

EAST AYRSHIRE COUNCIL

LOCAL GOVERNMENT LICENSING PANEL

15 NOVEMBER 2012

**LICENSING OF ANIMAL BOARDING ESTABLISHMENTS
PROPOSED REVIEW OF CONDITIONS**

Report by Executive Director of Finance and Corporate Support

1. PURPOSE OF THE REPORT

1.1 To invite the Licensing Panel to:

- (i) approve the commencement of a consultation process to vary the existing conditions attached to animal boarding establishment licences to differentiate between dog boarding establishments and cat boarding establishments,
- (ii) approve proposals to licence both commercial day boarding establishments for dogs and home boarding establishments for dogs and
- (iii) approve the commencement of a consultation process in relation to the proposed conditions which would be attached to licences in respect of commercial day boarding establishment for dogs and home boarding establishments for dogs.

2. BACKGROUND

2.1 Animal boarding establishments are currently licensed by virtue of the Animal Boarding Establishments Act 1963. The 1963 Act introduced a mandatory licensing system in respect of animal boarding establishments (kennels and catteries). In terms of this Act, Section 1(3) states:

“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*

...and shall specify such conditions in the licence...as appear...necessary or expedient in the particular case for securing all the objects specified in (a) to (e) of the subsection.”

2.2 The list contained in Section 1(3) of the 1963 Act is not exhaustive. It is within the licensing authority’s discretion to attach further conditions to a licence which they consider would be necessary or expedient to secure the objectives listed. The current conditions issued by the licensing authority are reflective of the provisions contained within the 1963 Act and reflect the welfare and needs of animals boarded. A copy of the current conditions issued in respect of animal boarding establishments is attached at Appendix 1 for information. It should be noted that the conditions as they currently stand relate to both dog and cat boarding establishments, and there is no distinction made between the two.

2.3 In addition, the Animal Health and Welfare (Scotland) Act 2006 makes further provision for the welfare of animals. The Act states that an animal’s needs include:

- (a) Its need for a suitable environment,
- (b) Its need for a suitable diet,
- (c) Its need to be able to exhibit normal behaviour patterns,
- (d) Any need it has to be housed with, or apart from, other animals,
- (e) Its need to be protected from suffering, injury and disease.

The 2006 Act will, in due course, repeal the Animal Boarding Establishments Act 1963, however, there is no indication of when the 1963 Act will be repealed and as such the provisions of the 1963 Act remain in force.

3. TYPE OF BOARDING ESTABLISHMENT

3.1 There are three different categories of boarding establishments; traditional boarding kennels/catteries, home boarding and commercial day boarding. All these establishments differ by the type of boarding and accommodation provided:

Animal boarding establishments –

The Council currently licences animal boarding establishments, which can be regarded as the traditional style of kennels and catteries where animals are looked after for a short period of time whilst the owner is on holiday. There are currently 18 licensed boarding establishments which comprise 4 kennels, 5 catteries and 9 establishments which cater for both kennels and catteries.

Home boarding establishments (for dogs) –

According to the Royal Environmental Health Institute of Scotland (REHIS) Model Conditions and Guidance Notes for home boarding establishments, home boarding of dogs can be defined as *“the provision of accommodation for other people’s dogs in a private dwelling where a monetary fee is paid for the provision of this accommodation.”* Home boarding covers the situation where a person’s dog would be looked after by the licence holder in their (the licence holder’s) home, for instance, whilst the person is at work. It is submitted that home boarding is more suited to dogs rather than cats, and therefore the conditions to be attached to any licence granted would be in respect of dogs only. If it becomes apparent that there is a demand for home boarding of cats, the conditions can be reviewed to reflect this position in future. There are currently no home boarding establishments licensed in East Ayrshire.

Commercial day boarding (for dogs) –

According to the REHIS Model Conditions and Guidance Notes for commercial day boarding establishments, commercial day boarding of dogs can be defined as *“a commercial facility that cares for and houses other people’s pet dogs in the absence of the owner and receives a monetary fee for the provision of the care and accommodation. It differs from traditional boarding in that it is a day care facility with no overnight boarding.”* Commercial day boarding is where dogs are looked after in a commercial facility by the licence holder and returned home each night. It is again, submitted that commercial day boarding is more suited to dogs rather than cats, and therefore the conditions to be attached to any licence granted would be in respect of dogs only. Again, if it becomes apparent that there is a demand for commercial day boarding of cats, the conditions can be reviewed to reflect this position in future. There are currently no commercial day boarding establishments licensed in East Ayrshire.

4. PROPOSED UPDATE OF LICENCE CONDITIONS

- 4.1 Recently, the Pet Care Trade Association (PCTA), who are the national membership organisation for pet trade specialists including groomers, pet boarders, pet retailers and manufacturers, produced Model Licence Conditions and Guidance Notes for Dog Boarding Establishments, which

takes account of the five needs laid down by the Animal Health and Welfare Acts (both in England and Scotland). The PCTA have made the Model Conditions and Guidance freely available to local authorities. It is proposed that the current conditions attached to animal boarding establishment licences are updated to reflect the PCTA Model Conditions to ensure that the five needs of animals, as defined in the 2006 Act, are met. However, it should be noted that the PCTA Model Conditions only refer to dog boarding establishments, and separate conditions will be required in respect of cat boarding establishments.

