

Animal Boarding Establishments

Licensing Committee

Date: 8th January 2015

Author: Licensing Manager
Wards: All
Locality Affected: All
Parishes Affected: All

1. Purpose and Reasons

- 1.1 To consider the responses to the Home Boarding of Dogs Consultation exercise and to recommend approval of licence conditions for adoption.

2. Recommendations

That the Committee be recommended to approve:

- 2.1 The revised licence conditions for the Home Boarding of Dogs as detailed in Appendix 5 to the report, taking into account the consultation responses received.
- 2.2 That the revised conditions shall apply to any new applications made for the home boarding of dogs within the Borough, and for all existing licensees, with the exclusion of numbers at Vals Pals, as detailed in paragraph 3.9. of this report.
- 2.3 That this licensee shall retain grandfather rights for the duration of their licence.

3. Details

- 3.1 The Animal Boarding Establishments Act, 1963 gives local authorities the power to license home boarding premises. The principle difference between the model conditions for dogs kept at an animal boarding premises and home boarding is that home boarded dogs must be housed inside the home and not a kennel.
- 3.2 In response to the home boarding of dogs, The Local Government Association, (formerly the Local Authority Co-ordinating Organisation for Regulatory Services LACORS) has developed a set of model licensing conditions. These conditions secure similar standards of care and attention for a home boarded dog as for a dog placed in a traditional licenced boarding establishment.
- 3.3 Swindon Borough Council did not formally adopt the conditions at the time although it has been used as a guide for Officers to assist with inspections and in the determination of licence applications.
- 3.4 A set of conditions was drafted and tabled at the Licensing Committee meeting on the 13th August 2014 (Appendix 1). The Committee agreed that a consultation exercise be carried out and that the results of the consultation exercise and proposed licence conditions be brought back for consideration by Members.

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- 3.5 The consultation document was advertised in the Swindon Advertiser, posted on the Council web site, and copies were also sent to all currently licensed commercial and home boarders in the district (Appendix 2). Responses received are detailed in (Appendix 3).
- 3.6 All responses have been acknowledged and all enquiries have been clarified as to the purpose and extent of the consultation.
- 3.7 A Summary of responses is detailed in Appendix 4.
- 3.8 The responses were generally positive with some queries that have been answered. After considering all responses it is recommended that:
3.9 The only establishment that is affected by the change in the model conditions is "Vals Pals" who is licensed for more than the new maximum number of dogs. This establishment was the first licensed home boarder in the Borough and has been in business for many years with no complaints. It is therefore recommended that "grandfather rights" be considered and they be permitted to continue to have a maximum of 10 dogs.

Proposal

- 3.10 It is proposed to adopt the conditions (see Appendix 1) with the following changes:
- 3.11 The introduction to include a description confirming what is considered to be home boarding.
- 3.12 To add the following to paragraphs 3.6 and 3.7: Following a risk assessment by the 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.
- 3.13 To add the following to paragraph 5.5.4: Commercial kits are available at a minimal cost or the recommendations of Blue Cross or other relevant agency could be considered if assembling own.
- 3.14 To amend typographical errors at paragraphs 5.6 to 5.6.4.
- 3.15 To add the following to paragraph 5.7.2: The register must be kept readily available for a minimum of 3 years
- 3.16 To add the following to paragraph 5.10.6: shut at night in normal circumstances although can be at Licensee's discretion following a risk assessment approved by the Licensing Authority.
- 3.17 Although it was not included in the proposed conditions, it is also recommended that the Committee approve the inclusion of the following condition: Paragraph 5.10.13 A card or sign be displayed at the property visible from the outside showing an emergency contact number.

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- 3.18 This is good practice recommended by the emergency services for businesses, especially those with animals.. Although this was missed in the proposed conditions it is something that is requested during inspections and all current establishments can readily comply with such a condition
- 3.19 The revised conditions are detailed in Appendix 5 with the changes in bold italic.

