HZ
Telephone: 020 7664 3000
Email: info@local.gov.uk
www.lga.gov.uk

Veterinary Contacts

British Small Animal Veterinary Association
Woodrow House, 1 Telford Way,
Waterwells Business Park, Quedgeley,
Gloucester GL2 2AB
Telephone: 01452 726700
www.bsava.com

British Veterinary Association
7 Mansfield Street,
London W1G 9NQ
Telephone: 020 7636 6541
Email: bvahq@bva.co.uk
www.bva.co.uk

Royal College of Veterinary Surgeons
Belgravia House, 62-64 Horseferry Road,
London SW1P 2AF
www.rcvs.org.uk

The Blue Cross
Shilton Road, Burford, Oxon OX18 4PF
Tel: 01993 822651
Email: info@bluecross.org.uk
www.bluecross.org.uk

Pet Industry Federation
Bedford Business Centre,
170 Mile Road, Bedford MK42 9TW
Telephone: 01234 273 933
www.petcare.org.uk

People's Dispensary for Sick Animals (PDSA)
Head Office, Whitechapel Way,
Priorslee, Telford, Shropshire TF2 9PQ
Telephone: 01952 290999
www.pdsa.org.uk

Royal Society for the Prevention of
Cruelty to Animals
RSPCA Enquiries Service, Wilberforce Way,
Southwater, Horsham, West Sussex RH13 9RS
Telephone: 0300 1234 555
www.rspca.org.uk

Wood Green Animal Shelters
Kings Bush Farm, London Road,
Godmanchester, Cambs PE29 2NH
Telephone: 0844 248 8181
Email: info@woodgreen.org.uk
www.woodgreen.org.uk

Cats

International Cat Care
Taeselbury, High Street, Tisbury,
Wiltshire SP3 6LD
Telephone: 01747 871872
Email: info@icatcare.org
www.icatcare.org

Governing Council of the Cat Fancy
5 King's Castle Business Park,
The Drove, Bridgwater, Somerset TA6 4AG
Telephone: 01278 427575
Email: info@gccfcats.org
www.gccfcats.org

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Dogs

Dogs Trust
17 Wakeley Street, London EC4V 3TG
Telephone: 0207 833 7885
Email: info@dogstrust.org.uk
www.dogstrust.org.uk

The Kennel Club
1-5 Clarges Street, Piccadilly, London W1J 8AB
Telephone: 08444 633 980
Email: info@thekennelclub.org.uk
www.thekennelclub.org.uk

Fish

Ornamental Aquatic Trade Association
1st Floor Office Suite, Wessex House,
40 Station Road, Westbury,
Wiltshire BA13 3JN
Tel: 01373 301353
www.ornamentalfish.org

Permanent identification databases

Microchipping Advisory Group
[www.bsava.com/Advice/MicrochipAdvice/
tabid/154/Default.aspx](http://www.bsava.com/Advice/MicrochipAdvice/tabid/154/Default.aspx)

National Dog Tattoo Register
Telephone: 01255 552455
www.dog-register.co.uk

Animalcare
Telephone: 01904 487 687
Email: office@animalcare.co.uk
www.animalcare.co.uk

AVID Plc
PO Box 190, Lewes, East Sussex BN7 9GD
Telephone: 0800 652 7 977
Email: pettrac@avidplc.com
www.avidplc.com

Petlog
The Kennel Club, 4A Alton House,
Gatehouse Way, Aylesbury, Bucks HP19 8XU
Telephone: 0844 463 3999
Email: petlogadmin@thekennelclub.org.uk
www.petlog.org.uk

Pet Protect
Furness House, 53 Brighton Road,
Redhill, Surrey RH1 6RD
Telephone: 0800 587 0660
www.petprotect.co.uk

Rabbits and small mammals,

British Rabbit Council
Parslof House,
7 Kirkgate,
Newark, Notts NG24 1AD
Telephone: 01636 678042
www.thebrc.org

Rabbit Welfare Association and Fund
PO Box 603, Horsham,
West Sussex RH13 5WL
Telephone: 0844 324 6090
Email: hq@rabbitwelfare.co.uk
www.rabbitwelfare.co.uk

Reptiles

REPTA (Reptile & Exotic Pet Trade Association)
Telephone: 02380 440999
Email: info@repta.org www.repta.org

Qualifications and Training

Contact your trade association, local technical
or agricultural college for information on current
training and qualifications

Animal Medicines Training Regulatory Authority
Unit 1c, Woolpit Business Park,
Windmill Avenue, Woolpit,
Bury St. Edmunds IP30 9UP
Telephone: 01359 245801
Email: info@amtra.org.uk
www.amtra.org.uk

City & Guilds
1 Giltspur Street, London EC1A 9DD
Telephone: 0844 543 0000
www.cityandguilds.com

LANTRA
Lantra House, Stoneleigh Park,
Coventry, Warwickshire CV8 2LG
Telephone: 0845 707 8007
Email: connect@lantra.co.uk
www.lantra.co.uk

Model Licence Conditions for Pet Shops

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Appendix 3

Model Conditions for Pet Shops wishing to sell Dogs (puppies) in Swindon

NB All Pet Shops in Swindon must abide by the general Model Conditions. It is the default position in the Borough that dogs are not to be sold on a Pet Shop licence but an individual can make an application to the Licensing Committee. This may be granted but the following are additional standards that Pet Shops selling dogs (i.e. puppies) must adhere to.

1. No dog shall be kept or sold as part of the business unless it has been obtained directly from the dog breeder. It is not permissible to obtain a dog through any other dealer or via any other intermediary who has acquired the dog or has the dog in their care.
2. The source breeder shall be the owner and keeper of the female parent of the litter.
3. No dog shall be sourced from a breeder unless that breeder is either a). Licensed or b) is exempt from the requirement to be licensed but who nevertheless adheres to the Pet Care Trust's Charter for Breeding Dogs.
4. No dog shall be sourced from a breeder whose dogs are kept at a location more than 45 miles distant from the premises specified in the pet shop licence
5. Before any dog is sold, the purchaser shall be given the contact details for the dog breeder, including contact name, address of the establishment, telephone contact number and where there is one, an e-mail address.
6. No contract with a dog breeder for the supply of dogs shall be entered into, unless a condition is placed on the breeder that they shall offer a reasonable level of information, guidance and assistance to the end purchaser of any dog bred by them, for a period of six months following acquisition by the final purchaser.
7. The dealer shall not sell any dog unless the contract with the breeder includes a requirement that a DNA profile for both of the parents is provided with any puppy supplied. When selling to the final owner, the holder of the pet shop licence shall provide copies of those profiles to the purchaser.
8. No dog shall be sold unless test results are supplied either for the dog or for both of its parents, demonstrating that it is free from the genetic defects commonly associated with the breed in question.

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

Model Licence Conditions for Pet Shops

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9. No puppy shall pass into the keeping of the dealer (holder of the pet shop licence) unless it has remained with the dam and at the place of birth for a minimum period of eight weeks.
10. No dog shall be sold unless it has been permanently identified by the insertion of a microchip or by some other means.
11. No dog shall be received or kept by the dealer unless the dog has started a course of standard vaccinations. The original documentation issued in connection with those vaccinations shall be passed to the final purchaser. No such documentation shall be considered valid unless it bears the stamp or details of the veterinary practice, which administered the vaccination(s), together with the signature of the veterinary surgeon who performed the procedure(s).
12. The dealer shall give each dog kept or supplied a unique identifying number and that shall be recorded in a logbook. All such logbooks kept in the course of the business shall be made available on request at any reasonable time to an authorised enforcement officer.
13. While in the keeping of the dealer, each dog shall wear a collar with an attached identifying tag or badge, which indicates the breeding establishment from which the dog was obtained, and the unique log number for that dog.
14. Where a pedigree dog is sold, the pedigree certificate for that dog shall accompany it. The breeder shall have signed the pedigree certificate. The dealer is not authorised to purport independently that the dog is of pedigree stock.
15. When a dog is sold, the purchaser shall be provided with detailed, written good husbandry advice for the breed in question or be directed to specific sources of expert information on the breed, particularly with regard to diet, training, grooming and exercise.
16. No dog shall pass into the keeping of the dealer unless it is accompanied by a health care report prepared by a veterinary surgeon, for that dog. The original of the health care certificate shall be given to the final purchaser.

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

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Date: 17th September 2015

Further information on the subject of this report can be obtained from Kathryn Ashton,
01793 466113, KAshton@swindon.gov.uk.

Agenda Item 8

Model Licence Conditions for Catteries

Licensing Committee

Date: 17th September 2015

Author: Kathryn Ashton – Licensing Manager

Wards: All

Locality Affected: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 To review the licence conditions for catteries under the Animal Boarding Establishments Act 1963.

2. Recommendations

That Committee:

- 2.1 Agree for consultation to be carried out on the proposed revised conditions for Catteries with licensed establishments within the District and relevant organisations.
- 2.2 For the results of the consultation exercise to be brought back to Committee with a view to adopting the conditions.

3. Detail

- 3.1 Local authorities in England, Scotland and Wales issue licences to proprietors of Kennels, Catteries and Home Boarders under the Animal Boarding Establishments Act 1963.
- 3.2 There are currently 5 catteries licensed with Swindon Borough Council.
- 3.3 Although the Licensing Authority use a set of model conditions to assist with their inspections (**Appendix 1**); it appears that these were never formally adopted by the Licensing Committee.
- 3.4 The Chartered Institute of Environmental Health (CIEH) has worked in partnership with Cats Protection, the Pet Care Trade Association, the British Veterinary Association (BVA), Corporation of London, Daisy Bank Kennels & Cattery, Dogs Trust, Epping Forest DC, International Cat Care (Formerly Feline Advisory Bureau), Kennel Design (David & Kay Key), and the Royal Society for the Prevention of Cruelty to Animals to produce a new set of model conditions and guidance for catteries.
- 3.5 A copy of the new model conditions and guidance for catteries is attached as **Appendix 2** of this Report.
- 3.6 The new model licence conditions and guidance bring the previous model licence conditions up to date, reflecting changes in the law and the industry and progress in animal husbandry.

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

Model Licence Conditions for Catteries

Licensing Committee

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4. Alternative Options

- 4.1 The Council could decide not to adopt the conditions; however, this would mean that there would be no consistent guidelines when undertaking inspections of proposed and existing establishments and attaching appropriate conditions.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 There are no direct financial implications arising from the report. All future consultation will be undertaken within existing budget.
- 5.2 Licensees can appeal to the Magistrates Court, where they are aggrieved by any condition subject to which such a licence is proposed to be granted (section 4 Pet Animals Act 1951)

Legal and Human Rights Implications

- 5.3 Legal and Human Rights considerations have been taken fully into account in compiling this report. It is considered that the recommendations of this report are compatible with Convention Rights. The Council is required to comply with the statutory provisions referred to in the report. All other legal and human rights implications have been considered in the preparation of this report.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

Diversity Impact Assessment

- 5.4 A DIA has not been undertaken at this stage as no model conditions have been consulted upon.

6. Consultees

- 6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.
- 6.2 All Licensed boarding establishments within the Borough

7. Background Papers

- 7.1 Animal Boarding Establishments Act 1963
- 7.2 Animal Welfare Act 2006

8. Appendices

- 8.1 Appendix 1 Model conditions for Catteries
- 8.2 Appendix 2 CIEH Model Licence Conditions and Guidance for Cat Boarding

Further information on the subject of this report can be obtained from Kathryn Ashton, 01793 466113, KAshton@swindon.gov.uk.

Chartered Institute for Environmental Health

Model Licence Conditions and Guidance for Cat Boarding Establishments



The Animal Boarding Establishments Act 1963

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6. Other Relevant Legislation

- Health and Safety at Work Etc. Act 1974
- Environmental Protection Act 1990
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 1988
- Controlled Waste Regulations 1992

INTRODUCTION

Local Authorities issue licences to proprietors of boarding catteries under the provisions of The Animal Boarding Establishments Act 1963. The licence can stipulate a number of conditions to secure the following objectives:

- i) That the cats are kept in accommodation suitable in respect of construction, size, temperature, ventilation and cleanliness;
- ii) That boarded cats are adequately supplied with food and drink, and are visited at suitable intervals;
- iii) That the cats are kept secure;
- iv) That reasonable precautions are taken to prevent the spread of infectious diseases;
- v) That appropriate steps be taken in the event of an emergency;
- vi) That a suitable consistent level of management is maintained.

For ease of reference and application, the model conditions have been set out in the text in bold type with notes appended beneath in italics giving additional information.

Throughout the text and as a licence condition the following applies:

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.

Use of the term 'unit' relates to combined sleeping and individual exercise areas.

2. LICENCE DISPLAY

The principal legislation dealing with Animal Boarding Establishments is the Animal Boarding Establishments Act 1963, which addresses the areas to be covered by the licence, relating to animal welfare and management. It is essential that consumers and those responsible for premises management are aware of the licence conditions:

LICENCE DISPLAY

2.1 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.

Notes: If displayed externally the licence and its conditions should be protected from the weather. Preferably the licence should be displayed in the reception area. The number of cats for which the premises is licensed, the number of

isolation and holding units must be specified on the licence. Guidance to their numbers is found in the notes below.

Other legislation and responsibilities to be taken into consideration by cattery owners are:

INSURANCE

Notes: the operator of the premises should arrange adequate insurance indemnity. This should be maintained at a sufficient level to cover the maximum number of cats boarded. Several companies offer policies specific to animal boarding establishments. Details are often advertised in pet publications. Proprietors of animal boarding establishments are able to ensure purely the liability aspect by taking out third party liability cover. In addition, you can insure against veterinary fees for accident and illness, death from accidents, death from illness and loss from theft and straying. You must insure against public liability.

Employers Liability Insurance is mandatory for boarding establishment owners who employ staff - Employers Liability (Compulsory Insurance) Act 1969. Certificate of insurance must be prominently displayed.

STAFF FACILITIES

Notes: Staff should be adequately trained in the safe handling of cats, emergency procedures to be followed, and all other aspects of the licence conditions, which are pertinent to their work.

Adequate toilet and washing facilities must be available for staff in accordance with health and safety requirements.

An adequate First Aid Kit must be available for staff use.

Staff should also be regularly vaccinated against Tetanus.

ESTABLISHMENTS RECEIVING BOTH CATS AND DOGS

Notes: When the local authority is considering the granting of the licence, there will be a presumption against cats and dogs being kept within sight of each other, unless good reason can be made otherwise. [See companion booklet on model licence conditions and guidance for dog boarding establishments.]