- 4.2** The Chartered Institute of Environmental Health (CIEH) have considered the what conditions would be suitable in respect of cat boarding establishments and have produced Model Licence Conditions for same. As mentioned, the current conditions attached to animal boarding establishment licences in East Ayrshire apply to both dogs and cats and there is no distinction made between the two. Given the differences between kennels and catteries, it is proposed that the current conditions be updated to reflect the CIEH Model Conditions in relation to cat boarding establishments to ensure the needs and welfare of animals is met.
- 4.3** Similarly, the REHIS produced home boarding of dogs licensing conditions and also commercial day boarding of dogs licensing conditions to take account of these relatively new concepts. There have been requests made to the licensing authority for a home boarding licence and also a commercial day boarding licence, and as such it is appropriate that these licence options are available to potential applicants, and that conditions are in place which protect the health and welfare of the animals involved. It is therefore proposed that consultation is undertaken on proposed conditions which would be attached to licences issued in relation to home boarding of dogs and commercial day boarding of dogs.
- 4.4** A copy of the following draft conditions, which it is proposed will be consulted on, are attached at Appendix 2 for information:
- Proposed dog boarding establishment licence conditions,
 - Proposed cat boarding establishment licence conditions,
 - Proposed home boarding for dogs licence conditions and
 - Proposed commercial day boarding for dogs licence conditions.

5. STATUTORY PROCESS

- 5.1** There is no formal methodology contained within the Animal Boarding Establishments Act 1963 which details how amendments to conditions should be undertaken. There is no statutory consultation process which must be completed if the conditions are to be reviewed or amended.

- 5.2** It is therefore submitted that letters and copies of the proposed new conditions are sent to the following to obtain their views: all those who currently hold an animal boarding establishment licence, the RSPCA, the PCTA, the Feline Advisory Bureau, Strathclyde Police, Strathclyde Fire and Rescue, the Council's Environmental Health Services, Planning and Economic Development, Building Standards and the Council's appointed veterinary practitioner. A link would also be created on the Council's website in order that members of the public can submit their views on the proposed changes to the conditions. The consultation period will run for a period of 28 days. Thereafter, a further report would be prepared taking account of views received which would be placed before Panel in due course.

6. FINANCIAL IMPLICATIONS

- 6.1** Animal boarding establishments are currently subject to a licensing fee of £90 and are valid for one year. It is proposed that any applications for a home boarding establishment or commercial day boarding establishment would also be subject to the same fee. Apart from the minor costs of consultation, there are no financial implications arising directly from this report.

7. LEGAL IMPLICATIONS

- 7.1** In terms of the Animal Boarding Establishments Act 1963, the Council, as licensing authority, is empowered to attach such conditions to licences as it sees fit. Any person aggrieved by the refusal to grant a licence or by any condition to be attached to it may appeal to the Sheriff Court.
- 7.2** In terms of both the 1963 Act and the 2006 Act, the welfare and needs of animals can be seen to take priority. By amending the existing animal boarding establishment conditions to differentiate between dog boarding establishments and cat boarding establishments, it protects the needs and welfare of the animals. In addition by extending the existing licensing regime to cover home boarding of dogs and commercial day boarding of dogs it also protects animal health, welfare and amenity.

8. POLICY AND COMMUNITY PLANNING IMPLICATIONS

- 8.1** The proposals in this report aim to extend the current policy in relation to licensing of animal boarding establishments to differentiate between dog boarding establishments and cat boarding establishments and also

incorporate home boarding establishments and commercial day boarding establishments within the licensing regime.

8.2 There are no community planning implications arising directly from this report.

9. RECOMMENDATION

9.1 The Licensing Panel is invited to:-

- (i) approve the consultation process to vary the existing conditions attached to animal boarding establishment licences to differentiate between dog boarding establishments and cat boarding establishments,
- (ii) approve proposals to licence both commercial day boarding establishments and home boarding establishments,
- (iii) approve the commencement of a consultation process in relation to the proposed conditions which would be attached to commercial day boarding establishments for dog licences and home boarding establishments for dog licences and
- (iv) otherwise note the contents of this report.

Alex McPhee
Executive Director of Finance and Corporate Support
8 November 2012

LIST OF BACKGROUND PAPERS

NIL

Any person wishing further information on this report should telephone David Mitchell, Head of Legal, Procurement and Regulatory Services on telephone number 01563 576161 or email david.mitchell@east-ayrshire.gov.uk.

Implementation Officer: David Mitchell, Head of Legal, Procurement and Regulatory Services

ANIMAL BOARDING

CURRENT CONDITIONS

To comply with the Licensing of Animal Boarding Establishments Act 1963, the licensee of an Animal Boarding Establishment must ensure:-

1. That the 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.
2. That the animals will be adequately supplied with suitable food, drink and bedding material, adequately exercised and, so far as necessary, visited at suitable intervals.
3. That all reasonable precautions will be taken to prevent and control the spread among animals of infectious or contagious diseases.
4. That appropriate steps will be taken for the protection of the animals in case of fire and other emergencies.
5. That a register be kept, containing a description of any animals received in the establishment, dates of arrival and departure, and the name and address of the owner. The register must be kept available for inspection at all times by an officer of the Licensing Authority or Veterinary Surgeon authorised under Section 2(1) of the Act.
6. The Licensing Authority may amend the above conditions as and when they deem necessary.

The licence shall remain in force until the end of the year to which it relates and then expire. Application for renewal of the licence, accompanied by the requisite fee should be made on the appropriate form to The Head of Legal Services at least 4 weeks before the date of expiry of the licence.

Any person aggrieved by any condition subject to which a licence is granted may appeal to the Sheriff and the Sheriff may on such an appeal give such directions with respect to the conditions subject to which a licence is to be granted and he thinks proper.

In the event of the death of a person who is keeping an Animal Boarding Establishment at any premises under the authority of a licence granted by the Licensing Authority, the licence shall be deemed to have been granted to his personal representatives in respect of those premises and shall remain in force until the end of the period of three months from the date of the date of the death and shall then expire. The Licensing Authority may, however, on the application of those representatives, extend or further extend the said period of three months, if they are

satisfied that the extension is necessary for the purpose of winding up the deceased's estate and that no other circumstances make it undesirable.

The Licensing Authority, must be advised immediately of any proposed changes in the circumstances e.g. alterations or additions to the premises or an increase in the number of animals to be catered for.