4. Alternative Options

- 4.1 The Licensing Committee could choose not to accept the changes and not adopt policies for home boarding. This would mean that the existing arrangements would be retained which provide fewer controls over the licensing of home boarding establishments, and their attendant health, welfare and amenity impacts.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 There are no direct financial implications arising from the report.
- 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 1 (4) Animal Boarding Establishments Act 1963).

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)

- 5.4 No other specific implications were identified in the preparation of this report.

Diversity Impact Assessment

- 5.5 A Diversity Impact Assessment has been completed for this report. This has identified that the conditions should be amended to ensure that access to all licensed establishments is made available to any person with disabilities wishing to board their dog(s). This amendment is additional to those highlighted in Section 4, and is proposed in the revised conditions.

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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 Animal Boarding Establishments Act 1963
- 7.2 Licensing Committee Agenda Item 18 - Wednesday, 13th August, 2014 5.30p.m

8. Appendices

- 8.1 Appendix 1: Proposed conditions for the home boarding for dogs
- 8.2 Appendix 2: List of consultees
- 8.3 Appendix 3: Responses received
- 8.4 Appendix 4: Summary of consultations received and officer
- 8.5 Appendix 5: Revised conditions for the home boarding of dogs.

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Appendix 1

Proposed conditions for the home boarding of dogs

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

1. Introduction

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

1.2 Normally planning permission will not be required for the home boarding of animals on the scale proposed, however should complaints be received because of particular noise or odour problems, then the Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.

1.3 The Licensee must ensure that the establishment is covered by adequate and suitable 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.

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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.

3.7 To carry out separate feeding of dogs to minimise the likelihood of dispute and aggression.

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.

3.4 The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property.

4. Construction

4.1 Dogs must live in the home as 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.

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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

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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. icterohaemorrhagicae*) 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.

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

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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 2 years (3 is recommended) 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.

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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.

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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 must be kept shut at night.

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.

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Appendix 2

List of Consultees

Business name	Owner / Manager	Address
Avalon	Shelly Taunt	21 Lechlade Road, Highworth, Wiltshire, SN6 7QR
Bryonyhill Cattery & Pet Grooming	Mr And Mrs Hood	427 Cricklade Rd. Swindon, SN2 1AQ
Chimneys Cattery	Mr Brad Owen	1 The Broadway Rodbourne Cheney Swindon SN1 4NU
The Dogs House	Mrs Helen Bellinger	25, Norris Close, Chiseldon, SN4 OLP
DogHouse	Marilyn Simpson	27 Windflower Road, Swindon, SN25 1QS
The Dog Walker Swindon	Mrs Lisa Cobb	26 Copse Avenue, Swindon, SN1 2PX
Doggy Styles	Mrs Emma Dickson	125 Cricklade Road, Swindon, SN2 1AD
Drove Way Kennels	Adrian Lyle	Droveyway House The Droveyway Castle Eaton Swindon SN6 6JX

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Highmead Cattery	Mr and Mrs Richens	Eddystones, Kingsdown Lane, Blunsdon, Swindon, SN25 5DL
Highworth Pet Care	Nicola Dangerfield	19 Wessex Way, Highworth, SN6 7NT
K9 Walkies	Steve and Carol Blanchard	19 Burden Close Stratton St Margaret Swindon SN3 4HE
Paw-fit Pet Services	Alex Giles	19 Goddard Avenue, Swindon, SN1 4HR
Pitcher's Pet Care	Deborah Pitcher	27 Ashburnham Close, Freshbrook, Swindon, SN5 8RA
Steppes Lodge Cattery	Mrs Jan Graham	15-16 Dores Road Upper Statton Swindon SN2 7QT
TLC	Michelle Tucker	10 Nythe Road Swindon SN3 4AN
Wagging Tails	Hilary Coates	3 Tregoze Way, The Prinnels, Swindon, SN5 6NW