In consideration of "Good Reasons" existing facilities and management must be taken into account.

3. CONSTRUCTION

3.1 GENERAL

3.1.1 The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the licensing officer of the local authority.

3.1.2 All new units must be built on a concrete base with a damp proof membrane to Building Regulation standards. This should have a minimum fall of 1 in 80 (see 3.3.2).

3.1.3 All exterior wood must be smooth and properly treated against wood rot. Only products that are not toxic to cats may be used.

3.1.4 All internal surfaces used in the construction of walls, floors, partitions, doors and doorframes to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.

3.1.5 Sleeping areas of units must be so insulated as to prevent extremes of temperature.

3.1.6 Fencing material must be secure and safe.

3.1.7 The construction must be such that security of the cat is ensured.

3.1.8 All areas to which cats have free access must be roofed. (See 3.4.2).

Notes: The conversion of existing buildings should be discouraged. Experience has shown that they may be more expensive to adapt and less efficient to operate.

Application for building works may well require approval from the building control department and/or planning department.

The purpose of the plan is to aid interpretation of the conditions applied.

An approved plan need not be a detailed surveyors drawing. A site plan to scale of the whole site including domestic/staff accommodation will suffice.

The interior and exterior and the building should be kept in good decorative order and repair.

Outer paths, gardens, exercise areas and general surroundings must be kept to a good, clean, presentable condition. Failure to comply with this recommendation may be a consideration in any decision by the local authority to withdraw the licence for any reason.

A safe system of work must ensure correct use of chemicals and materials used in the cattery and must include constructional details suitable to reduce the spread of infection, disease and contamination.

Materials used in construction must not contain chemicals harmful to cats e.g. phenol or creosote. Consideration should also be given to providing suitable finishes and adequate thermal insulation, which should be fireproof.

Where galvanised welded mesh is used the wire diameter must not be less than 1.60mm (16 gauge welded mesh) excluding any covering and mesh size must not exceed 2.5cm (1").

Units may be of different construction, e.g. full-height houses, half-height penthouses or similar.

Units may also be of the ideal outdoor type or indoor units, either built within an existing building (e.g. a barn) or purpose built as an indoor cattery. Wherever possible, such indoor units should be provided with an outdoor exercise area. Units may also be constructed in a roundel, i.e. individual units entered from a circular central area. If correctly constructed and managed to the following specifications, all these will provide better conditions for boarded animals, improved hygiene and safer systems of work.

In designing a building conversion to be used as a cattery, consideration should be given to providing a window with a shelf underneath, within the sleeping quarters, as cats are great spectators.

Ideally, in outdoor construction, there should be a 0.65 m. (2') gap between individual units as the resultant airflow lessens the risk of cross-infection. In the absence of this gap, a full-height sneeze barrier between units is required. (See 3.2.3).

The whole point of hygienic and safe practice is to provide easy to clean surfaces.

3.2 WALLS

3.2.1 The walls with which cats may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used, they must be sealed to be as smooth, impervious and be resealed as necessary.

3.2.2 Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, these joints must be sealed.

3.2.3 Full-length sneeze barriers must be provided where the gap between units is less than 625 mm (2ft).

Notes: Suitable materials for the construction of partition walls would be properly surfaced brick/block constructions, moulded plastic, glass reinforced plastic (GRP), pre-formed plastic surfaced board etc. Sealing refers to the use of a proprietary waterproofing agent for sealing the wall against damp-penetration. Under certain circumstances, sealing of brickwork can only be achieved by rendering prior to sealing.

Current best building practice should be followed when providing coving for junctions between vertical and horizontal sections.

A sneeze barrier is particularly effective in controlling droplet infection, which is the commonest disease problem in catteries.

For sneeze barriers it is preferable to use translucent GRP sheeting or high impact glass or similar, which allows some transmission of light. Where a full height sneeze barrier is provided it will be necessary to ensure ventilation works effectively. A gap between units is not mandatory. If incorporated in new buildings, this gap must be a minimum of 635 mm (2ft).

If there is no gap, a sneeze barrier must be provided to a minimum height of 1.2 m (4ft). If a shelf is provided, the barrier must be extended to a minimum of 0.5 m above the shelf and at least 150 mm beyond the shelf within the exercise area. All wooden construction or framework should stand on non-absorbent (e.g. plastic) blocks to prevent damage to the wood.

3.3 FLOORS AND CONCRETE BASES

3.3.1 The concrete base and floors of all buildings and units must be of smooth, impervious materials, capable of being easily cleansed. In new catteries, this must incorporate a damp proof membrane.

3.3.2 Floors of all units and individual exercise areas must be constructed and maintained in such a condition as to prevent pooling of liquids. (See Condition 3.1.2).

3.4 CEILINGS AND ROOFING

3.4.1 Ceilings must be capable of being easily cleansed and disinfected.

3.4.2 All exercise areas and the safety passage should be covered with mesh and impermeable materials, a proportion of which must be translucent.

Notes: When roofing the exercise area consideration should be given to installing translucent ceiling material capable of filtering UV light and providing adequate shade.

Where indoor units are provided, particularly within converted outbuildings, consideration should be given to ease of cleaning, energy conservation, wildlife access, lighting and ventilation. It is therefore advisable to have a ceiling height of as close to 1.8 m (6ft) as possible. Where this is not practicable a higher ceiling may be permitted provided it meets the requirements of the condition.

3.5 DOORS

3.5.1 Doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.

3.5.2 Where metal edging is used, this must not present a risk of injury to the cat.

3.5.3 Adequate constructional precautions must be taken to prevent and control the spread of infectious disease particularly by droplet infection.

Notes: For ease of working consideration should be given to the gates to exercise areas and doors to sleeping areas opening outwards.

A cat-flap should be provided in the door to the sleeping compartment to permit easy access to the exercise area. This flap should be closed at night. In catteries

of penthouse construction where the litter tray is left outside at night, a swing flap should be used to prevent excessive heat loss in colder weather.

In an indoor cattery, there should also be a solid, full-height door between the sleeping compartment and the exercise area to permit staff access from the exercise area to the central corridor through the sleeping compartment. It is advisable to have a cat flap in this door in order to conserve energy.

In new units, the solid doors between units and the central corridor must have an adequate viewing panel to permit inspection of the whole area.

In an indoor cattery the danger of infection from shared air supply is heightened. Effective barriers to prevent cross-infection should be in place, i.e. solid doors, partitions and ceilings.

3.6 WINDOWS

3.6.1 All windows which pose a security risk must be escape proof at all times.

Notes: Windows when security risk must be protected by welded mesh, or be made of reinforced glass, polycarbonate or other impact resistant material.

In designing a building conversion to be used as a cattery, consideration should be given to providing a window, with a shelf beneath it, within the sleeping quarters, as cats are great spectators.

Each sleeping compartment should have its own window, with a shelf beneath it, to allow natural daylight into the unit and to permit the cat the look out.

3.7 DRAINAGE

3.7.1 Kitchen must be connected to mains drainage or an approved, localised sewage disposal system.

3.8 LIGHTING

3.8.1 During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this must be natural light.

3.8.2 Adequate supplementary lighting must be provided throughout the establishment.

Notes: Wherever practicable, each unit should have a source of natural light, both to the exercise and to the sleeping compartments.

Natural and artificial lighting must be of sufficient standard to enable efficient working after daylight hours.

3.9 VENTILATION

3.9.1 Ventilation must be provided to all interior areas without the creation of excessive localised draughts in the sleeping area.

Notes: Draughts can be the outcome of ventilation provided for animal health. Heating can equally be removed by ventilation. A balance is necessary between adequate ventilation and the unnecessary removal of warm air. Ventilation is important as an aid to disease control, a protection against smell accumulation, and prevents excessive humidity of the atmosphere. High humidity should be avoided.

Siting of the bed is an important consideration. Providing a bed with adequate protective sides to allow the cat "depth" to seek protection, together with efficient individually controlled heating are considerations in protecting the cat.

Moulded polypropylene beds, which can be easily cleaned and disinfected, are useful here.

4. NUMBER OF ANIMALS

4.1 NUMBER OF CATS PERMITTED

4.1.1 The maximum number of cats to kept at any one time is dependant on the suitability of the individual premises (e.g. number of units, number of employees etc)

4.1.2 Each cat must be provided with a separate unit except that cats from the same household may share a unit of adequate size with the written consent of the cats' owner.

4.1.3 Holding units may be provided for temporarily boarding a cat for not more than 24 hours. Existing holding units must have a minimum floor area of 9 sq. ft. In new construction the floor area must be a minimum of 12 sq. ft. Holding units must have a minimum height of (0.9 m) 3ft.

4.1.4 No animals other than cats are to be boarded within the licensed facilities without the written approval of the local authority.

4.1.5 Where stray cats are accepted by the cattery they must be kept in a separate area away from boarded cats.

Notes: The number of cats permitted relates to the number and size of the units and must be stipulated clearly on the front sheet of the displayed licence. The decision regarding the number of cats, as well as considering unit size and numbers, will take into account the effectiveness of site management.

Cats from the same family who normally live together may prefer to share a unit. It is a requirement that operators obtain written authorisation from the cat owner before unit sharing is allowed. Where sharing occurs, the cats must be provided with separate beds.

Holding Units: The number of holding units provided should be agreed between the cattery proprietor and the local authority and noted on the licence. In general, holding units should constitute not more than 25% of the total number of residential units.

The use of holding pens should be kept to a minimum.

It is strongly recommended that any collars or flea collars be removed while cats are being boarded, as fatal accidents regarding these have been known to occur.

4.2 UNIT SIZE, LAYOUT AND EXERCISE FACILITIES

4.2.1 In new construction each unit must have a sleeping area and an adjoining exercise area, which is exclusive to that unit.

4.2.2 In new construction each unit must be provided with a sleeping area of at least 0.85 sq.m (9 sq. ft.) for one cat, 1.5 sq.m (16 sq. ft.) for two cats, 1.85 sq.m (20 sq. ft.) for up to four cats. Units may be designated as suitable for a specific number of cats, greater than 4, at the discretion of the licensing authority.

4.2.3 Units must have a minimum internal height of 1.8 m (6 ft).

4.2.4 The height of the sleeping area must be at least 3 ft (91 cm) in existing and 4 ft (1.22 m) in new build.

4.2.5 Suitable bedding must be provided which allows the cat to be comfortable and which is capable of being easily and adequately cleaned and disinfected. Such equipment must be sited out of draughts. Bedding material must be checked daily and must be maintained in a clean, parasite-free and dry condition.

4.2.6 In new construction each unit must be provided with an exercise area of at least 1.7 sq m (18 sq ft) for a single; 2.23 sq m (24 sq ft) for two cats; 30 sq ft for up to 4 cats.

4.2.7 Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.

4.2.8 Exercise areas must not be used as sleeping areas.

4.2.9 There must be direct and voluntary access to the exercise area.

Notes: In existing units, the size requirements for units should be phased in over a number of years after consultation between the cattery owner and the local authority taking into account local circumstances.

During cattery construction, it is necessary to use an appropriate design and correct materials to ensure energy conservation and to minimise discomfort to the cat.

The sleeping area may be at ground level or in the form of Penthouses (raised sleeping areas).

These latter must be a minimum of 3 ft above floor level with a maximum depth of 3ft 6 inches.

All exercise areas must be covered with welded mesh and roofed with a translucent material capable of filtering UV light and providing adequate shade. It is strongly recommended that, in new units, the minimum floor area of the sleeping area be 1.5 sq m (16 sq ft) as this allows greater flexibility in usage, i.e. one or two cats may be boarded in all chalets.

Where galvanised welded mesh is used, the wire diameter must not be less than 1.60mm (16 gauge welded mesh) excluding any covering. The mesh size must not exceed 2.5 cm (1').

All main entrance gates must be lockable.

Communal exercise areas: New communal exercise areas must never be permitted because of the risk of disease spread and fighting. Where they do exist, they must be phased out as an immediate priority.

The relevant sizes of units and number of cats in occupation in summary are as follows:

No of Cats	Size of Sleeping Area	Size of Exercise Area
1	9 sq ft	18 sq ft
2	16 sq ft	24 sq ft
3	20 sq ft	30 sq ft

Greater than 4: the size required would be subject to the agreement and discretion of the licensing authority.

It is strongly recommended that, in new units, the minimum floor area of the sleeping area be 1.5 sq m (16 sq ft) as this allows greater flexibility in usage i.e. one or two cats may be boarded in all chalets.

Adverse Weather: In adverse weather conditions the responsible person must decide whether or not cats are given free access to their exercise area.

5. MANAGEMENT

5.1 TRAINING

5.1.1 A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.

Notes: The licensee must formulate a written training policy for permanent, part time and seasonal workers. The following are regarded as essential topics to be covered in the programme:

Animal Welfare

Cleanliness and Hygiene

Feeding and Food Preparation

Disease Control

Recognition and Treatment of Sick Animals

Health and Safety

Emergency Procedures

Transportation of Animals - All vehicles used by the establishment for the transportation of cats should be regularly serviced and kept clean. Suitable carrying baskets or containers for the safe transportation of cats must be used. All vehicles must be secure and should not be left unattended when transporting a cat.

5.2 TEMPERATURE IN UNITS

5.2.1 Heating facilities must be available in the unit and used according to the requirements of the individual cat.

5.2.2 There must be some part of the sleeping area where the cat is able to enjoy a temperature of at least 10°C (50°F).

5.2.3 In isolation units, there should be a means of maintaining the temperature at a level suitable for the conditions of the cat and dependent on veterinary advice.

Notes: Many units have been built without proper concern for the welfare of the cat. The materials used in construction or the lack of sufficient insulation may not offer adequate protection against seasonal temperature variations.

There will be periods in the year where ambient external temperatures will cause temperatures to fluctuate above or below the recommended levels. If the higher temperature is exceeded due to constructional shortcomings rather than normal ambient temperature then artificial means of counteracting this high temperature should be introduced.

Where temperatures lower than indicated are reached, it may be more economical to provide localised sources of heat. The use of individually thermostatically controlled infrared dull emitters is recommended. Ambient air in the bedding area should be kept at least 10 °C (50 °F). Heated beds may also be used, provided these are maintained in a safe condition. Convalescing or elderly cats may require higher ambient air temperatures.

The temperature of the isolation units should not be allowed to fall below 15.5 °C (60 °F) generally, unless specific advice is given to the contrary by the Veterinary Surgeon.

The difficulty of providing maximum temperature levels is acknowledged. 26 °C (79 °F) is a realistic temperature, which should not be exceeded, in normal circumstances.