Any person who requires to and fails to apply for a licence under this Act shall be guilty of an offence and shall be liable on summary conviction to a fine as detailed in the Animal Boarding Establishments Act 1963 as amended.

DOG BOARDING ESTABLISHMENT

PROPOSED LICENCE CONDITIONS

Licence Display

1. Businesses operating boarding establishments must be inspected and have a licence
2. A copy of the licence must be displayed to the public in a prominent position in, on or about the boarding establishment and a copy of the conditions available

Animal Welfare

Need for a suitable diet

3. Animals must have access to fresh water at all times
4. All animals must be provided with a diet to maintain full health and vigour

Need for a suitable environment

5. All animals must be provided with an appropriate environment including shelter and a comfortable resting area

Need to be free from pain, injury or disease

6. Any sick or injured animal must receive appropriate care and treatment without delay
Veterinary advice should be sought whenever necessary
7. All animal housing and exercise areas should be in a good state of repair to prevent injuries as far as reasonably possible

Need to express normal behaviour patterns

8. All animals must be provided with sufficient space to allow for normal behaviour (see kennel sizes information at the end of the conditions)
9. All animals must be given the opportunity for daily interaction and stimulation
10. All establishments must develop and implement an appropriate enrichment plan to ensure the dog is not deprived of sensory stimulation
11. Animals housed in indoor accommodation (an inside kennel unit with no attached run) must be let out of their accommodation at suitable and regular intervals (it is recommended that this be at least 1 hour per day)

Need to be free from fear and distress

12. All establishments must provide conditions and care for animals which avoid fear and distress

Operational Management

Hygiene

13. All animal accommodation including corridors, common areas, kitchens etc must be kept clean, dry 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
14. All occupied accommodation must be cleaned at least once daily
15. All bedding must be kept clean and dry as far as reasonably possible
16. Upon vacation, a dog unit including all fittings and bedding must be thoroughly cleaned, disinfected and dried, before another dog is placed in the unit
17. Facilities must be provided for the proper storage and disposal of all waste
18. Measures must be taken to minimise the risks from rodents and other pests within the establishment

Kitchen facilities

19. There should be a suitable 'fit for purpose' area that is used exclusively for the storage and preparation of boarders meals
20. All animal feeds must be stored appropriately
21. All eating and drinking bowls must be capable of being easily cleaned and disinfected to prevent cross-contamination. They must be maintained in a clean condition
22. All feeding bowls must be cleaned after each meal. Drinking bowls must be cleaned at least once a day

Temperature in kennels

23. An adequate procedure should be put in place to protect dogs from extremes of temperature
24. Heating facilities must be available in the sleeping area of the dog unit and used according to the requirements of the individual dog
25. Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs

Disease control and vaccination

26. Adequate precautions must be taken to prevent and control the spread of disease and parasites amongst the dogs
27. Before admittance to the kennels, verification of current vaccination or acceptable titer levels must be obtained
28. A first aid kit suitable for use on dogs must be available and accessible on site
29. A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site

Supervision of animals

30. A competent person must be present at all reasonable times whenever dogs are boarded at the premises

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

Staff Management

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

Kennel Administration and Management

Register

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

- date of arrival
- name of dog
- description, breed, age and gender of dog
- name, address and telephone number of owner or keeper
- name and telephone number of local contact person whilst boarded
- name and address and telephone number of the dog's veterinary surgeon
- anticipated and actual date of departure, and
- health, welfare and nutrition requirements

34. Information from the register required to verify accuracy of the records must be kept available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information

Identification of kennels

35. Each kennel must be clearly marked (e.g. numbered)
36. A system must be put in place to ensure that relevant information about the dog in that kennel is readily available (e.g. a wipe clean board or a card clipped to the front of the kennel)

Emergency procedures

37. There must be a written emergency plan which must be on display and known to staff

Construction

General

38. For new builds - The establishment must be constructed in accordance with planning permission and building regulations.

Layout

39. For new builds - Buildings should be so constructed that they offer visual stimulation and distraction to the dogs being housed where applicable
40. The premises, buildings, grounds and perimeters must offer a safe and secure environment for boarders

Walls and partitions

41. Walls should be made of smooth impervious materials, capable of being easily cleaned
42. Junctions between vertical and horizontal sections must be sealed
43. Internal partition walls must be of solid construction

Floors

44. Floors of all buildings, individual exercise areas and kennels must be of smooth, impervious materials, capable of being easily cleaned

Ceilings

45. Ceilings must be capable of being easily cleaned
46. For new kennels – buildings should meet building regulations or have a minimum height of 2.30m. New kennel units within these buildings should have a minimum height of 1.83m to facilitate adequate access by kennel staff

Doors

47. Kennel doors must be secure and fit for purpose

Windows

48. All windows must be escape proof at all times
49. Windows should be of suitable size and placement

Drainage

50. The establishment must be connected to mains drainage or an approved localised sewerage disposal system

Lighting

51. During day light hours light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this must be natural light
52. Adequate supplementary lighting must be provided throughout the establishment

Ventilation

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

Maintenance

54. Maintenance and repair of the whole establishment must be carried out as required to maintain a safe clean environment

Number of Animals

Number of dogs boarded

59. The maximum number of dogs to be kept at any one time is [X] according to the guidelines and measurements included in the Pet Care Trade Association Model Licence Conditions and Guidance Notes for Dog Boarding Establishments
60. Each dog must be provided with a separate kennel except dogs from the same household/family may share a kennel of adequate size with the written consent of the dog's owners
61. Holding kennels may be provided for temporarily kennelling a dog for not more than 24 hours
62. No animals other than dogs are to be boarded within the licensed facilities
63. Where stray dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs

