

A3 Standard Conditions relating to Home Boarding of Dogs

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 The licence holder must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.

1.3 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.

1.4 Dog hybrids registered under the Dangerous Wild Animals Act 1976 are not to 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. Puppies under 6 months of age must not be boarded with other dogs, including resident dogs.

1.6 An Authorised Officer of Solihull Metropolitan Borough Council must be allowed access to the premises and dogs at any reasonable time to carry out inspections and investigations as necessary.

2 LICENCE DISPLAY

2.1 A copy of the licence and its conditions must be suitably displayed at the premises for viewing by the public.

3 NUMBERS OF ANIMALS

3.1 The maximum number of dogs to be kept at any one time will be determined by the Council based on the individual establishment, but in any case shall not exceed 4.

3.2 Only dogs from the same household may be boarded at any one time unless the dog owners give consent in writing. Dogs must not be boarded with any cat, unless they normally live together in the same household.

3.3 Arrangements shall be made to meet the owners in advance of any agreement to board dogs to ensure the suitability of the dog.

3.4 The licence holder 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.

4.2 The premises shall have its own entrance and must not have shared access e.g. communal stairs.

4.3 There must be adequate space, light, heat and ventilation for the dogs.

4.4 As far as reasonably practicable, all areas/rooms within the home to which boarded dogs have access must have no physical or chemical hazards that may cause injury to the dogs.

4.5 There must be sufficient space available to be able to keep the dogs separately if required.

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

5 MANAGEMENT

5.1 Training

In line with the requirements of the Animal Welfare Act 2006, the licensee must be able to demonstrate sufficient duty of care for the welfare of all dogs in their charge.

5.2 Cleanliness

5.2.1 All areas where the dogs have access to, including the kitchen, 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.

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 shall comply with current waste regulations.

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

5.3 Food and 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.

5.3.3 Clients should 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 licence holder, however, should also be able to provide extra bedding material if required.

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 or disposed of after each meal and each dog must be provided with its own individual bowl.

5.4 Kitchen Facilities

5.4.1 Airtight containers must be provided for the storage of dry foods. The food preparation area and equipment shall be kept clean and vermin free at all times. Refrigeration facilities shall be provided where fresh meat is used. Feeding and drinking utensils shall be cleaned or disposed of after each feed.

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

5.5 Disease Control and Vaccination

5.5.1 All reasonable precautions must be taken to prevent and control the spread among dogs of infection or contagious disease, including the provision of adequate isolation facilities and the correct use of appropriate disinfectants.

5.5.2 Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. 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.

5.5.3 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.

5.5.4 A well stocked first-aid kit, as advised by a veterinary surgeon, suitable for use on dogs must be available and accessible on site.

5.5.5 The licence holder must be registered with a veterinary practice that can provide 24-hour help and advice. The client's own veterinary practice must be known and consulted if necessary. (The Licensee must have access to a veterinary practice

that can provide an emergency service if the need arises and an animal's normal vet is unavailable.)

5.5.6 The licensee must make suitable arrangements for the prevention and control of fleas, ticks, intestinal worms and other parasites.

5.5.7 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product. Careful consideration must be given to the usage instructions and recommendations issued with the product.

5.5.8 Veterinary advice may 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 licence holder must inform the Council 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. This period will be specified by the Council as agreed with their authorised veterinary surgeon.

5.6.4 The Council must be informed of any animal death or injury on the premises. In the event of the death of an animal, the licence holder must make arrangements for the body to be stored at a veterinary surgeon's premises until the owners return.

5.7 Register

5.7.1 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) details of current vaccinations, medical history and requirements;
- j) health, welfare and nutrition requirements.
- k) date of last season for a bitch

5.7.2 Such a register is to be available for inspection at all times by an Authorised Officer of the Council.

5.7.3 The register must be kept readily available for a minimum of two years and kept in such a manner as to allow an Authorised Officer of the Council easy access to such information.

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

5.7.5 Where records are computerised, a back up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

5.8 Supervision

5.8.1 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 or taking other necessary steps in the event of fire or other emergency.

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

5.8.3 Children under five years old should not normally be present (resident or regular visitors) in licensed establishments.

5.8.4 Only persons over sixteen years of age are allowed to walk the dogs in public places.

5.9 Exercise

5.9.1 All dogs must be given adequate exercise. Where exercise is provided off the premises dogs must not be let off the lead unless the owner gives express permission in writing. They shall not be let off if they cannot be controlled off the lead, or if they are likely to cause a hazard or nuisance to wildlife, property or members of the public. In any case, they shall not be let off the lead in or near areas containing livestock or adjacent to public roads and highways.

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. Ponds must be covered.

5.9.4 All areas in which the dogs run freely must be secure and prevent escape of the dogs or uncontrolled contact with legitimate visitors e.g. postmen.

5.9.5 Dogs must wear a collar and identity tag during their time in boarding. The tag must display the name and telephone number of the boarding premises.

5.9.6 The Council's Dog Warden must be informed if a dog is lost.

5.10 Fire 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 licence holder must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises are 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 two working smoke detectors located at the top and bottom of the staircase or other appropriate location. Licence holders are reminded of the need to consider fire risks in line with the Regulatory Reform (Fire Safety) Order 2005.

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

5.10.8 All heating appliances must be as free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.