It is important to remember that a minimum temperature of 10 °C (50 °F) is required in the bedding area and if inadequate attention has been given to construction and insulation it will be necessary to use additional heating and thereby increase running costs.

Failure to provide additional heating will cause cats to suffer. Particular attention should be paid to design and construction. Geographical orientation is also relevant. Aspect affects temperature and it is often difficult to maintain adequate temperature with north facing openings. Correct attention to orientation of the unit will allow maximum use of natural light.

Similarly in summer temperatures, poorly insulated exteriors will allow internal temperatures to build up (similar to car interiors) to excessive levels. Even with additional ventilation the cats will suffer.

Some summer temperatures will naturally exceed 26 °C (79 °F). Inadequate construction or ventilation of the units must not be an excuse to allow unnecessarily high temperatures being attained.

Where temperatures are likely to rise above the maximum levels specified in the notes there should be some means of mechanical or automatic cooling/ventilation.

A safe system of heating must be provided so that risks of electrocution and burning are avoided.

Open flame appliances must not be used.

Maintenance and repair of the whole establishment must be carried out regularly to achieve the requirements listed above.

5.3 CLEANLINESS

5.3.1 All units, corridors, common areas, kitchens, 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 cat comfort.

5.3.2 Each occupied unit must be cleansed daily. All excreta and soiled material must be removed from all areas used by cats at least daily and more often if necessary.

5.3.3 All bedding areas must be kept clean and dry.

5.3.4 Suitably sited litter trays, which are easy to clean and impermeable, must be provided at all times. These must be emptied and cleansed and 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.

5.3.5 Each unit must be thoroughly cleansed disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.

5.3.6 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 cats with infectious diseases. The final disposal route for all such waste must be incineration.

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

Notes: Arrangements must be made with the Waste Collection Authority or other waste management contractor authorised for the purposes of the duty of care,

under the Environmental Protection Act 1990, for the removal of other wastes from the establishments.

Sawdust or soil are not considered to be suitable litter material.

Cleaning and Disinfection - There are a range of alternative cleansing regimes.

Basically, the regime should include:

1 Removal of bed, litter tray and all removable fittings

2 Wash down, rinse and dry

3 Apply disinfectant to manufacturer's stated instructions

4 Allow to dry

5 Cleanse and disinfect all fittings

The use of detergent and water will "wash down".

There is little point in putting down disinfectant only to wash it away in a short period of time.

Using a suitable disinfectant can control bacteria, viruses and fungi.

Care should be taken to ensure the compatibility of different bactericides, fungicides and virucides if used together.

Great care should be taken when using any chlorine based chemical, e.g. bleach. (See notes on COSHH).

There is a balance between the cat enjoying a known environment and introducing infection and infestation in wickerwork baskets and old clothing/bedding etc. Staff handling between units further increases the risk of disease spread. While owners' own baskets and bedding may help a cat to settle, particularly during its first stay in boarding conditions, their use should be discouraged as there is no immediate control over cleanliness and parasite transmission.

Where such bedding is provided, the operator must ensure that it is clean and parasite free.

The use of scratching posts, sit boxes, etc., is quite acceptable although care should be taken to ensure that the post is properly fixed and frequently replaced.

5.4 FOOD AND WATER SUPPLIES

5.4.1 All cats must be adequately supplied with suitable food. At least two meals a day must be offered at approximately 8 hours apart. Wholesome water must be available at all times and changed daily.

5.4.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected and must be maintained in a clean condition. Disposable eating dishes may be used.

5.4.3 Eating vessels must be cleansed or disposed of after each meal.

5.4.4 Drinking vessels must be cleansed at least once a day.

Notes: Cats should be fed to a standard compatible with the maintenance of health. Inspectors will observe the general nutritional status of the cats and the type and quality of food in store and in the process of preparation. If necessary, a

veterinary surgeon should be called into advise. Bear in mind cats will usually be fed in accordance with the instructions of the owner.

Food should not be left for excessive periods within the unit in order to avoid smells and flies.

More food and water may be required for old or young cats. No food should be left outside at night.

Disposable eating dishes, although expensive, are recommended as hygienic since they cannot transmit infection and are a saving of time and labour since they are immediately disposable.

Expanded polystyrene is not a suitable material for this use.

5.5 KITCHEN FACILITIES

5.5.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the cats.

5.5.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided and food contamination must be avoided.

5.5.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash-hand basin with hot and cold water must also be provided for staff use.

5.5.4 Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

Notes: Kitchen facilities must be provided in an area separate from the domestic facilities. No household or boarded animals should ever enter this area.

5.6 DISEASE CONTROL AND VACCINATION

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

5.6.2 Proof must be provided that cats boarded or resident have current vaccinations against Infectious Feline Enteritis, feline respiratory disease 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's instructions.

A record that this proof has been supplied must be kept on site throughout the period that the cat is boarded.

5.6.3 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.

5.6.4 A well-stocked first-aid kit suitable for use on cats must be available and accessible on site.

Notes: "Other relevant diseases" allow for the insertion of diseases which may be as yet unknown but which may be regarded as important in future or which may be added according to circumstance, e.g. chlamydia.

Four weeks is the maximum time for all current vaccines to become fully effective. A shorter time is acceptable if suitable veterinary evidence is provided, based on manufacturer's instructions.

Feline respiratory disease includes herpes virus and calici virus. It is important that there are facilities and procedures for cleansing and disease control and that staff are familiar with the procedures and understand what action to take in the event of an outbreak of disease.

Phenolic disinfectants should not be used around cats and cats should be kept dry during cleaning of enclosures.

If there is evidence of external parasites (fleas, ticks etc.) the cat should be thoroughly combed with a flea comb. It may then also be treated with a proprietary insecticide except where a long acting topical insecticide has already been administered.

If there is evidence of internal parasites the advice of a veterinary surgeon should be sought.

All insecticides, disinfectants etc. should be used strictly in accordance with the manufacturers instructions and hazard sheets kept for staff, which explains the precautions to be taken by the user.

The first-aid kit for use on cats must be kept well stocked at all times. Advice on contents should be available from the establishment's veterinary surgeon.

It is important to consider procedures to be carried out in case of death or escape. All staff should be made fully aware of these procedures. They will also help to reassure owners that the establishment acted correctly in that situation. Any cat that has died on the premises must be referred to a veterinary surgeon and the licensing officer of the local authority must be informed. A

Veterinary practice should be appointed for the establishment. The name, address and telephone number of the establishment's veterinary surgeon must be displayed in a prominent position in the veterinary surgeon used by the establishment should be displayed in a suitable place, close to the telephone and accessible to all members of staff.

5.7 ISOLATION

5.7.1 Isolation facilities must be provided.

5.7.2 In existing catteries these isolation facilities must be in compliance with the other boarding requirements by must be separate and physically

isolated from the main units. This must be a minimum 3m. (See also temperature control.)

5.7.3 Adequate facilities to prevent the spread of infectious disease between the isolation unit and other units must be provided.

5.7.4 Hands must be washed after leaving the isolation facilities before visiting the other units.

NOTES: Isolation facilities must be provided at the rate of at least 1 isolation unit for up to 30 units and pro rata above that. The number should be noted on the Licence. Isolation facilities must be used where the presence of infectious disease is suspected. Where stray cats are accepted by the cattery, they must be kept in a separate area away from boarded cats. Isolation facilities must only be used for this purpose in exceptional circumstances i.e. where stray intake is minimal.

In isolation units there must be a means of maintaining the temperature at a level suitable for the condition of the cat and dependant upon veterinary advice.

Extremes of temperature in the isolation unit must be avoided and the temperature not allowed to fall below 15oC (60oF).

Protective clothing and equipment, for use only in the isolation facility, must be used to reduce the spread of infection.

In new build isolation facilities separated 10m from the main units must be provided.

5.8 REGISTER

5.8.1 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 cat's veterinary surgeon

Anticipated and actual date of departure

Health, welfare and nutrition requirements

5.8.2 The register must be kept readily available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information.

5.8.3 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.

NOTES: Computerised, loose-leaf, index card and book register systems are acceptable. If a book register is used, pages must be consecutively numbered. Records of the owner's agreement to share may be kept on a separate form if a computerised system is used.

It is strongly urged that the establishment introduce formal boarding agreements, stating clearly the responsibilities of both parties during the duration of the boarding. The Licensing Officer of the local authority will consider the details recorded in the register together with the actual facts observed.

Owners should be encouraged to sign an authorisation for veterinary treatment.

5.9 IDENTIFICATION OF UNITS

5.9.1 Each unit must be clearly marked (e.g. numbered) and a system in place, which ensures that relevant information about the cat in that unit, is readily available.

NOTES: An alternative system of identification can be used with the approval of the Licensing Authority, providing the system in use meets the criteria for identification and information provision for each cat and is readily accessible and easy to use.

The system of identification of units must be capable of containing relevant information such as feeding habits and frequencies, medicinal treatments, etc. If identified on the unit, it must not obscure the primary information. If additional information is stored electronically or manually away from the unit, the information must be readily and easily accessible.

5.10 SUPERVISION

5.10.1 A fit and proper person must always be present to exercise supervision and deal with emergencies whenever cats are boarded at the premises.

5.10.2 Cats must be visited at regular intervals, as necessary for their health, safety and welfare.

NOTES: Suitable intervals for visiting means intervals of not less than four hours, starting at 8.00am until 6.00pm. A late evening visit, between 9pm and midnight, is strongly recommended to check the welfare of the cats and that the heating is working.

5.11 FIRE PRECAUTIONS

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

5.11.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include

instructions to where cats are to be evacuated to in the event of a fire or other emergency.

5.11.3 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.

5.11.4 All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of units.

5.11.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to cats.

5.11.6 Precautions must be taken to prevent any accumulation, which may present a risk of fire.

5.11.7 There must be adequate means of raising an alarm in the event of fire or other emergency.

NOTES: It is recommended that plans and details of the establishment be logged with the police and fire authorities. Fire protection advice must be sought from the Fire Prevention Officer regarding appropriate fire extinguishers and their correct siting, fire drills, fire escapes, etc and implemented. The general maxim of 'people first' in the event of fire is good advice.

Where rebuilding or providing new buildings, the Fire Prevention Officer will give advice on fireproofing requirements.

The advice given by the Fire Prevention Officer should be in writing and particular regard should be given to the safe storage of inflammable substances. Staff should know how to use the fire extinguishers. It is also advisable to install smoke detectors. Electric wiring within the units must be protected against damage by cats.

Cats should not have direct access to open flame-heating devices.

OTHER RELEVANT LEGISLATION

Health and Safety at Work Etc. Act 1974

- i) There is a duty on all employers and employees to ensure safety of themselves, workmates and visitors to the site and contractors. This also extends to the self-employed.
- ii) An 'accident book' must be provided to record details of accidents and 'near misses'. An annual review will indicate how to keep staff safer by introducing safer practices based on experience.
- iii) Regard should be had to providing safe systems of work for staff, particularly those involved in handling problem cats.
- iv) An establishment employing more than four people requires a written safety policy.

v) There is a requirement for a risk assessment to be carried out to identify hazards in the workplace and assess risk, e.g. number of people affected etc, in order to assess any health and safety risk in an objective manner as far as possible.

Legislation is evolving all the time and reference should be made to enforcement authorities for up to date advice.

More details will be available from your local authority or from Management of Health and Safety at Work-Approved Code of Practice ISBN --11-886330-4 available from HSE Books, telephone No: 0797 881165 (mail order)

Environmental Protection Act 1990

i) Under section 34 operators have a 'duty of care' to ensure that all waste arising from their premises is disposed of without harm to human health or the environment. They may only pass their waste to registered carriers or appropriately licensed or authorised disposal facilities.

The definition of waste is currently under review. Reference to the local authority will help clarify the position with regard to waste material or appropriately licensed or authorised disposal facilities.

ii) Part III of this Act deals with nuisance. When setting up a boarding establishment, it is most important to consider the potential problems of noise and odour nuisance in order to prevent possible legal action which could lead to closure at a later date.

Environmental Health Officers are able to give further advice and guidance on nuisance problems and related statutory provisions.

iii) The use of incinerators to dispose of animal carcasses may require licensing by your local authority who will advise you regarding the requirements of part 1 of the Environmental Protection Act.

If you use an incinerator you are advised to notify the local authority.

The Environmental Protection Act 1990 places a duty of care on businesses to ensure that waste is disposed of by a registered carrier to an appropriately licensed or authorised disposal facility.

Those wishing to dispose of waste on their premises or operate an incinerator may need planning permission, and a waste management licence or authorisation under the Environmental Protection Act 1990. They should seek advice from their Waste Regulation Authority or Environmental Health Department.

Cat faeces and 'sharps' such as needles, scalpels etc, constitute 'clinical' waste and are likely to be subject to specific disposal conditions.

Electricity at Work Regulations 1989

Apply to every employer or self employed person and you therefore have a duty to comply with these Regulations ensuring your electrical fittings and equipment are maintained in a safe condition.

In the event of something going wrong, you will be asked to say why you thought the equipment was safe, which means regular testing of fittings is advisable.

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

- i) These are known as the 'COSHH' Regulations. They require you to keep chemical substances on your premises in a safe manner and to review whether you are able to reduce the number of chemicals used and to see if you are able to use chemicals which are less hazardous in order to do the same job.
 - ii) They also deal with Zoonoses (diseases transmitted from animals to people, such as Salmonellosis, Toxocariasis and Toxoplasmosis) and you should bring suitable advice on risks and precautions to the attention of your staff and ensure that they are suitably vaccinated.
- For further advice, contact your medical practitioner and/or the environmental health department.

Controlled Waste Regulation 1992

The definition of clinical waste in these regulations includes animal tissue, blood or other body fluids, excretions, drugs or other pharmaceutical products, swabs, dressings or syringes, needles or other sharp instruments which unless rendered safe may prove hazardous to any person coming into contact with it.

The Health and Safety Commission's guidance document 'Safe Disposal of Clinical Waste' advises on best practice in the handling and disposal of such waste and you can also seek advice from the local Waste Regulation Authority or the Environment Agency Regional Office (to be formed in 1995).

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CIEH Model Licence Conditions and Guidance for Cat Boarding Establishments 2013



November 2013

This document has been prepared in the best interests of animal welfare and to advise those tasked with inspecting, advising and licensing catteries under the Animal Boarding Establishments Act 1963. No liability rests with contributing bodies for the circumstances arising out of the application of conditions contained within the document.