Kennel sizes

64. All kennels must offer adequate floor area to allow the dog sufficient room to move without hindrance
65. For new build kennels, each kennel must be provided with a covered run
66. Kennels and run areas must open onto secure corridors or other secure areas, so that dogs are not able to escape from premises
67. Exercise areas must not be used as sleeping areas

Exercise facilities/play areas

68. In new build, kennels must offer out of kennel exercise/play areas where appropriate in addition to the run
69. In new build, exercise areas must be of sufficient size to allow dogs to run free and must be a minimum of 100m² with a shortest length of 10m
70. An effective hygiene and cleaning procedure should be established to minimise the risk of infection
71. In establishments without the exercise/play areas a dog walking system must be implemented

Kennel and run sizes for new build kennels and refurbishments from 2011 -

		Sleeping	Exercise	Total
Kennel and run sizes	Dogs under 40-55cm at the shoulder	2.5m ²	2.5m ²	5.0m ²
Kennel and run sizes	Dogs over 55cm at the shoulder	3.0m ²	3.5m ²	6.5m ²

Note –

1. Recommended minimum widths of 1.2m
2. When more than one dog is boarded in the same kennel, the minimum size for the kennel must be increased. It is recommended that this be by an additional 20% per dog.
3. When dogs of different sizes are boarded together, the shoulder height of the larger dog should be used.

Please Note –

The licence shall remain in force until the end of the year to which it relates and then expire. Application for renewal of the licence, accompanied by the requisite fee should be made on the appropriate form to The Head of Legal Services at least 4 weeks before the date of expiry of the licence.

Any person aggrieved by any condition subject to which a licence is granted may appeal to the Sheriff and the Sheriff may on such an appeal give such directions with respect to the conditions subject to which a licence is to be granted and he thinks proper.

In the event of the death of a person who is keeping an Animal Boarding Establishment at any premises under the authority of a licence granted by the Licensing Authority, the licence shall be deemed to have been granted to his personal representatives in respect of those premises and shall remain in force until the end of the period of three months from the date of the date of the death and shall then expire. The Licensing Authority may, however, on the application of those representatives, extend or further extend the said period of three months, if they are satisfied that the extension is necessary for the purpose of winding up the deceased's estate and that no other circumstances make it undesirable.

The Licensing Authority, must be advised immediately of any proposed changes in the circumstances e.g. alterations or additions to the premises or an increase in the number of animals to be catered for.

Any person who requires to and fails to apply for a licence under this Act shall be guilty of an offence and shall be liable on summary conviction to a fine as detailed in the Animal Boarding Establishments Act 1963 as amended.

Guide to terminology used in conditions –

Kennel – an inside kennel unit and sleeping area used for housing the dogs

Run – an enclosed area directly adjoined to and exclusive to the kennel

Exercise/play area – a large fenced area used for exercising dogs and not used for housing dogs.

CAT BOARDING ESTABLISHMENTS

PROPOSED LICENCE CONDITIONS

Licence Display

1. A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.

Construction

General

2. The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the Local Authority.
3. All new units must be built on a concrete base with a damp proof membrane to Building Regulation standards. This should have a minimum fall of 1 in 80.
4. All exterior wood must be smooth and properly treated against wood rot. Only products which are not toxic to cats may be used.
5. 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.
6. Sleeping areas of units must be so insulated as to prevent extremes of temperature.
7. Fencing material must be secure and safe.
8. The construction must be such that security of the cat is ensured.
9. All areas to which cats have free access must be roofed.

Walls

10. The walls with which cats may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks are used, they must be sealed to be as smooth, impervious and be resealed as necessary.
11. Junctions between vertical and horizontal sections should be covered. If impractical in existing premises, these joints must be sealed.
12. Full length sneeze barriers must be provided where the gap between units is less than 625mm (2ft).

Floors and concrete bases

13. The concrete base and floors of all buildings and units must be of smooth impervious materials, capable of being easily cleansed. In new catteries, this must incorporate a damp proof membrane.
14. Floors of all units and individual exercise areas must be constructed and maintained in such a condition as to prevent pooling of liquids.

Ceilings and roofing

15. Ceilings must be capable of being easily cleansed and disinfected.
16. All exercise areas and the safety passage should be covered with mesh and impermeable material, a proportion of which must be translucent.

Doors

17. Doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
18. Where metal edging is used, this must not present a risk of injury to the cat.
19. Adequate constructional precautions must be taken to prevent and control the spread of infectious diseases particularly by droplet infection.

Windows

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

Drainage

21. Kitchens must be connected to mains drainage or an approved, localised sewage disposal system.

Lighting

22. During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this must be natural light.
23. Adequate supplementary lighting must be provided throughout the establishment.

Ventilation

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

Number of Animals

Number of cats permitted

25. The maximum number of cats to be kept at any one time is [X].
26. Each cat must be provided with a separate unit except cats from the same household may share a unit of adequate size with written consent of the cat's owner.
27. Holding units may be provided for temporarily boarding a cat for not more than 24 hours. Existing holding units must have a minimum floor area of 9 sq ft. In new construction the floor area must be a minimum of 12 sq ft. Holding units must have a minimum height of (0.9m) 3ft.
28. No animals other than cats are to be boarded within the licensed facilities without the written approval of the local authority.

29. Where stray cats are accepted by the cattery, they must be kept in a separate area away from boarded cats.

Unit size, layout and exercise facilities

30. In new construction each unit must have a sleeping area and an adjoining exercise area, which is exclusive to that unit.
31. In new construction each unit must be provided with a sleeping area of at least 0.85 sq m (9 sq ft) for one cat, 1.5 sq m (16 sq ft) for two cats, 1.85 sq m (20 sq ft) for up to four cats.
Units may be designated as suitable for a specific number of cats, greater than 4, at the discretion of the licensing authority.
32. Units must have a minimum internal height of 1.8m (6 ft).
33. The height of the sleeping area must be at least 3 ft (91 cm) existing and 4 ft (1.22 m) in new build.
34. Suitable bedding must be provided which allows the cat to be comfortable and which is capable of being easily and adequately cleaned and disinfected. Such equipment must be sited out of draughts. Bedding material must be checked daily and must be maintained in clean, parasite free and dry condition.
35. In new construction each unit must be provided with an exercise area of at least 1.7 sq m (18 sq ft) for a single cat; 2.2 to 3 sq m (24 sq ft) for two cats; 30 sq ft for up to four cats.
36. Units must be open onto secure corridors or other secure areas so that cats are not able to escape from the premises.
37. Exercise areas must not be used as sleeping areas.
38. There must be direct and voluntary access to the exercise area.