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Waggy Walks	Amanda Prosser	31 Cobbet Close Abbey Meads Swindon SN25 4GZ
Val's Pals	Mrs Val Wakefield	33 Oxford Road Stratton St Margaret Swindon SN3 4HP
Westleaze Cat Hotel	Mr R Cooper	1 Mill Lane, Swindon, SN1 4NU

Wagging Tails Carers

	Mr and Mrs Adams	37 Alveston Close Westlea Swindon SN5 7DE
	Mr and Mrs Sturrock	28 Godolphin Close, Freshbrook, Swindon, SN5 8RL
	Mrs King	1 Orchard Grove, Swindon, SN2 7QR
	Mrs Hines	54 Pheobe Way, Swindon, SN25 2JP
	Mr and Mrs Light	25 Thyme Close, Swindon, SN2 2QZ

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	Barbara Webb	521 Ferndale Road, Swindon, SN2 1DG
	Mr and Mrs Little	33 Linslade Street, Swindon, SN2 2BL
	Mr and Mrs Bennett	12 Portland Avenue, Swindon, SN1 4JW

We Love Pets Franchise Holders

	Claire Newport	Chestnut Cottage, Ampney St Mary, SN5 6AL
	Clare Brown	16 Inholmes, Hungerford, RG17 7SX
	Joanne Tomlinson	64 Queen Elizabeth Drive, Swindon, SN25 1UF

We Love Pets Carers

	Caroline Barnard	6 Bosworth Close, Grange Park, Swindon, SN5 6AL
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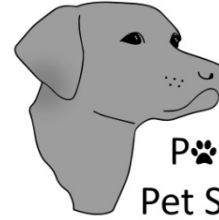
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Appendix 3

Responses received



**Paw-Fit
Pet Services**

19 Goddard Avenue, Old Town, Swindon SN1 4HR.
Mobile: 07974 387237
Email: alex.giles@yahoo.co.uk

Katherine Ashton
Licensing Manager
Swindon Borough council
Wat Tyler House
Beckhampton Street
Swindon
SN1 2JH

11th October 2014

Dear Ms Ashton,

Re: Draft Consultation of changes to terms of Animal Boarding licensing – Swindon Borough Council

Firstly, thank you for inviting me to participate in this consultation. After much searching I eventually found a link to the documentation you referred to. It would have been helpful if you could have clearly given a link to the document in your letter. May I also point out that the document also does not indicate it is a draft.

I have taken the time to read the draft and would like to make the following comments/observations:

Para 1 Introduction

A description of what 'Home boarding' refers to may be helpful here – are you also referring to day care/crèche facilities or does this apply only to overnight stays? What is home boarding? This may be interpreted in many different ways.

3. Number of Animals

3.1 *The absolute number?* If this applies to day care also, consideration needs to be made over how one might earn a reasonable living from providing dog minding services. This is particularly relevant to those who wish to run a small

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establishment without subletting, creating an agency or employing other individuals.

3.2 *Only dogs from the same household may be boarded.* Again precludes individual business growth and many dogs feel more secure in the company of other dogs.

3.5 *Mandatory trial period.* I personally will only accept dogs that the owners have given me absolute understanding that their dog will safely mix with other dogs. Following a trial period and subsequent observation, I then ascertain if separate sleeping arrangements are required as part of my risk assessment process.

I believe that no dogs should be boarded overnight without a trial day, not just to ascertain suitability to mix boarding dogs but to ensure the safety of my own animal/s.

5.1 Training

A written training policy for staff must be provided. This statement requires clarification. Training courses for animal welfare are very expensive and you would need to be able to offset this from your limited income. This is not always financially viable. However, I do believe it is essential to have knowledge of pet first aid.

5.2 Cleanliness

General comment: Would this be demonstrated through conversation and observation at the annual inspection prior to gaining a licence or renew a licence? It might be useful if to identify where the licensee is required to provide evidence and whether this is written by the licensee or as suggested earlier is met through the inspection.