Thanks to Rachel and Brian Bland, The Cats Whiskers, Wilstead MK45 3DP for use of the front page photograph

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Introduction

The Chartered Institute of Environmental Health (CIEH) model licence conditions and guidance for cat boarding establishments was first produced in 1995.

Since then there have been developments in understanding of animal welfare and also the introduction of the Animal Welfare Act in 2006. It was, therefore, felt timely to revise and update this document so that it better reflects the legal and animal welfare considerations inspectors should consider when looking at catteries and making recommendations for licensing and any conditions applicable.

This document is aimed at all those who are tasked with inspecting, advising and licensing catteries under the Animal Boarding Establishments Act 1963 ('the 1963 Act'). It may also be useful to owners and managers of catteries and those planning to build boarding catteries who wish to better understand what their legal requirements are under both the 1963 Act and the Animal Welfare Act 2006 ('the 2006 Act') as well as other related legislation.

The main legal requirements

There are two main pieces of legislation that attention should be drawn to, namely; the Animal Boarding Establishments Act 1963, and the Animal Welfare Act 2006.

1. Animal Boarding Establishments Act 1963

The 1963 Act requires anyone who wishes to keep a boarding establishment (i.e. in this context a cattery) to be licensed by the local authority and abide by the conditions of the licence. If they do not they are in breach of the law. In particular the local authority will consider the ability of the establishment to ensure:

- accommodation is suitable as respects construction, size, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness,
- adequate supply of suitable food, drink and bedding material for the animals and that they are adequately exercised, and visited at suitable intervals,

- all reasonable precautions are taken to prevent and control the spread of infectious or contagious diseases, including the provision of isolation facilities,
- appropriate steps are taken for the protection of animals in the case of fire or other emergency,
- a detailed register is maintained of any animals received into the establishment that is available for inspection at all times.

Those responsible for a cattery must ensure that a copy of the licence and its conditions (maximum number of cats and number of holding units) is displayed prominently in the boarding establishment.

No animals other than cats are to be boarded within the licensed facilities without the written approval of the local authority.

2. Animal Welfare Act 2006

Sections 1 and 2 of the 2006 Act set out which animals are protected. This includes any animal (vertebrate) other than man (section 1) which is commonly domesticated in the British Isles, or under the control of man whether on a permanent or temporary basis, or is not living in a wild state (section 2). Thus cats and kittens are protected by this piece of legislation.

Section 3 of the 2006 Act sets out who can be found to be responsible for an animal and this includes on a permanent or temporary basis as well as being in charge of it or owning it. Therefore, the establishment owner as well as their employees can be found liable under this piece of legislation. No one under the age of 16 years can be deemed to be responsible for an animal.

Section 4 of the 2006 Act sets out offences concerning unnecessary suffering. An offence is committed here if someone's act or failure to act causes an animal to suffer, whether the person knew (or ought to have reasonably known) that the act (or failure to act) was likely to cause such suffering - it is still an offence as the suffering was unnecessary. An offence can also be committed whereby someone permits this to happen. Again, this can apply

to not just employees of an establishment but also an owner. In particular the suffering may be deemed unnecessary if it could reasonably have been avoided or reduced, if it was not in compliance with relevant legislation, licence, or codes of good practice, if it was not for a legitimate purpose, if it was not proportionate, if it was not the conduct of a reasonably competent and humane person.

Under Section 9 of the 2006 Act those responsible for animals (in England and Wales) have a duty to ensure reasonable steps are taken to ensure the welfare needs of the animals are met to the extent required by good practice. This includes:

- 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.

This guidance also notes that additionally there are Codes of Practice concerning cats that the Welsh Government and DEFRA have produced and they provide further information on these points. To access copies of these Codes please see –

www.gov.uk/government/uploads/system/uploads/attachment_data/file/69392/pb13332-cop-cats-091204.pdf

www.wales.gov.uk/docs/drah/publications/110817catcodea5en.pdf

Other current relevant regulations and legislation:

Other Legislation which is relevant to the running of a boarding cattery includes, but is not restricted to the following:

- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc Act 1974
- Environmental Protection Act 1990

- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 1988
- Controlled Waste Regulations 1992
- Town & Country Planning Act 1990
- Welfare of Animals (Transport) (England) Order 2006
- Welfare of Animals (Transport) (Wales) Order 2006
- Regulation on the protection of animals during transport (EC) 1/2005

Further information on the above is available from Business Link – www.businesslink.gov.uk

Training

All staff who handle and care for cats must be adequately trained in ensuring the cats' welfare (as per the Animal Welfare Act) as well as their safe handling.

Staff must also be trained in emergency procedures to follow, and all other aspects of the licence conditions which are pertinent to their work. Obtaining relevant qualifications is strongly recommended.

This guidance document recommends that written policies and procedures setting out how the cattery will ensure all aspects of the welfare of cats in their care as well as their staff should be provided. It further recommends that a systematic training programme should be implemented including provision of evidence of its use for permanent, temporary, and part-time employees and regular reviews of training.

Supervision/responsibility

The cattery proprietor or a responsible person over the age of 18 years should always be present to exercise supervision and deal with any emergencies whenever cats are boarded at the premises.

It is strongly recommended that the cattery proprietor or a responsible person lives on site or a key-holder must live within a reasonable distance of the cattery. An emergency contact number must be clearly displayed at the entrance to the cattery.

The groups consulted included:

- British Small Animal Veterinary Association
- British Veterinary Association
- Cats Protection
- Chartered Institute of Environmental Health
- Corporation of London
- Daisy Bank Kennels & Cattery
- Dogs Trust
- Epping Forest DC
- International Cat Care (Formerly Feline Advisory Bureau)
- Kennel Design (David & Kay Key)
- Pet Industry Federation (Formerly Pet Care Trust)
- Royal Society for the Prevention of Cruelty to Animals

How to use this document:

Each of the sections relates to a Requirement, elaborating why it is important to meet this from the perspective of the cat and/or legal requirements where applicable. Good care is based on some simple principles and these are shown where relevant as bullet points (•) in the document.

In order to link the licence guidelines with the check lists for use by Licence inspectors, each factor which enables the associated legal requirement to be met has been given an individual code linking it to the appropriate section. These must be followed in order to achieve the licence. It should be noted that the order in which the requirements are listed under each section is arbitrary and does not indicate any order of importance. All requirements listed under the sections are equally important.

The Identification code is made up of a 'letter, number' combination, the letter indicating the section (relating to each of the 5 welfare needs as stipulated under the Animal Welfare Act 2006), and the number relating to the requirement's numerical order within that section:

SECTION	IDENTIFICATION CODE
Environment	A
Diet	B
Behaviour	C
Company	D
Health and welfare	E

Attached at Annex A is a Model Licence Conditions Inspection Sheet for Cat Boarding Establishments.

Section A – Environment: Providing the cat(s) with a suitable place to live/stay

Good care is based on some simple principles and these are shown where relevant as bullet points (•) in the document.

Poor housing has a substantially negative impact on both the health and wellbeing of cats. Housing systems must be suitable for the needs of the species in question. The cattery must be designed, built and managed to provide safe, disease free, comfortable, clean, draught free, animal friendly conditions, which are minimally stressful and which offer environmental choice for the animal, sensory stimulation, physical and mental exercise.

The following requirements list what must be present in a cat's environment, and details further measures that can be taken. Please note that the requirements are not presented in any order of importance but all hold equal standing with respect to the environmental needs of cats.

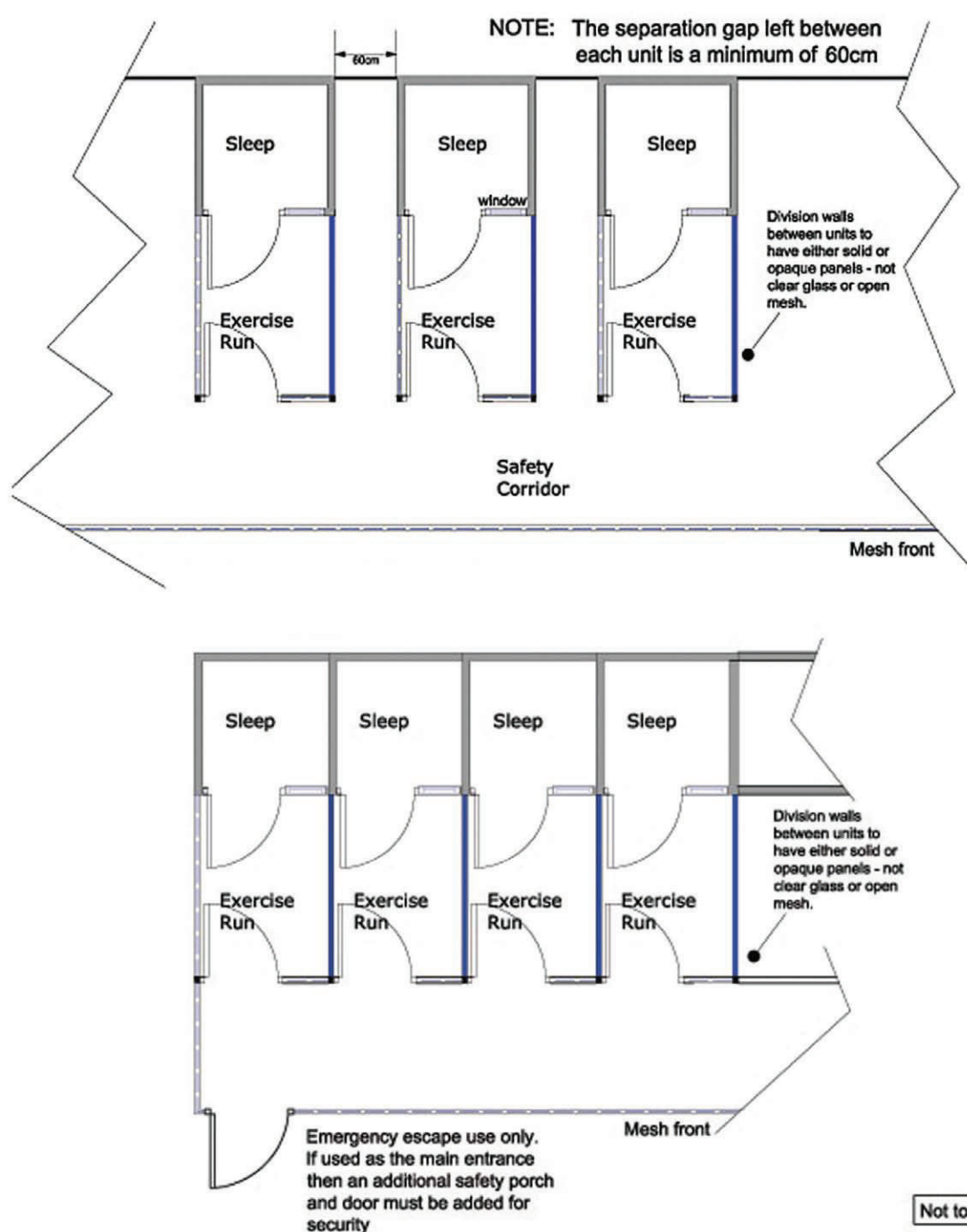
Cattery construction and principles of design

- The correct design and construction of a cattery is vital to prevent escape, minimise disease spread and stress to the cats, and to make maintenance and hygiene management straightforward and achievable by cattery proprietors.
- For disease control there must be no possibility of cats within the cattery (other than those from the same household), or other animals outside the cattery, coming into direct contact with each other or contacting droplets sneezed out by cats (for further information see Section E – Health and Welfare).
- **Designs MUST include:**
 - Cat units with sleeping accommodation (with solid sides) and an individual attached run.
 - Full height, full width, sneeze barriers between units. Alternatively, some catteries have gaps between units (minimum 0.6 m (see page 27 – New Build).

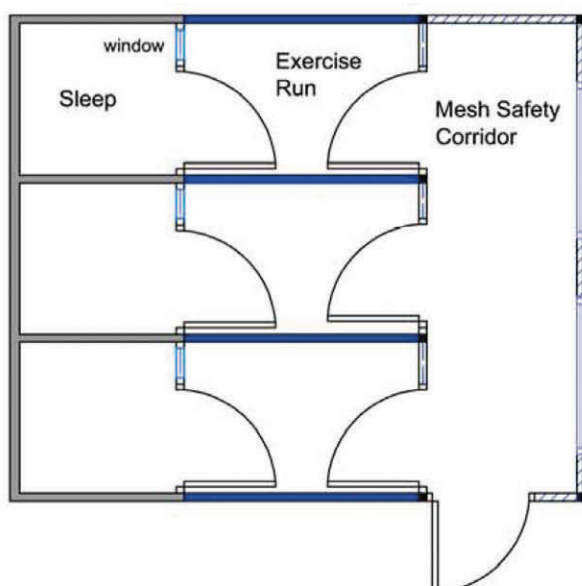
- An enclosed area (corridor or lobby) outside the cat unit to minimise risk of escape.
- Provision to isolate cats if necessary.
- Ancillary facilities including a separate kitchen with hot and cold running water and refrigeration for food.
- A separate hand-washing facility for staff.
- A litter tray cleaning area.
- A reception area.

- Cattery design usually falls into three categories with the sleeping accommodation comprising of a full-height walk-in area or a penthouse (see A3):

Outdoor – catteries with indoor sleeping accommodation and individual covered outdoor exercise runs – accessed individually from a covered outdoor safety corridor.

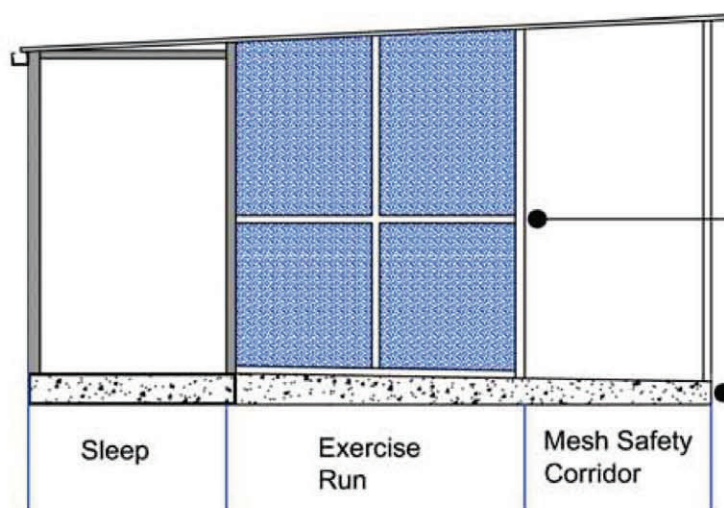


Semi-outdoor/indoor – catteries with indoor sleeping accommodation and individual covered outdoor exercise runs – usually accessed individually from a common indoor safety corridor.



