



# Dog Day Care Centre Licensing Conditions and Fees

# **Animal Boarding Establishments Act 1963**

## JOINT STANDARD LICENSING CONDITIONS AND FEES POLICY

### INTRODUCTION

South Hams District Council and West Devon Borough Council ('the council/s) have powers under the Animal Boarding Establishments Act 1963 to grant licences to enable a person to operate a boarding establishment for animals.

Due to the interest shown in operating a Doggy Day Care Centre this policy has been devised for potential applicants so that they are aware of the conditions likely to be imposed on any licence granted to them.

It is an offence under section 1 of the Act for a person to run a boarding establishment without the benefit of having been granted a licence, it is also an offence for a person operating a boarding establishment to fail to comply with the license conditions imposed.

A person who is not granted a licence or is aggrieved by a condition imposed on their licence may appeal to a magistrates court.

### FEES

The Local Authority has already set fees for Home Boarding and Dog Kennelling facilities, when taking into account the level of work required to licence these types of facilities the fee has been set at £150.

### STANDARD CONDITIONS

When determining an application and setting the conditions to be attached to any licence the Council will be considerate of the aims of the primary legislation i.e.:

In determining whether to grant a licence for the keeping of a boarding establishment for animals by any person at any premises, a local authority shall in particular (but without prejudice to their discretion to withhold a licence on other grounds) have regard to the need for securing—

- (a) that animals will at all times be kept in accommodation suitable as respects construction, size of quarters, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness;
- (b) that animals will be adequately supplied with suitable food, drink and bedding material, adequately exercised, and (so far as necessary) visited at suitable intervals;
- (c) that all reasonable precautions will be taken to prevent and control the spread among animals of infectious or contagious diseases, including the provision of adequate isolation facilities;
- (d) that appropriate steps will be taken for the protection of the animals in case of fire or other emergency;
- (e) that a register be kept containing a description of any animals received into the establishment, date of arrival and departure, and the name and address of the owner, such register to be available for inspection at all times by an officer of the local authority, veterinary surgeon or veterinary practitioner authorised under section 2(1) of this Act

## **CONDITIONS SUBJECT TO WHICH A LICENCE IS GRANTED**

**This document has been prepared in the best interests of animal welfare and to improve kennel management.** No liability rests with the Council for circumstances arising out of the application of conditions contained within.

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 day care boarding of dogs.

### **Introductory**

1. The maximum number of dogs to be kept at any one time shall be as specified in the licence document. The maximum number shall be set in accordance with the vet appointed to inspect the premises for the purposes of determining the application.
2. The owner of each dog to be boarded in the dog day care centre shall have signed a consent form agreeing that their dog/s can be boarded together with dogs of other households.
3. No dog registered under the Dangerous Dogs Act 1991 must be accepted for day care boarding.
4. Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for day care boarding.
5. Entire males and bitches in season or bitches due to be in season or bitches due to be in season during boarding, including resident dogs, must not be boarded together.
6. Puppies must not be boarded with other dogs until completion of a full course of inoculations.
7. 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.
8. A thorough assessment and introduction session must be carried out for all dogs prior to them interacting with existing day boarders, the record of this to be retained and available to staff at all times

### **Construction**

9. All materials used in the construction of walls, floors, partitions, doors and door frames to be made durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.
10. The premises must have its own entrance and must not have shared access e.g. communal stairs.

11. There must be adequate space, light, heat and ventilation for the dogs.
12. There must be provided, within the grounds of the day care facility, an area that has been securely fenced to prevent escape 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 at least twice daily.
13. All windows which pose an escape or security risk must be protected by weld mesh, or be made of reinforced glass, polycarbonate or other impact resistant material.

## **Management**

### **Training**

14. A written training policy for staff must be provided. The delivery of this training to staff shall be demonstrated to have been carried out.