5.2.4 If incineration is required are you able to direct where this could be sourced and again if there is a cost to this?

5.9 Exercise

5.9.6 *The tag must display the name, address and telephone number of the boarding premises. Again a cost incurred to the business. I insist that all dogs wear a collar with the minimum recommended information as per Kennel Club advice.*

In addition to the above comments, could there also be a policy/procedure relating to lost, missing or escaped dogs. There have been a number of reports recently of animals that have escaped from boarding establishments which have resulted in the death of the animal. I believe all providers should be able to demonstrate what should be done not only to prevent an incident but what to do in the event of a missing dog.

I applaud your efforts to ensure that this business is sufficiently regulated. However, it is equally important to encourage good dog ownership. These small businesses can offer working people the opportunity to enter into the rewarding world of dog

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ownership while ensuring their beloved pets are adequately looked after while they are out. In order for us to do this we need to be able to offer a service that is not going to financially push owners into leaving their pets at home for long periods without sufficient exercise and attention.

I have enjoyed this last 10 months since becoming a home boarding establishment and I wish to grow my business based on good customer service but also need to earn a living and ensure that I have sufficient funds to improve my home environment to meet the ongoing needs of my clients. This includes increased home decoration and potentially reconstruction of my external space to improve cleanliness and hygiene within my home.

I welcome the opportunity to assist with this review and support any changes that seek to protect the welfare of animals.

I look forward to hearing from you in due course.

Yours Sincerely

Mrs Alex Giles

c.c. Alison Waine

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Dear Kathryn,

Further to your letter of 13 October 2014, please find below the response from Wroughton Parish Council to the Consultation on the Animal Boarding Establishment Act 1963.

The Parish Council considered this at the Planning Committee meeting held on Wednesday 12 November 2014 and resolved that

Wroughton Parish Council agree with the revised model conditions.

I would be grateful if you could confirm your receipt of the above response via email.

Regards,

Sue Fletcher

Assistant Clerk - Wroughton Parish Council

Tel: 01793 814735

Email: finance@wroughton.gov.uk

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Date: 8th January 2015

From: Niki King [<mailto:>]
Sent: 14 October 2014 13:35
To: E & P Licensing
Subject: Animal Boarding Establishment Act 1963

Dear Ms Ashton,

Thank you for your letter dated 9th October. I'm commenting on the revised Model Conditions for the Home Boarding of Dogs paper as a carer with the Wagging Tails franchise. Please note I am not replying officially from Wagging Tails, merely as an individual who has a licence!

3.6 To ensure separation of dogs from different households in secure areas when left unattended

I don't agree with this. If the dogs in question are regularly left alone together in one of the owner's houses then they may in fact become distressed if separated in the carer's home. The issue of suitability for any particular dogs should be discussed with both owners at the familiarisation session

3.7 To carry out separate feeding of dogs to minimise the likelihood of dispute and aggression.

As above, this should be discussed with both owners at the familiarisation session and agreement reached depending on each individual circumstance (and with the owners input and consent)

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

Wagging Tails don't provide a collection and delivery service however there will be occasions when the carer will want

to take the boarded dog out in their car (e.g. for walks at different locations).

The above order is lengthy and I don't pretend to be an expert however a couple of things spring to mind:

- Does the single animal exemption apply?
- The regulations surrounding economic activity are not very clear. E.g. taking a dog in the car to go to a walking location does not directly involve or aim at a financial gain so is this an exempt activity?

Overall I think this Order is onerous and open to interpretation for the purposes of home boarding of dogs

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).

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Does this refer to the franchisee of the dog boarding business or the individual carer?

5.5.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.

What is the council's definition of a well-stocked first-aid kit suitable for use on dogs?

5.10.6 All doors to rooms must be kept shut at night.

I don't agree with this. It should be left up to the individual carer and owner(s) to agree what is appropriate and this should be in-line with, and as close as possible to, what the dog is used to in their own home. If routines are changed too much the dog could become distressed

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.