Staff access the sleeping and exercise run via the safety corridor in front of the units

Typically the safety corridor has a solid appearance with large opening windows with mesh safety guards to allow light and fresh air into the units

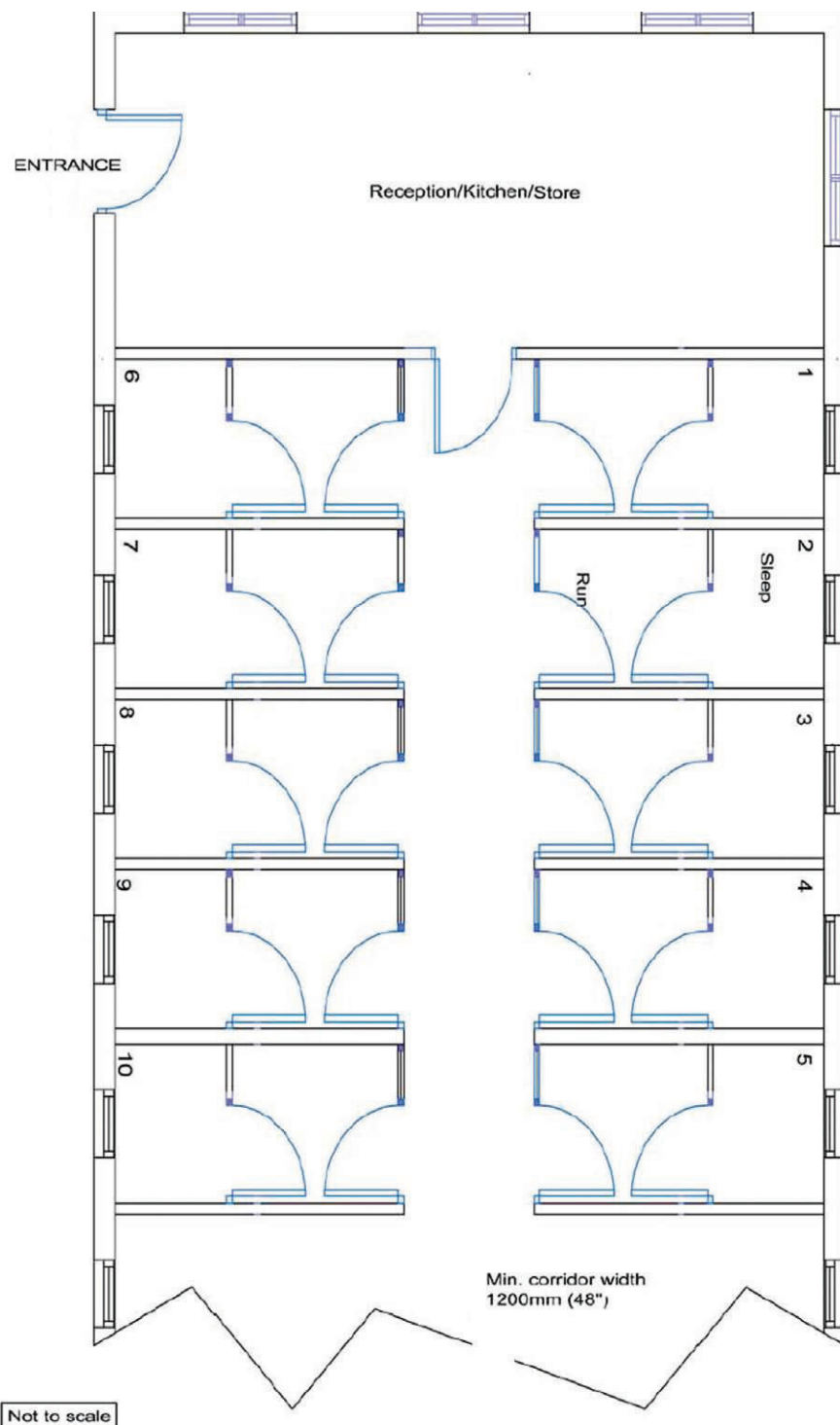


Division walls between units to have either solid or opaque panels – not clear glass or open mesh

Concrete surface laid to fall to allow rain water to drain

2013 minimum size (suitable for up to 2 cats):
Sleep – 1.5m² (1.2m x 1.25m)
Run – 2.2m² (1.2m x 1.85m)

Totally indoor – catteries with indoor sleeping accommodation and indoor exercise runs – usually accessed individually from a common indoor corridor.



A.1 Physical construction and integrity

General

- The cattery must be safe, secure and free from hazards, to minimise any chance of injury to a cat or escape of a cat.

- A.1.1 The cattery must be structurally sound.
- A.1.2 The cattery must be constructed of materials that are robust, safe and durable and be well maintained in good decorative order and repair.
- A.1.3 Materials used in construction or maintenance must not expose cats to any harmful chemicals.
- A.1.4 The cattery must be built in compliance with good building practice (e.g. local authority guidelines), on a concrete base with a damp proof membrane. Where Building Regulations apply these must be adhered to.
- A.1.5 There must be no sharp edges, projections, rough edges or other hazards which present risk of injury to a cat.
- A.1.6 Windows must be escape-proof at all times.
- A.1.7 Doors must have secure latches or other closing devices.
- A.1.8 All wire mesh/fencing must be strong and rigid and kept in good repair to provide an escape-proof structure.
- A.1.9 Timber, if used, must be of good quality, well maintained and any scratched areas sealed or over-clad.
- A.1.10 Any storage areas must be dry and free from vermin.
- A.1.11 Electrical equipment must be installed in line with current legislation and maintained in a safe condition.

Drainage

- Drainage must be effective to ensure there is no standing water in the cattery, as this can be a reservoir for infectious agents.
- A.1.12 Waste water must not run off into adjacent pens.

- A.1.13 Adequate drainage must prevent pooling of liquids.

- A.1.14 Any drain covers in areas where cats have access must be designed and located to prevent toes/claws from being caught.

Safety corridor/entrance lobby

- An enclosed area (safety corridor/entrance lobby) is essential to ensure that if cats manage to slip out from their individual cat unit, they are still kept safely inside the cattery.
- A.1.15 There must be an escape-proof area (safety corridor/entrance lobby) at the exit of each cat unit.
- A.1.16 For catteries where there are facing units accessed by an indoor corridor, the corridor must be at least 1.2 m wide, or the doors of the units must be solid or have sneeze barriers.
- A.1.17 At the end of the safety corridor there must be a securable door through which the inside of the cattery can be viewed from the outside and this must be kept closed when not in use.
- A.1.18 The door from the cat unit to the safety corridor must be escape-proof, securable, strong enough to resist impact and scratching and kept closed at all times.
- A.1.19 The floor must be finished to produce a smooth, impervious surface which is easy to clean and disinfect. Holes or gaps between tiles or paving slabs are not acceptable.
- A.1.20 Outdoor safety corridors must be roofed.
- A.1.21 External doors/gates must be lockable and staff must have easy access to keys in case of emergency.
- A.1.22 Sufficient lighting must be provided in the safety corridor to illuminate all year round. Where practicable this should be natural light during the day.
- A.1.23 The safety corridor must not be used as an exercise area.

Roofing

- Roofing provides protection from the weather and prevents escape of cats. In a timber construction it is strongly recommended that the run should also be roofed with wire mesh, as an added precaution against escape. The mesh should extend over the top of the run under the roof and be attached firmly to the framework.

In catteries where substantial roofing is placed over the whole cattery (including the safety corridor) the need for wire mesh roofing is diminished. However, care must be taken to ensure that no gaps appear to allow escape of a cat.

- A.1.24 There must be a safe, secure, waterproof roof over all of the cat units (sleeping accommodation and run) and the safety corridor. For the run, materials used must be capable of filtering UV light and providing adequate shade.

A.2 Cat units

- A boarded cat is accommodated in a 'unit' comprising enclosed sleeping accommodation and an adjoining individual covered exercise run.

- A.2.1 Cats from different households must not share cat units.

Lighting

- Lighting enables adequate observation of the animals and for cleaning and working in the cattery.

- A.2.2 There must be adequate lighting in the cat unit.

Ventilation and humidity

- Fresh air is essential for the maintenance of good health and well-being as well as limiting the spread of infectious disease. Proper ventilation removes heat, dampness, odour, airborne microbes and pollutant gases such as ammonia.

- A.2.3 Ventilation must be appropriate all year round (both cool in hot weather and avoiding cold draughts in winter). Localised draughts in the sleeping accommodation

must be avoided.

Interior surfaces

- For disease prevention units must be easy to clean and disinfect.

- A.2.4 All interior surfaces to which cats have access must be durable, smooth and impervious, capable of being cleaned and disinfected, and be kept in good decorative order and repair.

- A.2.5 Where concrete or other building blocks or bricks are used, they must be sealed to be smooth and impervious.

- A.2.6 Surfaces which are peeling, scratched, chipped or in disrepair must be repaired or resealed to an acceptable standard, or replaced.

- A.2.7 Ceilings must be capable of being easily cleaned and disinfected.

- A.2.8 Junctions between sections must be covered or sealed.

- A.2.9 Floors must be finished to produce a smooth, non-slip, solid surface and all surfaces must be capable of being easily cleaned and disinfected. (There must be no open gaps if using concrete slabs or tiling).

Accessing the cat unit

- Each unit needs to be easily accessible and provide a means of identification for each cat.

- A.2.10 Each unit must be designed to allow staff to access and clean all parts of the cat unit safely. (For further information on cleaning see Section E – Health and Welfare).

- A.2.11 The unit must have a securable, full height door for access.

- A.2.12 Each unit must be clearly marked (e.g. numbered) and a system in place which ensures that relevant information about the cat in that unit is readily available.

Litter trays

- Cats are meticulous animals and a dirty litter tray may deter use. Natural behaviour is to scratch in loose material (litter), to dig a hole or cover waste. The tray should be large enough (average size is 30 x 42 cm (12" x 16") to let the cat turn around and the litter deep enough (a minimum of 3 cm is recommended) to allow digging activity. Loose sawdust, shredded or sheet newspaper, or soil, are not considered acceptable as litter material.

A.2.13 Litter trays of a suitable size or type must be provided at all times.

A.2.14 Each unit must have space to allow for at least 60 cm separation between the litter tray, resting place and feeding area. This allows cats to sit, rest and eat away from areas where they urinate and defecate.

A.2.15 Trays must be impermeable, easy to clean and disinfect, or be disposable.

A.2.16 A safe and absorbent litter material must be provided.

A.2.17 In a multiple cat unit the number of trays must be appropriate to the number of cats (see also D3).

A.2.18 Trays must be regularly and appropriately cleaned (See section E – Health and Welfare, for information on cleaning protocols, and waste disposal).

A.3 Sleeping accommodation

- Cats need separate sleeping accommodation which in most cases (except some indoor catteries) must be separate from the run and provide somewhere for the cat to hide away. Most designs fall within the guidelines detailed here:

Full-height unit – cat sleeping accommodation in the form of a full-height ‘shed’ which opens into the exercise run and is accessed via a full-height door.

Penthouse unit – cat sleeping accommodation in the form of an enclosed raised ‘box’ which opens into the exercise run and is accessed via a ramp from the cat flap.

It can also be accessed by opening the front door(s) to the box.

The sleeping accommodation must be large enough to allow cats to move and lie comfortably and provide enough space to spread resources.



Timber full height walk-in unit



Timber penthouse style unit



uPVC full height walk-in unit



uPVC penthouse style cattery unit

Size of full height walk-in unit sleeping accommodation:

- A.3.1 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

Existing buildings, floor area and dimensions			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
One cat	0.85 m ²	0.9 m (eg 0.90 m x 0.95 m)	1.8 m
Up to two cats	1.5 m ²	1.2 m (eg 1.20 m x 1.25 m)	1.8 m
Up to four cats	1.9 m ²	1.2 m (eg 1.20 m x 1.60 m)	1.8 m

Shelving or raised area for a full height walk-in unit

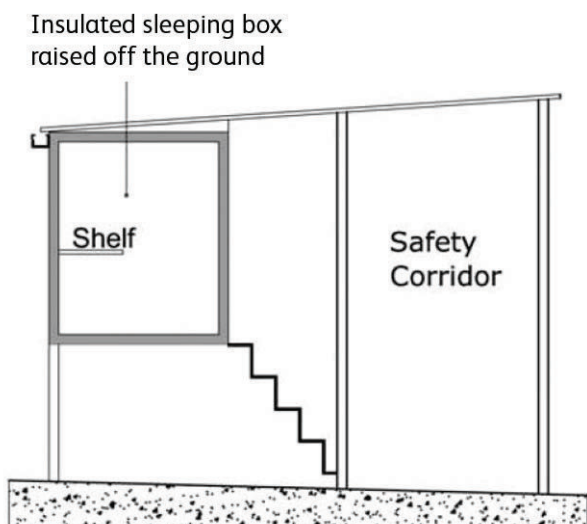
- Shelves or raised areas are important to allow cats to rest high up. Shelving must be able to be kept clean, be large enough for cats to lie on (usually between 0.75 and 1.5 m above the ground) and accessible.

- A.3.2 All resting areas/shelving must be large enough for each cat to lie on.

- A.3.3 Facilities must be easily accessible and provide safe easy access to the shelf for elderly, ill, very young or disabled cats if required.

- A.3.4 Shelving or raised areas must be made of impervious, easily cleanable materials.