### **Cleanliness**

15. 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.
16. All animals must be provided with a bedding area or bench large and sufficient to allow the animal to lie comfortably. All bedding/benches used shall be maintained in a clean and dry state.
17. All bedding areas must be kept clean and dry.
18. 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.
19. Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

### **Food and water supplies**

20. All dogs shall have an adequate supply of suitable food as directed by the dog's owner.
21. Fresh drinking water must be available at all times (unless advised by a veterinary surgeon) and the drinking vessel shall be cleaned and disinfected daily. The water must be changed at least twice a day.

22. 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 bowl.

### **Kitchen Facilities**

23. 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.
24. All bulk supplies of food shall be kept in vermin proof containers.
25. Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs
26. 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.

### **Disease Control and Vaccination**

27. Current vaccination certificates must be presented for each animal on arrival and evidence i.e. photocopies retained for the duration of the dog being boarded at the premises. Proof must be provided that dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) and Canine Parvovirus, kennel cough and other relevant diseases as specified by the Local Authority. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer instructions.
28. The Licensee must be registered with a veterinary surgeon that can provide adequate and sufficient veterinary care during all hours that the day care centre is open. A veterinary surgeon must be called in case of any sign of disease, serious injury or illness.
29. A well-stocked first aid kit suitable for use on dogs must be available and accessible on site. All staff must be trained in animal first aid.
30. Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in dogs. Written records must be maintained of all routine and emergency treatment for parasites given to the dogs whilst at the premises.

31. Where pest infestations do occur the premises shall be closed until such time as an appropriate treatment has been conducted by an appropriately qualified pest control operative, having taken veterinary advice to determine the suitability of the pesticides to be used.

### **Isolation and Contagious Disease Outbreak**

32. 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 isolation of any sick animal.
33. The Licensee must inform the Council without delay if a dog develops an infectious disease.
34. Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new dogs are admitted. This period will be specified by an Authorised Officer of the Council with advice from a veterinary surgeon.
35. The Council must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be stored at a veterinary surgeon's premises until the owners return unless directed otherwise by the owner or their representative.

### **Register**

36. A register must be kept of all dogs boarded. The information kept must include the following:
  - a. Date and time of arrival
  - b. Name of dog, any identification system such as microchip number, tattoo
  - c. Description, breed, age and gender of dog
  - d. Name, address and telephone number of owner or keeper
  - e. Name, address and telephone number of contact person whilst boarded
  - f. Name, address and telephone number of dog's veterinary surgeon
  - g. Anticipated and actual date of departure
  - h. Proof of current vaccinations, medical history and requirements
  - i. Details of any treatment administered whilst the dog is being boarded. If any dog is involved in an incident which gives rise to concern for the animals welfare, even if no injury is visible or apparent, the owner must be notified of the incident in writing and any follow up advice given.
  - j. Health, welfare nutrition and exercise requirements
  - k. Copy of written consent from the owner to their dog having contact with other dogs
  - l. Date of the last season of any entire bitch
37. Such a register is to be available for inspection at all times by an authorised officer of the Council and/or a veterinary surgeon.
38. The register must be kept readily available for a minimum of 2 years and kept in such a manner as to allow an authorised officer easy access to such information.

39. If medication is to be administered, this must be recorded.
40. Where records are computerised, a back-up copy must be kept. The register must also be available to members of staff of the establishment at all times.

### **Supervision**

41. A fit and proper person with relevant experience must always be available 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. There shall be one such person present in any shared exercise area when dogs are being exercised. There shall be a ratio of no less than one person for every 5 dogs in the area.
42. Dogs must not be left unattended at any time.

### **Exercise**

43. Dogs must be exercised in accordance with their owner's wishes. When dogs are taken off the premises, they must be kept on leads.
44. No more than 6 dogs shall be walked by any individual at any one time.

### **Fire/Emergency Precautions**

45. Appropriate steps must be taken for the protection of dogs in case of fire or other emergencies.
46. An evacuation procedure for all animals must be in place and the establishment shall undertake a Fire Risk Assessment. Appropriate fire detection and fighting equipment established by this risk assessment must be provided and serviced in accordance with the manufacturer's instructions.

### **Transport of Animals**

47. If a collection or delivery service is provided, a suitable vehicle with a dog guard, cage or other suitable restraint must be used.