I don't agree with this. In an emergency the emergency services can gain access to a house (as they can for all other emergencies) and this is not a requirement when you have your own pet (of whatever sort) resident with you. It also places too much reliance on a relative, friend or neighbour who may in any event be out at work all day!

Do please feel free to contact me if you have any queries on my comments above.

Niki King

Licence number: 881140350ANIMBD

1 Orchard Grove

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Date: 8th January 2015

From: CAROL-ANNE ANDERSON [
Sent: 26 October 2014 16:26
To: E & P Licensing
Subject: Re: Changes to Animal Boarding Establishment Act 1963

Dear Mrs Ashton,

this email is to convey to you the fact that Steven Blanchard and Carol Anderson from StevesK9Walkies have read the new Animal Boarding model conditions and are happy with them. Most we already comply with at the moment, a change you have made to store the contact details of a second key holder is very sensible and we are happy to provide those details if you let us know where to send them. A couple of changes you are making will help us in particular.

We currently have a couple of dogs with different owners who are extremely sociable, and who we give 'respite' care to occasionally when their owners (who are ill) are in need, but this can happen at very short notice and due to the nature of our business we are usually full most of the time. With the new rules enabling dogs from different owners to be boarded with written consent, it would give us the ability to take these dogs for the occasional night or 2 when we are already boarding another dog, as long as the other dog is sociable (only ones we have already had experience of boarding) and both owners give their consent. It would be easy to socialise them for an afternoon beforehand to see how things go.

I also think that restricting the number of dogs is a good idea. We find it time consuming enough to give 3 dogs the attention they need. I can't imagine how people manage the large quantity of dogs that they sometimes stuff into a house (without the use of cages etc. which would turn the place from a Home boarding establishment into a kennels).

regards,

Steven Blanchard and Carol Anderson

Animal Boarding Establishments

Licensing Committee

Date: 8th January 2015

From: Gordon Wilson [[mailto:](#)]

Sent: 24 November 2014 15:05

To: E & P Licensing

Cc: Liz Carmichael

Subject: Swindon Borough Council draft Model Conditions covering the licensing of Home Boarders of Dogs consultation

Swindon Borough Council draft Model Conditions covering the licensing of Home Boarding of Dogs - consultation

Liddington Parish Council agrees in principle with the contents and aims of this document but we consider prior licensing/planning permission is required for those who run such establishments before a nuisance is caused due to ignorance of the conditions animals should be kept under.

Licensing will ensure all parties are familiar with the conditions and procedures for housing of animals. For instance those who run such establishments should be asked to sign a copy of the Model Conditions to say that have read, understood and will comply with, the conditions set out. It shouldn't be a major effort or costly to comply with this. If not prior licensed in this way boarders could legitimately claim ignorance if and when a nuisance or injury results.

Kind regards

Gordon Wilson, Chairman Liddington Parish Council

Responding on behalf of Liddington Parish Council, 24th November 2014

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Appendix 4

Summary of consultations received and officer responses

Consultee	Summary	Response	Proposed Action
Alex Giles	1.Description of what 'Home boarding' is	Considered to be valid point	Amend as follows: Draft description added to introduction
	3.1 Number of animals – does this include day care	Both day care and overnight stays are considered to be boarded in the legislation	No change
	3.2 don't agree with only dogs from the same household to be allowed	(3.4-3.7) Scope to consider granting a licence for dogs from different households if the property is suitable and the subsequent requirements are followed	No change
	3.5 Mandatory trial period - agree	Noted	No change
	3.6 Separation of dogs when not attended – risk assessed on individual basis	Recommendation. Would recommend written permission from owners if not separated	Amend as follows: "3.6...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"
	5.1 Training - concern of the cost	If staff are employed by the establishment then required. Would not apply to most establishments	No change