Size of penthouse sleeping accommodation (an enclosed boxed sleeping area raised off the ground)



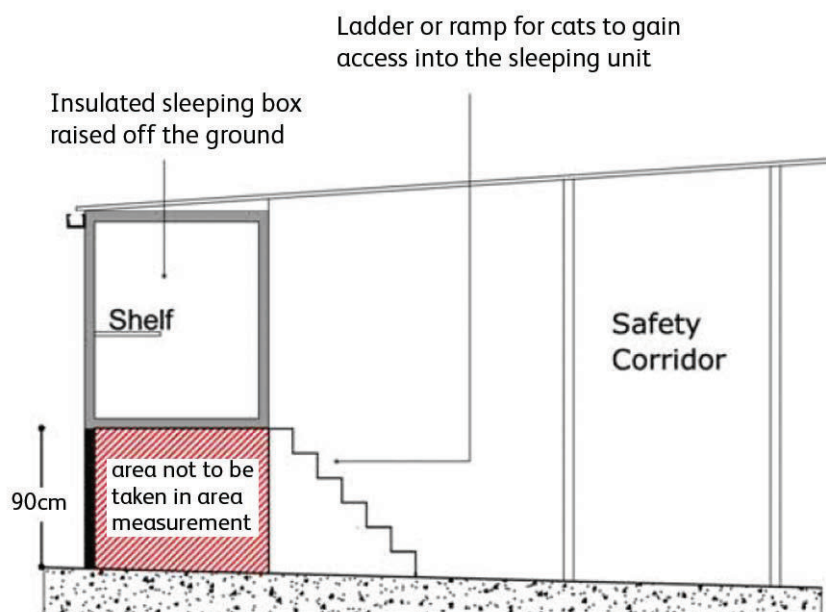
Pre-2013 standard with space under the box taken into the overall footprint allowance

A.3.5 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

A.3.6 Facilities must be easily accessible and provide safe easy access (ramp/steps) to the penthouse. Extra consideration may be needed for elderly, ill, very young or disabled cats. Existing buildings, floor area and dimensions

Existing buildings, floor area and dimensions			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
One cat	0.85 m ²	0.9 m (eg 0.90 m x 0.95 m)	1m
Up to two cats	1.1 m ²	0.9 m (eg 0.9 m x 1.20 m)	1m
Up to four cats	1.7 m ²	0.9 m (eg 0.9 m x 1.90 m)	1m

FOR NEW BUILD SEE PAGE 29



The 2013 standard requires that a minimum distance of 1.85m is given from the front of the sleeping unit. The space under the sleeping area is not to be taken into the overall footprint allowance for exercise run space

Temperature in sleeping accommodation

- Cats like warmth and some indoor cats are used to high ambient temperatures. In a cattery the cat needs an adequate ambient temperature and additional heating facilities if this cannot be guaranteed at times of excessively cold weather. Breed, body condition, medical condition, coat and age can affect an individual's ability to maintain its body temperature.

- A.3.7 There must be a means of measuring, monitoring and recording temperature (maximum and minimum temperatures) representative of the temperature in the cat sleeping accommodation.
- A.3.8 Insulation and temperature regulation in the cattery must aim to keep the ambient temperature in the cat sleeping accommodation above an absolute minimum of 10°C.
- A.3.9 There must be part of the cat's sleeping accommodation where the cat is able to enjoy a minimum temperature of 15°C -this additional heat may be in the form of a heated bed/pad etc.
- A.3.10 The cat must be able to remove itself from the source of heat.
- A.3.11 Heaters must not be sited in a manner or location where they present a risk of burning or electrocution to cats or humans, or a risk of fire.
- A.3.12 Open flame appliances must not be used.
- A.3.13 All heating equipment must be installed and maintained in a safe condition.
- A.3.14 Additional forms of heating can be in the form of heated beds, heated pads or similar but these must not be the main source of heat for the cats. Use should be tailored to the needs of individual cats.

- A.3.15 Any sockets in the sleeping accommodation must be waterproof and as far out of reach of cats as possible.

- A.3.16 There must be a policy in place for dealing with high temperatures and a means of keeping cats cool.

Bedding

- Bedding is important to help animals regulate their body temperature, to give traction and to keep animals comfortable. Old or infirm cats can have difficulty rising if surfaces are slippery, and old, very young or infirm animals may have difficulty regulating their body temperature.
- A.3.17 There must be a clean resting place to provide comfort and warmth which is situated out of draughts.
- A.3.18 Soft bedding materials must be provided and adapted if necessary for old, young or infirm cats to help regulate their body temperature.
- A.3.19 Bedding must be made of a material that is easy to wash/disinfect, or is disposable.

Access to run

- A cat flap allows free access to the run while maintaining indoor temperature. It can be locked if necessary.
- A.3.20 A cat must have access between the sleeping accommodation and run (eg a cat flap) so it can easily and safely access all parts of its unit.

A.4 Exercise run (in addition to and not including sleeping accommodation)

- The exercise run must be large enough to allow cats to play/exercise.
- A.4.1 Any part of the run to which the cat has access must be easily cleanable and not damaged by scratching. Any replacement wood must be clad with a smooth impervious material.
- A.4.2 The floor must be finished to produce a smooth, impervious surface and all surfaces must be capable of being easily cleaned and disinfected. There must be no open gaps if using concrete slabs or tiling.
- A.4.3 Where cats have access to mesh (catteries with gaps rather than sneeze barriers), the diameter of the wire must not be less than 1.6 mm (16 gauge welded mesh). Mesh size must not exceed 25 mm in one direction and should be positioned on the inside of the framework of runs to prevent damage of uprights by cats scratching any woodwork.
- A.4.4 All exercise runs must be roofed to provide protection from the elements.
- A.4.5 Communal exercise areas must not be used.

Size of exercise run for full height walk-in unit and penthouse style unit

- A.4.6 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

Existing buildings, floor area and dimensions			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
One cat	1.65 m ²	0.9 m (eg 0.90 m x 1.85 m)	1m
Up to two cats	2.2 m ²	0.9 m (eg 1.20m x 1.85 m)	1m
Up to four cats	2.8 m ²	1.20 m (eg 0.9 m x 2.35 m)	1m

Sneeze barriers

- It is important to ensure that cats from different households cannot come into direct contact with one another or sneeze on each other.
- A.4.7 Full height, full width solid sneeze barriers must be installed between cat units.
- A.4.8 Sneeze barriers must be in place on the end walls of the exercise run at each end of the cattery block to prevent contact with animals from outside.

Shelving or raised areas in exercise run

- Shelves or raised areas are important to allow cats to rest high up where they feel more secure (usually between 0.75 and 1.5 m above the ground).
- A.4.9 Shelving must be made of impervious, easily cleanable materials.
- A.4.10 There must be a shelf or facility for providing a raised area in the exercise area.
- A.4.11 All resting areas/shelving must be large enough for each cat to lie on.
- A.4.12 Extra help (eg steps) to provide safe easy access to the shelf for elderly, ill, very young or disabled cats must be available if required.

FOR NEW BUILD SEE PAGE 29

A.5 Fire and other emergencies

- Appropriate steps will be taken for the protection of the animals in case of fire and other emergencies.
- This should include instructions on where staff and cats are to be evacuated to in the event of emergencies such as fire or flooding. An emergency telephone list should include fire, police and vets.
- Fire and electrical safety certificates should be available for inspection.

- A.5.1 There must be a written emergency plan (agreed by the local authority) which must be on display and known to staff and a contingency plan should the premises be destroyed or uninhabitable.
- A.5.2 Premises and activities must be risk assessed (including fire). These risk assessments must be recorded and relayed and understood by all staff.
- A.5.3 Fire fighting equipment must be provided, maintained in good working order (maintenance must be evident and should show date checked) and easily accessible.
- A.5.4 Fire exits must be clearly marked and access left unrestricted.
- A.5.5 The premises must comply with current legislation with regards to electricity and gas (if connected).

A model Emergency and Evacuation Plan is attached as Annex B.

Section B – Diet: Providing the cat(s) with an appropriate diet

Fresh clean water and a suitable diet are basic nutritional requirements for physical health.

B.1 Drinking

- Water is essential for all cats. It is especially important for those fed on dry food. Cow's milk should not be fed to cats because many cats have lactose intolerance. Wide water bowls allow cats to drink without bending their whiskers.

- B.1.1 Fresh water must be available at all times. Clean water must be provided daily in a clean container or changed sooner if it is visibly soiled.
- B.1.2 Food and water must be kept separate (Joint feeding and water bowls must not be used).
- B.1.4 Water must be positioned well away from the litter tray, as cats will not drink if it is placed too close to a toilet site (see also D.3).
- B.1.4 Adequate water bowls must be provided for multi-cat units (see also D.3).
- B.1.5 Water bowls must be non-porous and easy to clean/disinfect.

B.2 Eating

- Cats have very specific dietary needs which can vary, dependent on a number of factors (i.e. age, health status, activity, weight). However, all cats are obligate carnivores and require a well-balanced, meat-based diet to stay fit and healthy. Ideally cats should be fed several small meals per day. Kittens, or cats with additional needs, will need more frequent feeding. The feeding of raw food diets is not recommended due to the risk of bacterial and parasite contamination and the public health risk. Cats should not remain inappetent (not eating) for longer than 2 days without seeking veterinary advice.

- B.2.1 There must be exclusive facilities, hygienically constructed and maintained, for the storage and preparation of food for the cats.
- B.2.2 Refrigeration facilities must be provided.

- B.2.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels.
- B.2.4 Clean, safe containers must be provided for the storage of foods and must be insect and rodent proof
- B.2.5 Cats must be fed a balanced diet suitable for their age, health status, reproductive status and lifestyle. The type of food, specific diet or prescription diet is usually by agreement with the owner.
- B.2.6 Food must be unspoilt, palatable, and free from contamination.
- B.2.7 For healthy adult cats at least two meals a day must be offered at a minimum of 8 hours apart, as appropriate to the individual's requirements.
- B.2.8 Unconsumed wet or fresh food must be removed before it deteriorates, and before the next feed time. Dry food can be fed as indicated by the manufacturer.
- B.2.9 Food must not be left for excessive periods to prevent it being spoiled and attracting flies. This will vary with temperature conditions and type of food.
- B.2.10 All food must be positioned well away from the litter tray, (minimum 60cm), as cats will not eat if it is placed too close to their toilet site.
- B.2.11 One feeding bowl must be provided per cat.
- B.2.12 Food bowls must be non-porous and easy to clean and disinfect, or disposable.
- B.2.13 Food intake must be monitored daily and any problems recorded.
- B.2.14 Veterinary advice must be followed if feeding debilitated, underweight or ill cats, or those with specific dietary requirements.
- B.2.15 Cats displaying marked weight loss/gain must be evaluated by a vet and treated as necessary.

Section C – BEHAVIOUR: Allowing the cat(s) to express normal behaviour patterns

Good welfare depends on meeting both the mental and behavioural needs of cats, as well as their physical needs. How a cat behaves can indicate how successfully an individual is coping in its environment.

C.1 General points on cat behaviour

- Physical and mental health can affect cat behaviour. Cats are intelligent active creatures but changes can upset them, as can being off their own territory. Some cats can become stressed or bored in a boarding situation. This can lead to poor appetite, shedding viruses or greater susceptibility to disease. Staff should be appropriately trained to recognise common behaviours and behaviour changes. A cat should never be punished as this is likely to make it more nervous or scared. A regular routine will help cats to predict what is going to happen.
- Ideally cats should be able to view the outdoors and have an interesting outlook.

C.1.1 The behaviour of individual cats must be monitored on a daily basis and abnormalities or changes noted and acted upon if necessary.

C.1.2 Cats must be able to access different levels within the unit (see A.3 for more information).

C.1.3 Cats must be given the opportunity for play and exercise.

Hiding places

- Hiding is a behaviour that cats can use to help them cope with changes in their environment. Cats hide to avoid interactions with other cats or people, or stressful situations. Providing cats with places to hide can reduce stress and can be as simple as providing a cardboard box, an igloo-type bed or other structures within the unit.

C.1.4 A hiding place must be provided for cats in the sleeping accommodation (see also D.3).

Play

- Encouraging cats to play can be a good way of keeping them active.
- Cats are playful animals (but individuals vary in their desire to play) and enjoy playing with toys (especially those which mimic prey), and with people. Cats have a need to express the innate predatory behaviour which is natural for them and therefore show most interest in toys that mimic prey.
- Environmental enrichment such as changing toys regularly, can reduce boredom.

C.1.5 Any toys provided must be safe and be disinfected between use in the cattery, or disposed of. If provided by the owner toys must be kept within that cat's unit and used solely for that cat and returned to the owner and the end of the cat's stay.

Scratching

- Cats are highly motivated to show scratching behaviour and naturally use objects to scratch to mark their territory, strengthen their muscles and sharpen their claws. Cats often prefer scratch posts tall enough for the cat to use fully stretched.

C.1.6 Cats must be provided with suitable facilities for scratching.

C.1.7 Any surface available for scratching must either be disinfected between use for different cats, or disposable. If provided by the owner it must be kept within that cat's unit and used solely for that cat and returned to the owner and the end of the cat's stay. (See Section E -Health & Welfare).

C.2 Noise

- Cat hearing is more sensitive than human hearing and thus noise levels uncomfortable for humans are likely to be very uncomfortable for cats. Excessive noise contributes to adverse behavioural and physiological responses. Cats are adversely affected by the sound of barking dogs.
- The cattery environment should be as calm and quiet as possible with noise producing equipment located as far away from animals as possible.

C.2.1 Cats must not be exposed to excessive noise of barking boarded dogs or other excessive/continuous noise.

C.3 Long stay cats

- Occasionally cats stay in a boarding cattery for periods over 3 weeks and these cats require special consideration such as environmental enrichment, regular health checks and extra attention from staff.

C.3.1 A Standard Operating Procedure (SOP) must be in place explaining how to ensure the health and welfare of long-term stay cats.

Section D – COMPANY: Providing the cat(s) with the appropriate company

It is important from a welfare perspective to ensure that any need that a cat has to be housed, with or apart from, other animals, is met. The cat is by nature a solitary animal, and contact with or seeing unfamiliar/strange cats can be very stressful.

D.1 Feline company and interactions

- Most adult cats will only be friendly to siblings or certain other cats they live with. Strange cats are usually avoided. Cats can find the presence of other cats very stressful and can suffer if they cannot avoid cats with whom they are not familiar or do not like. Housing cats at high densities increases the potential for them to be stressed. Only cats from the same household may share a unit.
- Where possible cats must be able to avoid seeing other cats by being provided with hiding places and translucent (allowing light to pass through, but only diffusely, so that objects on the other side cannot be clearly distinguished) barriers between units. (See page 29 – New Build).

D.1.1 Cats from different units must not share exercise runs or an exercise area either at the same time or sequentially.

D.2 Human company and interactions

- Most cats enjoy and benefit from human company, but prefer to interact with people on their own terms. Cats socialised to humans can find human company stimulating and may show signs of stress when this interaction is decreased. However, other cats will prefer minimum contact.
- Cattery staff should find out from the owner and monitor each cat to ascertain how much human contact it wants and adapt to provide this.
- A cat should never be forced to interact with a person/people, and a facility should be provided for a cat to avoid people should they wish. (Ref to hiding place).

- Scruffing of cats (picking up a cat by the scruff of its neck) should not be done except as an absolute last resort.

D.2.1 Cats must be always be handled humanely and appropriately to suit the requirements of the individual cat.

