DOG BOARDING ESTABLISHMENT

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, appropriate to the animal’s needs.

**Need for a suitable environment**

5. All animals must be provided with an appropriate environment including shelter, and a comfortable resting area which should be above ground level.

**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. It is recommended that boarders have medical insurance to cover most emergency medical problems.
8. 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**

9. 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 and staff.
10. Written consent of the dog’s owner shall be obtained before interaction with other dogs.
11. All animals must be provided with sufficient space to allow for normal behaviour (see kennel sizes information at the end of the conditions).
12. All animals must be given the opportunity for daily human interaction and stimulation.
Exercising

13. Dogs must be exercised in accordance with their owner’s wishes. If dogs are taken off the premises, they must be exercised in such a manner as will ensure adequate control is maintained at all times.

14. Where dogs are exercised off-premises, the number of dogs exercised at any one time by any one person shall be restricted to a number such as will enable the person exercising the dogs to immediately remove any faeces deposited by an animal being exercised, to ensure compliance with the relevant provisions in the Dog Fouling (Scotland) Act 2003.

15. 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 a minimum of twice per day for a minimum total of one hour).

Need to be free from fear and distress

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

17. No dog registered under the Dangerous Dogs Act 1991 must be accepted for day boarding.

18. Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. wolf hybrids) are not to be accepted for day boarding.

19. Dogs subject to Dog Control Notices under the Control of Dogs (Scotland) Act 2010 are not to be accepted for day boarding

Operational Management

Hygiene

20. 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.

21. All occupied accommodation must be cleaned at least once daily and communal areas cleaned between exercise periods, a minimum of twice daily.

22. All bedding must be kept clean and dry as far as reasonably possible.

23. 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.

24. Facilities must be provided for the proper storage and disposal of all waste.

25. Measures must be taken to minimise the risks from rodents and other pests within the establishment.
**Kitchen facilities**

26. There should be a suitable ‘fit for purpose’ area that is used exclusively for the storage and preparation of boarders meals.
27. All animal feeds must be stored appropriately.
28. 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.
29. All feeding bowls must be cleaned after each meal. Drinking bowls must be cleaned at least once a day.

**Temperature in kennels**

30. An adequate procedure should be put in place to protect dogs from extremes of temperature (minimum of 10°C and maximum of 26°C).
31. Heating facilities must be available in the sleeping area of the dog unit and used according to the requirements of the individual dog.
32. 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**

33. Adequate precautions must be taken to prevent and control the spread of disease and parasites amongst the dogs.
34. Before admittance to the kennels, verification of current vaccination or acceptable titer levels must be obtained. Proof must be provided that dogs have current vaccinations against canine distemper, infectious canine hepatitis, leptospirosis, kennel cough, 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.
35. A first aid kit suitable for use on dogs must be available and accessible on site.
36. A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site. Staff must be fully trained in the use of this equipment.

**Supervision of animals**

37. A competent person must be present at all times whenever dogs are boarded at the premises.
38. Dogs must be visited at regular intervals as necessary for their health, safety and welfare.

**Staff Management**

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

**Register**

40. 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

41. The register shall be available for inspection at all reasonable times by an officer of the local authority or an authorised veterinary surgeon.

42. 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.

43. Details of any medication administered must be recorded including type of medication, quantity and time administered.

44. 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.

**Identification of kennels**

45. Each kennel must be clearly marked (e.g. numbered).

46. 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).

**Fire/Emergency procedures**

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

48. 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.

49. Fire fighting equipment must be provided in accordance with advice given by the Fire Safety Officer.

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

51. Advice must be sought from the Safety Officer to ensure compliance with fire safety requirements.

52. Precautions must be taken to prevent any accumulation which may present a risk of fire.
53. All electrical installations and appliances must be maintained in a safe condition with no loose trailing cables.

54. All heating appliances must be free of risk of fire as is reasonably practicable.

55. 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.

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

Construction

**Layout/General/Drainage**

57. 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.

58. All new units must be built on a concrete base with a damp-proof membrane to Building Regulation standards. The concrete floor should have a minimum fall of 1 in 80 towards a drainage channel located outwith the individual enclosure. The drainage channel should discharge into either (a) the mains sewerage system, or into a collection chamber where solids can be removed for disposal, and liquids can be further drained into a soakaway.

**Security**

59. 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 present 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.

60. 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.

61. The general construction must be such that the security of dogs is ensured.

62. 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.
Internal and External Surfaces

63. 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.

64. All exterior wood must be properly treated against wood rot, e.g. tanalised. Only non-toxic products may be used.

65. 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.

66. Walls with which dogs may come into contact must be of smooth impervious materials capable of being easily cleansed.

67. Floor finishes of areas used by dogs shall be smooth, impervious and capable of being easily cleansed.

68. 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.

69. 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.

Windows, Lighting and Ventilation

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

71. 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.

72. Adequate ventilation must be provided to all interior areas without the creation of excessive localised draughts.

Maintenance

73. 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.

Number of Animals

Number of dogs boarded

59. The maximum number of dogs to be kept at any one time shall be as stated on the licence 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 -**

<table>
<thead>
<tr>
<th>Kennel and run sizes</th>
<th>Sleeping</th>
<th>Exercise</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dogs under 40-55cm at the shoulder</td>
<td>2.5m²</td>
<td>2.5m²</td>
<td>5.0m²</td>
</tr>
<tr>
<td>Dogs over 55cm at the shoulder</td>
<td>3.0m²</td>
<td>3.5m²</td>
<td>6.5m²</td>
</tr>
</tbody>
</table>

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.