Management

Training

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

Temperature in units

40. Heating facilities must be available in the unit and used according to the requirements of the individual cat.
41. There must be some part of the sleeping area where the cat is able to enjoy a temperature of at least 10° (50°F).
42. In isolation units there should be a means of maintaining the temperature at a level suitable for the condition of the cat and dependent on veterinary advice.

Cleanliness

43. All units, corridors, common areas, kitchens, etc. must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and cat comfort.

44. Each occupied unit must be cleansed daily. All excreta and soiled material must be removed from all areas used by cats at least daily and more often if necessary.
45. All bedding areas must be kept clean and dry.
46. Suitably sited litter trays, which are easy to clean and impermeable, must be provided at all times. These must be emptied and cleansed at least once a day and if necessary at any time during the day if found to be unduly soiled. A suitable material for litter must be provided.
47. Each unit must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.
48. Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of cats with infectious diseases. A final disposal route for all such waste must be incineration.
49. Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

Food and water supplies

50. All cats must be adequately supplied with suitable food. At least two meals a day must be offered at approximately 8 hours apart. Wholesome water must be available at all times and changed daily.
51. Eating and drinking vessels must be capable of being easily cleansed and disinfected and must be maintained in a clean condition. Disposable eating dishes may be used.
52. Eating vessels must be cleansed or disposed of after each meal.
53. Drinking vessels must be cleansed at least once a day.

Kitchen facilities

54. Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the cats.
55. Where fresh and cooked meats are stored, refrigeration facilities must be provided, and food contamination must be avoided.
56. A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate washhand basin with hot and cold water must also be provided for staff use.
57. Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

Disease control and vaccination

58. Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst cats, staff and visitors.
59. Proof must be provided that cats boarded or resident have current vaccinations against Infectious Feline Enteritis, Feline Residuary Disease and other relevant diseases. The course of vaccination must have been completed at least 4 weeks before the first date of boarding or in accordance with manufacturer's instructions. A record that this proof has been supplied and must be kept on site throughout the period that the cat is boarded.

60. Advice for a veterinary surgeon must be sought in cases of signs of disease, injury of illness. Where any cat is sick or injured any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.

62. A well stocked first aid kit suitable for use on cats must be available and accessible on site.

Isolation

63. Isolation facilities must be provided.

64. In existing catteries these isolation facilities must be in compliance with the other boarding requirements, but must be separate and physically isolated from the main units. This must be a minimum of 3 m (10 ft).

65. Adequate facilities to prevent the spread of infectious disease between the isolation unit and other units must be provided.

66. Hands must be washed after leaving the isolation facilities before visiting the other units.

Register

67. A register must be kept of all cats boarded. The information kept must include the following:-

- Date of arrival.
- Name of cat, any identification system, such as microchip number or tattoo.
- Description, breed, age and gender of cat.
- Name, address and telephone number of owner or keeper.
- Name, address and telephone number of contact person whilst boarded.
- Name, address and telephone number of cat's veterinary surgeon.
- Anticipated and actual date of departure.
- Health, welfare and nutrition requirements.

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

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

Identification of units

70. Each unit must be clearly marked (e.g. numbered) and a system in place which ensures that relevant information about the cat in that unit is readily available.

Supervision

71. A fit and proper person must always be present to exercise the provision and deal with emergencies whenever cats are boarded at the premises.

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

Fire precautions

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

74. A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions as to where the cats are to be evacuated to in the event of fire or other emergency.
75. Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.
76. All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system in each block of units.
77. Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to cats.
78. Precautions must be taken to prevent any accumulation which may present a risk of fire.
79. There must be adequate means of raising an alarm in the event of fire or other emergency.

HOME BOARDING ESTABLISHMENT FOR DOGS

PROPOSED LICENCE CONDITIONS

General Conditions

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
2. The licensee must ensure that the establishment is covered by adequate and suitable public liability insurance, and where necessary, adequate and suitable employers liability insurance. In addition to this it is recommended that care, custody and control insurance is in place.
3. No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding
4. Dog hybrids registered under the Dangerous Wild Animals Act 1976 (e.g. wolf hybrids) and dogs subject to Dog Control Notices served under the Control of Dogs (Scotland) Act 2010 are not to be accepted for home boarding
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
6. Dogs under six months shall only be boarded if they are suitably vaccinated and difficulties have not been identified during a trial socialisation period. There is an exception for puppies where they are being boarded with the mother or siblings, provided no other dogs are boarded on the premises at any time
7. A copy of the licence and its associated conditions and a certificate of insurance shall be made available to each client
8. The maximum number of day boarders to be kept at any one time is [X]
9. The maximum number of night boarders to be kept at any one time is [X]
10. Dogs must not be boarded with any cat, unless they normally live together in the same household, or there is prior agreement with the client and difficulties have not been identified during a trial socialisation period
11. Only dogs from the same household may be boarded at the same time unless the following precautions are taken:
 - Specific written consent of each household is given, showing confirmation that they are content for their dogs to be boarded with others
 - A mandatory trial (documented) familiarisation session for all dogs prior to stay
 - Separation of dogs from different households in secure areas when left unattended
 - Separate feeding of dogs (unless from the same family and normally fed together) to minimise the likelihood of dispute and aggression
12. 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