D.3 Multi-cat units

- Proprietors have a responsibility to monitor units where more than 1 cat is housed. Even though these cats originate from the same household, cats sharing a home may not necessarily get on well, especially when confined. Therefore proprietors must monitor cats to ensure that they are not experiencing stress/distress/aggression from another cat. Only cats from the same household can share a unit.

D.3.1 For any multi-cat unit (cats from the same home) cats must be monitored and consent obtained from the owner for separating cats, should problems arise (e.g. cats fighting or 'stressed').

D.3.2 There must be multiples of all resources (food and water bowls, litter trays and sleeping areas (warmed if required), depending on the number of cats, to ensure that some cats cannot monopolise resources and prevent the others from accessing them.

D.3.3 A separate bed must be provided for each cat.

D.3.4 A separate hiding place must be provided for each cat eg a cardboard box, igloo bed.

D.3.5 Separate feeding bowls (not double feeders) must be provided for each cat.

D.3.6 Several sources of water must be provided if multiple cats are housed.

Section E – HEALTH AND WELFARE: Protecting the cat(s) from pain, suffering, injury and disease

Many points covered under the previous four sections (A – D) can be considered to relate to Section E and assist in protecting cats from pain suffering, injury and disease.

E.1 Monitoring cats

- In order to keep cats healthy the proprietor needs to have an organised system for registering and monitoring all cats at the cattery.
- It is recommended that a late-night round be carried out to check on all cats, heating etc.
- The well-being of the boarded cat is paramount. It is recommended that all cats are weighed on entry and exit from the cattery. This allows the proprietor to monitor any changes and provides information should clients challenge the cat's condition on their return. This is especially important for older cats and kittens. Geriatric, ill or debilitated cats should also be monitored more closely for appropriate management.
- It is recommended that cats that are boarded for longer than 2 weeks are weighed every 2 weeks, and older cats and kittens weighed weekly, and records kept.

E.1.1 All cats must be observed regularly throughout the day. Cats must be checked daily for signs of illness and/or injury and to ensure that their needs are being met. Any signs of ill health or unusual behaviour must be recorded and advice sought without delay.

E.1.2 The cattery proprietor or responsible person must visit the cats at regular intervals (of no more than 4 hours apart during the working day), or as necessary for the individual health, safety and welfare of each cat.

E.1.3 Presence or absence of faeces and urine in trays must be noted daily. Any signs of abnormalities in excreta must also be noted or acted upon as appropriate.

E.1.4 Drinking and eating habits must be monitored and any problem investigated. (Refer back to Section B).

E.2 Keeping records

- A register must be kept of all cats boarded and available to key members of staff and to local authority inspectors if requested. Records should be backed up and records kept for a minimum of 24 months. It is also useful to know if cats are insured, should problems occur.

The information kept must include the following:

E.2.1 Date of arrival and departure.

E.2.2 Name, sex, description of cat and microchip number.

E.2.3 Number of cats sharing from same household.

E.2.4 Name, address, phone number and email of owner (including emergency contact details).

E.2.5 Name, address, email and phone number of emergency local contact (who is able to take the cat if necessary).

E.2.6 Cat's veterinary surgeon.

E.2.7 Cat's diet and relevant requirements.

E.2.8 Cats' relevant medical history.

E.2.9 Consent forms eg veterinary treatment, consent to share or separate cats if needed, record of baskets/toys etc left at the cattery (Check vet consent forms i.e. own vet or designated vet if not in area).

E.2.10 Record of vaccination.

E.2.11 Any medical treatment must be recorded and visible to prevent mis-dosing.

E.3 Disease control

- Cats are vulnerable to a range of serious infectious diseases, therefore disease control and rapid response to any signs of illness is critical.
 - The potential for infectious disease problems escalates where many cats are kept together and a cat's immune system can also be affected by stress.
 - As outlined elsewhere, construction materials and equipment need to be easy to clean and disinfect (see Section A).
 - No cats should be allowed in the safety corridor or to share an exercise area (unless they come from the same household).
 - Infectious agents are spread in various ways –
 - Feline leukaemia virus (FeLV) and feline immunodeficiency virus (FIV) need direct contact between cats, which should be impossible in the boarding situation.
 - Cat flu viruses such as feline herpesvirus [FHV], feline calicivirus [FCV], and other respiratory pathogens such as *Bordetella bronchiseptica*, are spread in sneeze droplets, on hands, clothes, shoes, equipment and environment.
 - Feline parvovirus (aka feline infectious enteritis (FIE)) can be spread on hands, clothing and shoes, litter trays and environment, and can remain in the environment for a long time.
 - The source of feline parvovirus (FIE) is faeces from an infected cat and several other agents are spread via contact with other cats' faeces/litter trays and include Coronavirus, Salmonella and Campylobacter etc.
- Ringworm spores can remain infectious in the environment for prolonged periods of time.
- Preventing cat-to-cat contact, ensuring excellent hygiene protocols and management protocols to minimise stress can reduce the risk of disease spread.
 - The movement of people through the cattery should be minimised and supervised.

- If rescue cats are boarded, these should be handled last.

- E.3.1 Where work with rescue cats or breeding cats is also undertaken, this must be kept completely separate, and extra precautions taken to prevent the spread of disease.
- E.3.2 When there is any cause for concern regarding the health status of a cat, that cat must be handled last and the unit must be cleaned after all the others.
- E.3.3 Cats must remain in their assigned unit and not be moved to other units (rotation) or to a holding unit for cleaning purposes, except for moving to an isolation facility.
- E.3.4 Standard operating procedures (SOPs) must be in place and followed to prevent spread of disease, and staff trained in these procedures.
- E.3.5 Facilities must be provided for the proper reception, containment and disposal of all waste and meet with local authority approval.
- E.3.6 Isolation facilities must be available (see E.6).

E.4 Hygiene practices

- Proper cleaning and disinfection helps to reduce the spread of infectious disease to both animals and people. Cats are particularly susceptible to poisoning from phenolic compounds (those that turn cloudy when added to water), therefore these must not be used.

Cleaning and disinfectant products

- E.4.1 Products must be suitable to use and effective against the pathogens, (especially feline parvovirus (FIE) and ringworm)) for which the cats are at risk and under the conditions present in the environment in which they are used.
- E.4.2 Cleaning agents and disinfectants must be non-toxic to cats.

- E.4.3 The compatibility of different bactericides, fungicides and virucides (if used together and/or with a detergent) must also be taken into account.

Manufacturers' recommended guidelines for use, correct dilutions and contact time for use in cleaning and disinfection products must be followed. Standing water must not be allowed to accumulate in areas around the cat units due to the possibility of pathogens residing in these moist environments.

Cleaning and disinfecting routines for units when cats are resident

- Litter tray hygiene is very important as cats may refuse to use trays if they are soiled; faeces is also a high risk source of infection for some feline diseases.
- Cats prefer clean, comfortable dry bedding. Bedding should not be a source of infection.
- Cats can ingest infective agents from dirty dishes and may excrete viruses themselves in saliva. Clean and disinfected dishes reduce the risk of disease.
- On a daily basis (and more often if necessary) the unit needs to be spot cleaned and any obvious food or waste removed, and all excreta and soiled material removed from all areas used by cats.
- Litter trays need to be cleaned and disinfected in a separate area away from food preparation.
- Food and water dishes need to be cleaned and disinfected, and not at the same time in the same sink or area as litter trays or other items soiled with body waste.

If only one sink is available, strict protocols need to be in place between use to ensure adequate disinfection after cleaning litter trays and before cleaning dishes, as faeces is the major source of many infective pathogens. Sinks need to be disinfected thoroughly between uses.

- E.4.4 There must be cleaning and disinfection routines in place for day-to-day management of the cats and for ensuring a cat unit and all equipment is cleaned and disinfected effectively before a new cat comes in.

- E.4.5 Each unit must be supplied with its own dustpan, brush and scoop, to be used exclusively in, and kept in that unit, until departure of the cat, and then cleaned and disinfected before re-use, or disposed of prior to the next resident.

- E.4.6 Litter trays must be emptied and cleaned and disinfected at least once a day, or more frequently as necessary.

- E.4.7 Beds and bedding material must be checked daily and be maintained in a clean, dry and parasite-free condition.

- E.4.8 Drinking vessels must be changed/cleaned and disinfected at least once a day.

- E.4.9 Grooming equipment must either be cleaned and disinfected between use on different cats, or be disposable. If provided by the owner, it must only be used on that cat and must be sent home with the cat.

- E.4.10 Toys and scratch posts must be cleaned and disinfected between use for different cats, disposed of, or returned to the cat's owner (if they came in with the cat).

Handling cats

- Hand sanitiser dispensers should be available in all cat care areas and should only be used on clean hands. It should be noted that hand sanitisers are ineffective against some of the more dangerous pathogens (eg calicivirus) and cannot be relied upon as the sole means of hand sanitation. Washing of hands thoroughly or wearing of gloves is preferable.
- Fresh protective garments should be worn when handling vulnerable individuals. Kittens and young cats should be handled before adult cats.

- E.4.11 Hygiene protocols must be observed between handling cats. Hands must be washed/ disinfected or hand sprays or alcohol gel used between handling of each cat.

- E.4.12 Protective garments must be changed and laundered with an appropriate disinfectant/ disposed of immediately after handling a cat with a suspected infectious disease.

E.5 Vaccination, fleas, worms and other parasites

- There must be a policy for cats coming to the cattery having vaccinations against appropriate diseases (Occasionally there will be veterinary advice on a specific cat regarding vaccination and its health status and this should be taken into account).

- If owners have treated their cats for worms and fleas before entry to the cattery, the proprietor should note when this occurred and what products were used.

E.5.1 An up-to-date veterinary health record must be seen to ensure that cats boarded have current vaccinations against feline parvovirus (feline infectious enteritis) (FIE)) and against feline respiratory viruses (feline herpesvirus and feline calicivirus).

E.5.2 Vaccination (including boosters) must have been completed, at the very least, 2 weeks before the cat's arrival in order to ensure maximum protection.

E.5.3 Homoeopathic vaccination is not acceptable as it will not protect against infectious diseases.

E.6 Isolation facilities

- All establishments must have a means of providing isolation that will allow for the care of sick cats which develop signs of infectious diseases, to minimise the risk to other cats. How this is physically provided (ranging from being able to shut off an end unit of the cattery and using a separate door, to having a separate building) may vary. In many catteries the cat is taken straight to the vet (catteries are advised to check with the vet whether this service is available). If not, isolation protocols (below) must be observed.

E.6.1 The area must provide separate, self contained facilities for the isolation of suspected infected cats and must have a separate entrance to the rest of the units.

E.6.2 Separate cleaning supplies and clothing must be designated for the isolation area and other cattery sections.

E.6.3 Protective clothing and footwear must be worn when handling cats in the isolation facility, and sanitation protocols adhered to, to avoid the transmission of disease. Whilst in use, the clothing should be kept in the isolation unit and not be removed other than for cleaning and disinfection.

E.6.4 Hands must be washed/disinfected between handling cats.

E.6.5 Separate feeding and water bowls, litter trays, litter, a dedicated safe cat basket, bedding and cleaning utensils must be stored in the isolation unit ready for immediate use.

E.6.6 Any cats in the isolation facility must be checked regularly and unless a separate person is caring for them, they should be visited after the other cats.

E.6.7 A Standard Operating Procedure (SOP) for barrier nursing and information must be provided for staff.

E.6.8 Should a cat need to be removed from its unit, it must be carried in a secure and disinfected cat carrier, and the carrier disinfected after use.

E.6.9 In emergency cases, such as admission of unvaccinated cats because of owner hospitalisation, there must be provision to be able to place these animals in isolation.

E.7 Veterinary treatment and health care

- Access to veterinary care is vital for the cat, should it be required.

- If medication is necessary, it should only be used for the cat for which it is prescribed and following a veterinary surgeon's instructions.

E.7.1 A veterinary practice must be appointed for the establishment. The name, address and telephone number of the establishment's veterinary service must be displayed in a prominent position for staff.

E.7.2 Where cats require wiping of eyes, grooming or other cleaning regimes, these must be carried out frequently enough to keep the cat clean and comfortable providing it is safe to do so.

E.7.3 When a cat is suspected of being ill or injured (staff should be trained to recognise when a cat requires veterinary care), a veterinary surgeon must be contacted for advice immediately. Any instructions for treatment given by a veterinary surgeon must be strictly followed with further advice sought if there is ongoing concern.

E.7.4 Medicines must be stored safely, securely, at the correct temperature and labelled correctly according to manufacturer's instructions. Any unused medications must be returned to the owner or prescribing vet.

E.8 Holding units for temporary housing

- Routine use of holding units is not recommended as they are small (minimum size should be 1 m in each dimension) and are an additional source of cross infection to cats.
- Holding pens should only be used in exceptional circumstances ideally for no longer than 12 hours and not in areas where other cats are housed.
- The licensed capacity of the cattery does not include holding pens.

E.8.1 If, in an emergency, holding units/pens are used, they must not be sited in the reception.

E.8.2 Cats must be provided with a bed, litter tray, food and water.

E.9 Transportation of animals

- Transportation can increase risk for cats, both of disease (from unclean vehicles or carriers) or of escape. A vehicle can be viewed as an extension of the premises and therefore the same principles of hygiene, care and disease control apply. If the journey is long, appropriate resources must be provided.

E.9.1 Any transport legislation must be complied with.

E.9.2 Cats must be secured in durable carrying baskets any time they are transported/carried outside the cat unit (A spare cat carrier should be kept at the cattery for situations where owners do not arrive with their cat in a secure carrier).

E.9.3 All vehicles and equipment must be kept clean and disinfected after each collection or delivery.

E.9.4 Cats must not be left in vehicles except for transportation.

SECTION F – New Build

As knowledge and materials change, recommendations for better construction and care can change. For anyone undertaking a new build cattery the following advice and recommendations must be followed. When replacing (or adding to) parts of an existing cattery, new build must be followed.

NB.1 Cat units

- Previous smallest size units (for 1 cat) are considered difficult to clean and manage efficiently.
- Having 2 cat size units gives much greater flexibility for the cattery.

NB.1.1 Sleeping accommodation sizes

For new build the smallest unit must be large enough for up to 2 cats and to allow for adequate staff space for cleaning.

- Penthouse accommodation has a number of drawbacks in the cleaning and management of the cat and the units:
 - Cleaning adequately under the box can be difficult.
 - The box must not be too deep or the internal height of the sleeping box too high, in order to be able to clean it.

