

A1 Standard Conditions relating to Dog Boarding Establishments

1 GENERAL

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

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

1.3 The licence holder shall hold a current and on-going insurance policy which insures him/her, and any other person under the licence holder's employment, against any liability incurred as part of the business operation.

2 LICENCE DISPLAY

2.1 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in the boarding establishment.

3 CONSTRUCTION

3.1 General

3.1.1 The establishment must, at all times, be constructed 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 all relevant departments of the Council, e.g. Licensing, Planning, Building Control, etc.

3.1.2 Where wood has been used in existing construction it must be smooth and properly treated (i.e. applied in accordance with manufacturers' instructions) to render it impervious. Wood should not be used in exposed construction of walls, floors, partitions, or doors in the dog kennelling area. Wooden door frames are permitted if the wood is smooth and properly treated (i.e. in accordance with manufacturers' instructions) with impervious material. 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 maintained at an adequate temperature and be draught free.

3.1.5 The construction of the kennels must be such that the security of the dog is ensured, both in terms of prevention of escape and in terms of safety and wellbeing.

3.1.6 All exterior wood must be properly treated (i.e. in accordance with manufacturers' instructions) against wood rot e.g. tanalised. Only products which are not toxic to dogs 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.

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 in accordance with manufacturers' instructions.

3.2.2 Junctions between vertical and horizontal sections should be covered using smooth impervious material capable of being easily cleansed. 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).

3.3 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 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.

3.3.3 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. Grassed communal areas must have a hard standing area around the inside perimeter that can be easily cleaned and disinfected.

3.4 Ceiling

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

3.5 Doors

3.5.1 Kennel doors must be strong enough to resist impact and scratching from dogs 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 gauge) 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.

3.6 Windows

3.6.1 All windows which pose a security risk must be escape proof at all times, for example windows that can be opened and are accessible to dogs must be suitably protected to prevent escape.

3.7 Drainage

3.7.1 The establishment must be connected to mains drainage or a Council approved, localised sewage disposal system.

3.8 Lighting

3.8.1 During daylight hours adequate light must be provided to exercise and sleeping areas to ensure the welfare of the dog and proper working and cleaning of the area. Where practicable, this must be natural light, however, a combination of natural and artificial light is acceptable.

3.8.2 Adequate supplementary lighting must be provided throughout the establishment.

3.9 Ventilation

3.9.1 Ventilation should be adequate to maintain the atmosphere of the sleeping quarters clean and draught free..

3.10 Maintenance

3.10.1 Maintenance and repair of the whole establishment must be carried out as necessary to ensure continued compliance with all licence conditions.

4 NUMBERS OF ANIMALS

4.1 Number of Dogs Permitted

4.1.1 The maximum number of dogs to be kept at any one time will be determined by the Council based on the individual establishment.

4.1.2 Each dog must be provided with a separate kennel, with the exception that dogs from the same household may share a kennel of adequate size and layout 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 consent of the Council.

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

4.2 Kennel size, Layout and Exercise Facilities

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

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 Each kennel must be provided with an exercise area of adequate size, which is separate from the bedding area and exclusive to that kennel, for free use by the dog at all times except at night.

Height of dog at shoulder	Exercise area minimum size
Up to 24 inches	26 sq ft
Over 24 inches	36 sq ft

4.2.4 Kennels must have a minimum height of 1.8m (6ft) 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.

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 and all staff must be familiar with operating procedures and emergency evacuation plans.

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 (where specified by the dog's owner).

5.2.2 In any case, there must be some part of the dog's sleeping area where the dog is able to enjoy a temperature of at least 10 deg C (50 deg 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 dependant on veterinary advice.

5.3 Cleanliness

5.3.1 All kennels, runs, 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. Moveable benches should be removed for thorough cleaning at least twice weekly.

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.

5.3.6 Compatible with the protection of animals from insecticide poisoning, precautions must be taken to eliminate flies throughout the establishment and to minimise the risks to the dogs' health from rodents, insects and other pests.

5.4 Food and Water Supplies

5.4.1 All dogs must be adequately supplied with suitable food. An individual adequate supply of 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 Feeding utensils should be satisfactorily cleaned or disposed of after each feed.

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 the dogs' food equipment and eating and drinking vessels. A further, 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 airtight and proof against insects and other pests.

5.6 Disease Control and Vaccination

5.6.1 All reasonable 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 by the dog's owner 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's 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 cases 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, as advised by a veterinary surgeon, suitable for use on dogs must be available and accessible on site.

5.6.5 A suitable range of muzzles of varying sizes should be kept on site.

5.7 Isolation

5.7.1 Isolation facilities must be provided for accommodating dogs that are identified as having any infectious or contagious condition.

5.7.2 These isolation facilities must be maintained in compliance with the other boarding requirements, but must be separate and physically isolated from the main units or boarding areas, with a separate entrance.

5.7.3 Separate feeding and drinking vessels and food preparation utensils should be used for dogs in isolation, and should be cleansed and sterilised separately to those of the other boarding dogs. The highest hygiene standards must be observed, for example, hands must be washed after leaving the isolation facilities before visiting any other kennels or boarding areas.

5.8 Register

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

- a) date of arrival;
- b) name of dog;
- c) any identification system such as microchip number or tattoo;
- d) description, breed, age and gender of dog;
- e) name, address and telephone number of owner/keeper;
- f) name, address and telephone number of contact person while boarded;
- g) name, address and telephone number of dog's veterinary surgeon;
- h) anticipated and actual date of departure;
- i) health, welfare and nutrition requirements;
- j) confirmation that vaccination card has been received.

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 of the Council 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.

5.8.4 If medication is to be administered, it must be recorded against the individual dog's notes/record.

5.9 Identification of Kennels

5.9.1 Each kennel or boarding area must be clearly marked (e.g. numbered) and a system in place which ensures that relevant information about the dog in that kennel/area is readily available to all staff throughout the period of boarding.

5.10 Supervision

5.10.1 While dogs are boarded at the establishment, there must always be someone resident at the premises and the dogs must be visited at regular intervals as necessary for their health, safety and welfare.

5.10.2 The licensee shall ensure that a responsible person shall at all times be in, or within, reasonable distance from the premises for the purpose of giving warning and

taking other necessary steps in the event of fire or other emergency. In case of absence of the responsible resident, the licensee shall appoint a responsible person residing within reasonable distance of the premises to have custody of a duplicate key. The name and address and telephone number of such person shall be displayed in legible characters on the front door, or windows of the premises and be notified to the local fire brigade and police.

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 written 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, where practicable without endangering human life, in the event of a fire or other emergency.

5.11.3 The establishment shall procure fire prevention advice from the fire prevention officer of the area fire authority and implement such advice.

5.11.4 Fire fighting equipment must be provided and maintained in accordance with advice given by the Fire Prevention Officer. Maintenance must be evident and equipment must be easily accessible. Licence holders are reminded of the need to consider fire risks in line with the Regulatory Reform (Fire Safety) Order 2005.

5.11.5 All electrical installations and appliances must be maintained in a safe condition. No dog must be left in a room with loose or trailing cables.

5.11.6 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to the dogs. Wall mounted radiators and storage heaters must be appropriately covered.

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

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