13. The means of transportation, dogs, premises and anything therein and the Register may be inspected at all reasonable times by a local authority officer or veterinary surgeon authorised by the local authority under Section 2(1) of the Act
14. Dogs must wear a collar and tag during the stay of boarding. The tag must be made of durable and hardwearing material and shall display the contact telephone number of the boarding establishment
15. The establishment must be operated in such a manner that it does not cause a statutory nuisance to occupiers of neighbouring properties

Construction

16. Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs for boarded animals
17. There must be adequate space, light, heat and ventilation for the dogs
18. 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
19. There must be sufficient space available to keep the dogs separately if required

Kitchen Facilities

20. 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
21. All bulk supplies of food shall be kept in vermin proof containers

Cleanliness

22. 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
23. 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 the Licensing Authority
24. All bedding areas must be kept clean and dry
25. Facilities must be approved for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the first aid treatment and handling of dogs with infectious diseases. The final route for all such waste shall comply with current waste regulations
26. Measures must be taken to minimise the risks from rodents, insects and other pests within the premises

Disease Control

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

28. Proof must be provided that boarded and resident dogs have current vaccinations against canine distemper, infectious canine hepatitis, leptospirosis and canine parvovirus and other relevant diseases. With the exception of where a bitch and her pups are boarded together the course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with the manufacturer's instructions. A record that this proof has been supplied must be kept on site throughout the period that the dog has boarded
29. 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
30. A well stocked first aid kit suitable for use on dogs must be available and accessible on site and in any vehicle used for transporting boarded dogs
31. The Licensee must be registered with a veterinary practice that can provide help and advice. Where night time boarding is carried out registration should be with a 24 hour veterinary practice. The clients own veterinary practice must be known and consulted if necessary
32. Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. A record must be maintained of all routine and emergency treatment for parasites
33. The premises shall be regularly treated for fleas and parasites with a veterinary recommended product
34. Cleaning substances must be suitable for the purpose and the cleaning substance and its fumes must pose no risk to the dogs

Isolation

35. 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
36. The Licensee must inform the licensing authority by the next working day on becoming aware that a dog has developed an infectious disease
37. Following an episode of infectious disease during any stay, the premises must undergo suitable cleaning and a reasonable quarantine period before new boarders are admitted. This period will be specified by the licensing authority as agreed with their authorised veterinary surgeon. A record must be maintained of each episode of infectious disease, together with details of the implemented quarantine period
38. The Licensing Authority must be informed by the next working day of any animal death on the premises. The Licensee must make arrangements for the body to be stored under suitable conditions until the owner returns

Food and Water Supplies

39. All dogs shall have an adequate supply of food as directed by the client
40. Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and drinking vessels cleaned at least once per day
41. Clients must be encouraged to provide each dog with its own clean bedding, bowls, grooming materials, etc. If supplied these items must be cleaned regularly to prevent

cross infection. The Licensee should be able to provide extra bedding material as required

42. 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.

Register

43. A register must be kept of all dogs boarded. The information kept must include the following:-
- Date and time of arrival
 - Name of dog, any identification system, such as microchip number or tattoo
 - Description, breed, age and gender of dog
 - Name, address and telephone number of owner or keeper
 - Name, address and telephone number of contact person whilst boarded
 - Name, address and telephone number of dog's veterinary surgeon
 - Anticipated and actual date of departure
 - Proof of current vaccinations, medical history and requirements
 - Health, welfare, nutrition and exercise requirements
 - Date of last season for a bitch
 - Written agreement in respect of any emergency veterinary treatment
44. The register shall be available for inspection at all reasonable times by an officer of the local authority or an authorised veterinary surgeon
45. The register must be kept readily available for a minimum period of two years and kept in such a manner as to allow an authorised officer easy access to such information
46. Details of any medication administered must be recorded including type of medication, quantity and time administered
47. 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

Supervision

48. A fit and proper person with relevant experience must be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises
49. 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 routine basis
50. No person under 16 years of age is permitted to walk boarded dogs in public places unless supervised by a fit and proper person
51. No child under 16 shall be left unaccompanied with boarded dogs at any time
52. If there is a resident dog within the household, the boarded dogs must be kept separated on the occasions when they are left unattended

Training

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

Fire/Emergency Precautions

54. Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies
55. The occupier of the property must be aware of the location of the dogs in the property at all times
56. Fire detection and fire fighting equipment must be provided in accordance with general advice given by the Fire Safety Officer
57. All doors to rooms where dogs are boarded must be kept shut at night
58. All electrical installations and appliances must be maintained in a safe condition. No unsupervised dog must be left in a room with loose or trailing cables or wires
59. All heating appliances must be free of risk of fire as is reasonably practicable. There must be no regular or routine use of free standing gas or oil appliances
60. Arrangements must be made whereby spare keys can be obtained to allow access to the premises in the event of an emergency, or alternatively, an emergency contact number shall be displayed in an obvious location at the premises

Exercise

61. 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. The Licensee must be satisfied that the dogs are under proper control at all times
62. There must be access to a suitable outside area
63. Any exercise/garden area of the premises to which the boarded dogs may have unrestricted 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
64. The Licensing Authority must be informed by the next working day if a dog is lost

Transportation

65. If a collection and delivery system is provided or transport is used to travel to an exercise area then a suitable vehicle must be used. An individual dog must be secured within a dog cage or behind a dog guard whilst travelling within the vehicle. Where more than one dog is to be transported at any time the vehicle must be fitted with individual cages of adequate size for the safe transportation of the dogs. The journey time shall be kept to a minimum when transporting boarded dogs