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Consultee	Summary	Response	Proposed Action
Alex Giles (cont.)	5.2 Cleanliness – is this demonstrated by the annual inspection?	Yes, is part of the inspection	No change
	5.2.4 Incineration – direct source and if there is a cost	Recommend discuss with vet treating the dog	No change
	5.9.6 The tag must display the name, address and telephone number of the boarding premises. - Again a cost incurred to the business	As owners may be out of the country during the dog's stay or otherwise unavailable it is stated that the boarding premises details be on the tag instead as they have responsibility for the dog. The cost is minimal	No change
	Should be policy/procedure relating to lost, missing or escaped dogs and reporting to the council.	5.9.7 The licensing authority must be informed immediately if a dog is lost (24 hour number: 01793 466453	No change
Wroughton Parish Council	Agree with the revised model conditions	Noted	No change
Liddington Parish Council	Prior Licensing should be required	Currently the case	No change
	Planning should be required	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	No change

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Consultee	Summary	Response	Action
Steven Blanchard and Carol Anderson	Agree with the revised model conditions	Noted	No change
Niki King	3.6 To ensure separation of dogs from different households in secure areas when left unattended	Recommendation. Would recommend written permission from owners if not separated following risk assessment	Amend as follows: "3.6...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	Recommendation. Would recommend written permission from owners if not separated following risk assessment	Amend as follows: "3.7...feeding of dogs. 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"

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Consultee	Summary	Response	Proposed Action
Niki King (cont.)	4.4 Welfare of Animals (Transport) Order 1997 – Onerous order	Does not apply to most premises but is legal requirement for those that provide that service	No change
	5.1.1 A written training policy for staff must be provided – who has to do this	Only apply to premises that employ staff	No change
	5.5.4 definition of a well-stocked first-aid kit	No set definition.	Amend as follows: “5.5.4...first-aid kit. Commercial kits are available for a minimal cost or consider recommendations of Blue Cross or other relevant agency if assembling own.”
	5.10.6 All doors to rooms must be kept shut at night – do not agree, should be individual decision	Recommendation from fire brigade	Amend as follows: “5.10.6...shut at night in normal circumstances. Can be at Licencee’s discretion following risk assessment”
	5.10.12 Emergency Key Holder – do not agree	This is as per requests from the emergency services as well as standard practice within councils. Important that owner leaving their dog with a licensed home boarder can be satisfied of their pet’s safety	No change

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Consultee	Summary	Response	Proposed Action
Vals Pals	Clarification of dog boarding and dog crèche	Both require licence under legislation, covered by amended introduction	Amend as follows: Draft description added to introduction
	Told when started business could have no grass and no carpets and soft furnishings that cannot be washed. Is this still the case?	At the time of initial application standard model conditions were not known of by the council, not deemed as necessary by current standards following agency investigations	No change
	5.7.2 why does it state 2 years(3 years is recommended) ,can you not just say 3 years?	2 years is recommended considering the boarding establishments legislation but 3 years is considering the Animal Welfare Act 2006. Valid point	Amend as follows: "5.7.2 The register must be kept readily available for a minimum of 3 years"
	5.6(should this be 5.6.4?)	typographical error	Amend as follows: "5.6.4"

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Appendix 5 Revised Model Conditions

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).

1. Introduction

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

1.2 Normally planning permission will not be required for the home boarding of animals on the scale proposed, however should complaints be received because of particular noise or odour problems, then the Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.

1.3 The Licensee must ensure that the establishment is covered by adequate and suitable 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.

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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.

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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.

3.4 The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property.

4. Construction

4.1 Dogs must live in the home as 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.

4.7 Licensees of boarding establishments shall ensure that any visitors and clients with disabilities attempting to access the licensed premises have adequate arrangements made available to them to access the property. This may include providing assistance to transport dogs to and from outside areas of the licensed premises and such arrangements shall be approved by the Licensing Authority.

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

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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

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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.

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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

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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.

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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 must be kept shut at night in normal circumstances. Can be at Licencee'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 A card or sign be displayed at the property visible from the outside showing an emergency contact number