- Cleaning inside the sleeping box can be difficult and health and safety issues arise if the person doing the cleaning has to climb on a stool or climb into the box to reach the top or back.
- Cats in the box are at face height which could be potentially dangerous with an aggressive cat.
- Very young, old/infirm or disabled cats may find the ramp difficult /dangerous. It is advisable to have at least one full height unit for use for blind, old, infirm or severely disabled cats, or suitable provision made for these cats.

Full height, walk-in units – floor area and dimensions			
New build – the minimum size must be as below (2 cats)			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
Up to two cats	1.5 m ²	1.2 m (eg 1.2m x 1.25 m wide)	1m
Up to four cats	1.9 m ²	0.9 m (eg 1.2m x 1.6 m wide)	1m

In new build

NB.1.2 Penthouse accommodation measurements for the exercise run must be taken from the front of the sleeping accommodation/box, not under the box.

NB.1.3 When measuring floor area, shelving areas must not be included.

NB.1.4 The box must be 0.9 m off the ground both to enable the area underneath to be cleaned effectively, and to enable a person to reach inside to clean the walls and ceiling of box.

Penthouse accommodation – floor area and dimensions			
New build – the minimum size must be as below (2 cats)			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
Up to two cats	1.1 m ²	0.9 m (eg 0.9m deep x 1.2 m wide)	1m
Up to four cats	1.7 m ²	0.9 m (eg 0.9m deep x 1.9 m wide)	1m

Exercise area sizes

Full height, walk-in units and penthouse accommodation			
New build – the minimum size must be as below (2 cats)			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
Up to two cats	2.2 m ²	1.20 m (eg 1.2m x 1.85 m)	1m
Up to four cats	2.8 m ²	1.20 m (eg 1.20m deep x 2.35m)	1m

Sneeze barriers

In new build sneeze barriers must be at a minimum, translucent (Allowing light to pass through, but only diffusely, so that objects on the other side cannot be clearly distinguished) to reduce stress caused by cats seeing one another. Opaque barriers are acceptable but may cut down on the light entering the cattery.

Gaps between units

Where gaps between units are used as disease control, one side of the gap must have a full height, full width translucent sneeze barrier.

Hygiene facilities

In new build there must be separate sinks for cleaning of litter trays and feeding utensils.

Materials

In new build any wood to which the cat has access must be clad with an impervious smooth material to prevent damage and make cleaning and disinfection easier.

Noise

If a new cattery is being built near existing kennels serious consideration must be given to positioning of the building to minimise the level of noise from the dogs which can be very stressful to cats.

Annex A

LICENCE CONDITIONS INSPECTION SHEET FOR CAT BOARDING ESTABLISHMENTS										Tick boxes ✓/x	
Name of Cattery			Date of Inspection		Boarding		Rescue	Breeding			
Address of Cattery			Person seen	Signature		Part Inspection	Full Inspection	Overall score			
			Inspectors name(s)								
Licence on Display	Insurance		Pest Control policy/contract		Cattery Vet details displayed		Accident Book (H&S)	Emergency Contact displayed			
Has copy of Licence Con & Legislation	Register and Back up										

Outdoor Cattery	Indoor Cattery	Semi-outdoor/indoor	Full height Unit (walk-in)	Penthouse Style Unit	Home boarding
Timber	PVCu	Fibreglass	Other	Number Units	

Index

Identification code	Section		Range	Score	Range	Score
A	Environment	Cattery Unit: Drainage: Exercise Run: Fire/Emergency: Interior Surfaces: Lighting: Litter Trays: Roofing: Safety C: Sizes: Sneeze Barriers and Shelving: Temperature: Ventilation				
B	Diet	Drinking: Eating: Refrigeration: Storage of foods: Washing equipment				
C	Behaviour	Scratching: Long stay cats: Environmental enrichment: Toys:				
D	Company	Multi-Cat Units: Monitoring: Shared cats				
E	Health and Welfare	Cleaning: Disease Control: Hygiene Practices: Holding Units: Isolation: Monitoring Cats: Records/S.O.Ps: Register: Transport				
Rating	0	Does not meet the minimum standard				
Rating	1	Meets standard, but with noticeable limitations	0 - 56	0	114 - 170	2
Rating	2	Meets the standard	57 - 113	1	171+	3
Rating	3	Exceeds the standard	N/A = 2			

Annex A

Area	Identification Code	Description	√	x	Score	Actions or Comments	Done √
Records	A.5.1/2	Written emergency plan and risk assessment					
Records	C.3.1	Long stay cats S.O.Ps					
Records	D.3.1	Multi-cat unit consent					
Records	E.1	Monitoring cats					
Records	E.2	Register and Back-up					
Records	E.3.4	S.O.Ps					
Records	E.5.1 - E.5.3	Vaccinations					
Records	E.6.7	Barrier nursing S.O.Ps					
Records	E.7.1	Veterinary details/displayed					
Records	A.5.1 - A.5.5.5	Fire and other emergencies					
Records	A.3.7	Temperature records					
Records	D.2.1	Monitoring of cats for human contact					
Records	D.3.1	Multi-Cat Unit consent					
Kitchen/Eating	B.2.1	Exclusive facilities					
Kitchen	E.3.2	Cleanliness					
Kitchen/Eating	B.2.2	Refrigeration					
Kitchen/Eating	B.2.3	Washing equipment					
Kitchen/Eating	B.2.4	Storage of foods					
Kitchen/Eating	B.2.5 – B.2.7	Feeding regime					
Page Total							

Annex A

Area	Identification Code	Description	√	x	Score	Actions or Comments	Done √
Cattery Unit	A.1.1 – A.1.4	Sound and safe construction					
Cattery Unit	A.3.1, A.3.5 – A.3.6	Sleeping accommodation sizes					
Cattery Unit	A.1.5	Sharp edges/Other hazards					
Cattery Unit	A.1.6 – A.1.8, A.2.12	Secure windows, doors & fencing					
Cattery Unit/Drainage	A.1.12 – A.1.14	Drainage/Drain covers					
Cattery/safety corridor	A.1.15	Escape-proof area					
Cattery/safety corridor	A.1.16 – A.1.18, 21	Corridor width/secure doors					
Cattery/safety corridor	A.19	Flooring					
Cattery/safety corridor	A.1.22	Lighting					
Cattery/Sneeze B	A.4.7 – A.4.8	Sneeze Barriers					
Cattery/Roofing	A.1.24	Safe and Waterproof roofing					
Cattery/Lighting	A.2.2	Adequate lighting					
Cattery/Ventilation	A.2.3	Ventilation/Draughts					
Cattery/Interior	A.2.4 – A.2.10	Good repair, clean & sealed joints					
Cattery/Accessing	A.2.1, A.2.12	Sharing Units/Numbered Units					
Cattery/Temperature	A.3.7	Max-Min Thermometer					
Cattery/Temperature	A.3.11 – A.3.14	Safe Appliances					
Cattery/Temperature	A.3.15	Waterproof sockets					
Cattery/Bedding	A.3.17 – A.3.19	Bedding materials					
Cattery/MultiCat Units	D.3.1 – D.3.6	Facilities and monitoring of multi-cat units					
Page Total							

Annex A

Area	Identification Code	Description	√	x	Score	Actions or Comments	Done √
Cattery/Litter Trays	A.2.13 – A.2.18	Suitable litter tray cleanliness & position					
Cattery/Shelving	A.3.1 – A.3.4	Sleeping accommodation and shelving					
Cattery/Exercise Run	A.4.6	Exercise Run sizes					
Cattery/Exercise Run	A.3.20	Access to Run					
Cattery/Exercise Run	A.4.1 – A.4.4	Clean and secure Run					
Cattery/Exercise Run	A.4.9 – A.4.12	Shelving in Run					
Cattery/Scratching	C.1.6 – C.1.7	Scratching Posts					
Cattery/Behaviour	C.1.6	Toys/Environmental enrichment					
Cattery/Behaviour	C.1.4	Hiding places					
Cattery/Company	D.1.1	Cats from different households					
Cattery/Hygiene	E.4.1	Cleaning products					
Cattery/Cleaning	E.4.5	Dust pan, brush and scoop					
Handling Cats	E.4.11 – E.4.12	Hygiene protocols and protective garments					
Health Care	E.7.3 - E.7.4	Veterinary instruction/legislation					
Holding Units	E.8	Facilities					
Isolation	E.6.1 – E.6.5	Cleanliness and procedures for use					
Transport	E.9	Use of vehicles for transportation					
Page Total							
OVERALL SCORE							

Annex B

Emergency and Evacuation Plan

Introduction

All appropriate steps will be taken for the protection of the cats in case of fire or other emergency; Animal Boarding Establishments Act 1963 section 1 (3) (d).

There should be an Emergency Evacuation Plan (EEP) and fire warning procedure in place. This should be posted where staff may become familiar with it. This procedure should include instructions dealing where cats are to be evacuated to and contingency for their accommodation/care if the premises are rendered unsafe or unsuitable.

Prior to formulating an Emergency and Evacuation Plan carry out a Fire Risk Assessment (FRA) to identify any potential fire risk hazards within your establishment.

Emergency situations and the requirement to evacuate from the establishment can arise from a number of situations like; Fire, Flooding, Damage to building, Power failure and disease.

Being prepared and planning a simple but well understood procedure to be carried out in the event of an emergency is essential to offer maximum protection for you, your staff and the animals in your care. This need not be a lengthy document but should include a plan of the site giving exit points, location of telephone, emergency equipment (fire extinguishers and storage of baskets/cages) RVP and designated holding area for cats. The emergency contact details of a supervisor or the proprietor and the establishments Veterinary Surgeon should also be displayed.

Fire fighting equipment and detectors must be properly maintained. All electrical installations and appliances must be maintained in a safe condition. There should be a residual current circuit breaker system on each cattery block for the premises. Heating appliances should not be sited in a location or manner where they may present a risk of fire/risk to cats. Precaution should be taken to prevent any accumulation of material which may present a risk of fire.

Fire Risk Assessment

1. Identify potential fire risk hazards in the workplace
2. Decide who might be in danger (staff, Visitor, animal) in each area
3. Evaluate the risks arising from hazards and what can be done
4. Record your findings
5. Keep assessment under review

There should be adequate means of raising an alarm in the event of a fire or other emergency. In the event of a fire breaking out within your establishment, remember that your safety and those of your staff is of prime importance and no risks should be taken which may compromise any person's safety. No task in tackling the fire or evacuating animals should be undertaken unless it is safe to do so.

Upon Discovery of Fire

- Leave fire area immediately
- Close all doors behind you
- Alert occupants of building by sounding alarm (if present) or yell "Fire"
- Telephone Fire and Rescue Services dialling 999 from a safe location
- Evacuate animals when it is safe to do so to the designated holding area
- Use exit to leave building

Upon Hearing of a Fire Condition

- If safe, staff can assist with evacuating animals /occupants
- Leave building via nearest safe exist
- Close doors behind you
- Remain Calm
- Proceed to the designated RV area

Fire and Evacuation Action Plan

Planning Your Escape	<p>You only have a short time to get out so prepare a plan of escape in advance rather than waiting until there is a fire or evacuation of the establishment.</p> <p>Think of another way out in case the normal route is blocked.</p> <p>Know where door and window keys are kept.</p> <p>Know where spare baskets/ cages are stored.</p> <p>Know where the RVP/Holding areas are.</p>	
If You Discover a Fire		<p>Leave fire area immediately.</p> <p>Close all doors behind you.</p> <p>Sound the alarm and call 999 from any phone.</p> <p>Stay calm, speak clearly and listen to the operator.</p> <p>Where safe to do so, assist others to evacuate and remove animals to the safe holding area.</p> <p>If there is a fire elsewhere in the establishment, stay where you are and await instructions or if you have to move remember to check doors with the back of your hand before opening. If it feels warm, do not open it and go another way.</p> <p>If there is a lot of smoke, crawl along floor where the air will be cleaner.</p> <p>If in doubt – Get out, Stay out and get the Fire & Rescue Services Out.</p>
Contacts in an Emergency	<p>(enter details here)</p> <ul style="list-style-type: none"> • Proprietors name and Telephone Number(s) • Supervisors Name and Telephone Number(s) • Establishments Veterinary Surgeons Name(s) and Telephone Number(s) 	<p>(enter details here)</p> <ul style="list-style-type: none"> • Telephone at (enter location) • Emergency equipment at (enter location) • RVP at (enter location) • Animal Holding area at (enter location) • Fire Extinguishers located at (enter location) • Keys kept at (enter location)
RVP = Rendezvous Point		

The onus is upon the cattery to ensure adequate fire prevention precautions are in place.

It is recommended that plans and details for large catteries are lodged with the police and fire authorities. Fire prevention advice may be sought from the Fire Prevention Officer based at your local fire station. This officer can give advice on fire drills, fire escapes, equipment and should be consulted when new buildings are constructed or existing buildings modified.

Smoke detectors are recommended and you must make sure that Fire Detection and fighting equipment are easily accessible and regularly tested. Exit routes should be kept clear. Staff should be familiar with the fire evacuation procedure by use of fire drills and how to use the fire extinguishers.

The Fire Precautions (Workplace) Regulations 1997 place a duty on employers to carry out a risk assessment for the premises not covered by a fire certificate.

Useful Contacts

Chartered Institute of Environmental Health

Chadwick Court, 15 Hatfields, London SE1 8DJ
Telephone: 020 7928 6006
www.cieh.org

British Veterinary Association

7 Mansfield Street,
London W1G 9NQ
Telephone: 020 7636 6541
Email: bvahq@bva.co.uk
www.bva.co.uk

Pet Industry Federation

Bedford Business Centre,
170 Mile Road, Bedford MK42 9TW
Telephone: 01234 273 933
www.petcare.org.uk

Royal Society for the Prevention of Cruelty to Animals

RSPCA Enquiries Service, Wilberforce Way,
Southwater, Horsham, West Sussex RH13 9RS
Telephone: 0300 1234 555
www.rspca.org.uk

Cats Protection

National Cat Centre
Chelwood Gate, Haywards Heath
Sussex RH17 7TT
www.cats.org.uk

International Cat Care

Taeselbury High Street, Tisbury,
Wiltshire SP3 6LD
Telephone: 01747 871872
Email: info@icatcare.org
www.icatcare.org

Dogs Trust

17 Wakley Street, London EC1V 7RQ
Telephone: 0207 833 7685
Email: info@dogstrust.org.uk
www.dogstrust.org.uk

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Chartered Institute of Environmental Health
Chadwick Court, 15 Hatfields, London SE1 8DJ
Telephone 020 7928 6006
Email info@cieh.org **Web** www.cieh.org
Registered charity no. 290350