COMMERCIAL DAY BOARDING OF DOGS

PROPOSED LICENCE CONDITIONS

General Conditions

1. Unless otherwise stated, these conditions shall apply to all buildings and areas to which the dogs have access and/or which are used in association with the day boarding of dogs
2. The licence holder must not change, cause or permit to be made any material change to the premises or licensed activity without the prior consent of the local authority
3. Adequate insurance indemnity should be arranged by the operator of the premises. This should be maintained at a sufficient level to cover the maximum number of dogs boarded. Adequate employer's liability and public liability insurance shall be provided. Certificates of insurance shall be displayed in a prominent position
4. No dog registered under the Dangerous Dogs Act 1991 must be accepted for day boarding
5. Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. wolf hybrids) and dogs subject to Dog Control Notices under the Control of Dogs (Scotland) Act 2010 are not to be accepted for day boarding
6. No animals other than dogs are to be boarded at the facility
7. Dogs are not permitted to be boarded overnight
8. A copy of the licence and its conditions must be suitably displayed to the public in a prominent position at the boarding establishment. All dog owners must be made aware of where the licence is displayed and the conditions attached to the licence
9. A maximum number of dogs kept at any time in the premises shall be [X]
10. All dogs attending the establishment should wear a collar and/or tag identifying the name and address of the owner
11. The premises shall be operated in such a way as to avoid statutory nuisance to occupiers of neighbouring properties

Construction and Maintenance

12. The dog day boarding establishment must, at all times, be laid out and operated in accordance with an approved plan, to be submitted to the local authority. The licence only applies to the approved plan. Before carrying out any alterations, plans must be submitted to and approved by the local authority
13. Fencing materials must be secure and safe. Fences and/or other barriers must be of sufficient height to prevent dogs from escaping and prevent access by persons not connected or employed by the establishment. Where metal bars and frames are used they must be of suitable gauge with spacing adequate to prevent dogs escaping or becoming entrapped. Any metal edging must not prevent a risk of injury. Doors, fences and/or barriers must be of adequate strength and construction to resist impact and scratching and must be of sufficient height to prevent dogs from escaping and to prevent access by persons not connected or employed with the establishment

14. A double gate system shall be provided at the entrance/exit to the premises to permit a phased access and egress and thus prevent the escape of dogs
15. The general construction must be such that the security of dogs is ensured
16. All doors must be secure and lockable and gates secured at all times to prevent dogs from escaping and to prevent access by persons not associated with the business. External exercise areas must not permit persons not connected to or employed by the establishment to have access to dogs
17. Wood should not be used in exposed construction of walls, floors, partitions, door frames or doors within the dog indoor common area. There must be no projections liable to cause injury. Where wood has been used in existing construction it must be smooth and treated to render it impervious
18. All exterior wood must be properly treated against wood rot, e.g. tanalised. Only non-toxic products may be used
19. All internal surfaces used in the construction of walls, floors, partitions, doors and door frames is to be durable, smooth and impervious and capable of being easily cleaned and disinfected where necessary. There must be no projections or rough edges liable to cause injury
20. Walls with which dogs may come into contact must be of smooth impervious materials capable of being easily cleansed
21. Floor finishes of areas used by dogs shall be smooth, impervious and capable of being easily cleansed
22. Junctions between the walls and floors in areas used by dogs shall be covered to facilitate cleaning. Where it is impractical to do this, all joints must be sealed
23. All internal furnishings shall be maintained in a sound condition to permit thorough cleaning and disinfection. Such furnishings shall be inspected on a daily basis for damage or disrepair. Any damage or ripped items of furniture shall be immediately repaired or replaced. No carpet material or rugs are to be used within the boarding establishment
24. All windows which pose a security risk must be escape proof at all times
25. Adequate lighting must be provided throughout the establishment such that all areas accessible to dogs are clearly visible. Where practicable this means must be natural light
26. Adequate ventilation must be provided to all interior areas without the creation of excessive localised draughts
27. The interior and exterior of the buildings should be maintained in good repair and good decorative order. Outer paths, gardens, exercise areas and general surroundings must be kept in a good clean presentable condition

Drainage

28. The establishment must be connected to mains drainage or an appropriate localised sewage disposal system
29. Arrangements must be made with the Waste Collection Authority or a waste management contractor authorised for the purposes of the duty of care, for removal of other wastes from the establishment under the Environmental Protection Act 1990
30. External areas accessible to dogs must be suitably drained. Internal drainage to be adequate to prevent ponding of water

Kitchen Facilities

31. A separate area clearly demarked and hygienically constructed shall be provided for the storage and preparation of dog/puppy food
32. A sink with hot and cold water must be provided for the washing of food and drinking vessels. A separate wash hand basin with hot and cold water must be provided for staff use in an accessible area
33. Suitable refrigeration shall be provided for the storage of dog/puppy food unless only shelf-stable food e.g. cans are used and any leftover food is discarded
34. Equipment must be capable of being cleaned and disinfected. Equipment must be cleaned and disinfected as required
35. Suitable containers must be provided for the storage of food and shall be so constructed and kept in good order, repair and condition as to protect against access by insects and other pests

Cleanliness

36. All indoor areas used by dogs must be kept clean and free from accumulations of dirt and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort
37. All excreta and soiled material must be removed immediately from communal areas used by dogs and as soon as practicable from the isolation kennel(s) or other areas used to house dogs
38. All fittings, bedding and towels must be thoroughly cleaned as required
39. Facilities must be provided for the proper reception storage and disposal of all waste
40. All cleaning chemicals and materials used must not be harmful to dogs and must be stored in a secure cupboard or cabinet
41. Measures must be taken to minimise the risk from rodents, insects and other pests within the establishment

Temperature

42. Suitable and safe means shall be provided for heating the common indoor area(s) or a sufficient size section to accommodate the number of dogs being boarded and which should be heated according to the requirements of individual dogs
43. A maximum temperature of 26°C (79°F) should not be exceeded in normal circumstances. A minimum temperature of 10°C (50°F) is required. Dogs must always have free access to an area where the temperature does not fall below 10°C (50°F). This should equate to 1m² per dog
44. Adequate shade shall be provided in outdoor area(s) to protect animals from direct sunshine

Animal Welfare

45. Pre-screening of dogs shall be undertaken to ensure that they will be comfortable in the presence of other dogs and will not be a danger to other dogs or staff

46. Any injuries which occur to dogs in the care of the licence holder must be recorded and such records will be retained and made available for inspection by the local authority officer at all reasonable times
47. Due to the unique arrangements within the day boarding establishment which allows the free mixing of dogs, all dogs over the age of 6 months old shall be neutered/dressed
48. A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site
49. If puppies are to be accepted on the premises there must be a separate area provided
50. There must be a method of review to ensure that dogs are excluded if they exhibit any aggressive behaviour
51. Resting facilities shall be provided for "time out" for vulnerable, bullied or tired dogs

Disease Control and Vaccinations

52. Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors
53. Communal water facilities with static water e.g. baths and troughs are not permitted as they are considered to present a potential route for the spread of infection. Communal water facilities must have continual running or flowing water
54. Dogs attending the day care facility must have current vaccinations against canine distemper, kennel cough, infectious canine hepatitis, leptospirosis, canine parvovirus and other relevant diseases. Annual vaccinations must thereafter be kept up-to-date. A copy of all up-to-date certificates must be kept on site throughout the period that the dog attends the day care facility and shall be made available to officers of the licensing authority for inspection on request
55. The first complete course of vaccinations must have been completed at least 4 weeks before the first date of boarding
56. No sick animals shall be admitted to the premises
57. Advice from a veterinary surgeon must be sought in the 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
58. Following the diagnosis of an infectious disease the establishment must undergo a reasonable quarantine period based on veterinary advice
59. The licence holder must inform the local authority by the next working day of any dog boarded in the establishment that develops an infectious disease
60. The local authority must be informed of the death of any dog in the establishment by the next working day
61. A well stocked first aid kit suitable for use on dogs must be available and accessible on site
62. The licence holder should be registered with a veterinary practice that can provide advice and assistance. Details of the owner's vets must also be known. A telephone contact number of the veterinary surgeon used by the establishment or, if appropriate, the individual dogs should be displayed in a suitable place, close to the telephone and accessible to all members of staff

63. Dogs exercised outwith the premises must be kept on a lead at all times unless being exercised in a safe and secure area e.g. in a field with the gates closed and with written consent of the owner. A risk assessment must be carried out to ensure that the appropriate number of dogs are exercised by a particular person

Isolation Facilities

64. Suitable isolation facilities must be provided with adequate heating and ventilation, to house any sick or injured dog until such time as it can be returned to its owner or transported to a vet. There must be a means of maintaining the temperature within the isolation facilities at a level suitable for the condition of the dog dependant on veterinary advice
65. Isolation facilities must be separate and physically isolated from the main activity areas. The separation distance must be a minimum of 5m
66. Adequate facilities shall be provided to prevent the spread of infectious disease between the isolation facilities and communal dog areas
67. Hands must be washed after leaving the isolation facilities and before visiting any other area used to house dogs
68. A register must be kept of all dogs attending the facility. The information kept must include the following:-
- Date of first attending and days of week normally attended by each dog
 - Name of dog, any identification system such as microchip number or tattoo
 - Description, breed, age and gender of dog
 - Name, address and telephone number of owner or keeper
 - Name, address and telephone number of dog's veterinary surgeon
 - Health, welfare and nutrition requirements
 - Emergency contact details
 - Written agreement in respect of emergency veterinary treatment
69. The register must be kept readily available with information on individual dogs being retained for a minimum period of 24 months. The register shall be available to a local authority authorised officer on request for inspection purposes
70. Where records are computerised, a backup copy must be kept. The register must also be available to key members of staff of the establishment at all times

Supervision

71. A fit and proper person with relevant experience must be nominated and be present at all times to exercise supervision and deal with any emergencies. Employees must not be under the age of 16 and no one under the age of 18 shall be a nominated person
72. At no time shall dogs in the common indoor and outdoor areas be left unsupervised

Staff Training

73. Staff should be adequately trained in the safe handling of dogs, emergency procedures to be followed, and all other aspects of the licence conditions pertinent to their work
74. A written training policy must be provided for permanent, part time and seasonal workers

Transportation of Dogs

75. All vehicles used by the establishment for the transportation of dogs must be regularly serviced and kept clean. They must be fitted with secure cages of adequate size for the safe transportation of dogs and be provided with adequate ventilation. All vehicles must be secure and should not be left unattended other than to drop off or pick up dogs
76. Journeys must be planned to minimise the time dogs spend in the vehicle. On journeys likely to last more than 2 hours and during exceptionally hot days water must be available in the vehicle
77. The licence holder must provide a well stocked first aid kit suitable for use on dogs and available in all vehicles used to transport dogs

Water Supply

78. Wholesome water must be available at all times and changed frequently throughout the day

Fire/Emergency Precautions

79. Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies
80. A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on where dogs are to be evacuated to in the event of a fire or other emergency
81. Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer
82. There must be adequate means of raising an alarm in the event of a fire or other emergency
83. Advice must be sought from the Fire Protection Officer to ensure compliance with fire safety requirements
84. Precautions must be taken to prevent any accumulation which may present a risk of fire
85. All electrical installations and appliances must be maintained in a safe condition with no loose trailing cables
86. All heating appliances must be free of risk of fire as is reasonably practicable
87. The establishment must have a standard procedure in place for dealing with dogs that have escaped. This should include –
 - All staff must be trained in dealing with escaped dogs

- In the event of a dog escaping, the dog owner and local authority must be contacted immediately
- Equipment must be available for securing dogs which have escaped. All staff must be trained in the use of such equipment.