



CHESTERFIELD
BOROUGH COUNCIL

Chesterfield Borough Council

Environmental Services

Licence Conditions for Dog Boarding Establishments



Introduction

These licence conditions form part of the licence issued to the proprietors of boarding kennels under the Animal Boarding Establishments Act 1963. The aim of the licence conditions is to ensure high standards of animal care. The licence conditions are based upon the CIEH Model Licence Conditions for Dog Boarding Establishments.

Advice on understanding these conditions or any other matter relating to animal boarding establishments may be obtained from the Health and Safety Team in Environmental Services.

You can contact us by: -

Telephone: 01246 345345 Fax: 01246 345760
E-Mail: healthandsafety@chesterfield.gov.uk

Environmental Services are based at the Town Hall, Chesterfield, Derbyshire, S40 1LP.

The offices are open Monday to Friday.

8.30am to 5.00pm Monday – Thursday
8.30am to 4.30pm Friday

We want everyone to be able to understand us. We want everyone to be able to read our written materials. We are committed to breaking down communication barriers to enable you to read and talk and write to us. Our policy is to produce materials in a format which is as accessible as possible.

On request we will provide language interpreters, translate written material into other languages and produce materials in large print, on tape or in braille.

ARE WE ACCESSIBLE TO YOU? IF NOT ASK US!

کیا ہم تک آپ کی رسائی ہے؟ اگر نہیں تو ہمیں بتائیے!

你可覺得易於與我們接觸？若不同的話，請提出要求。

Czy łatwo jest skontaktować się z nami? Jeżeli nie, powiedz nam o tym!

Siamo accessibili nei vostri riguardi? In caso contrario rivolgetevi a noi!



General

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. Use of the term “kennel” relates to combined sleeping and individual exercise areas
3. 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.
4. An authorised officer shall be permitted access to the premises at all reasonable hours.
5. An ‘authorised officer’ is either an officer from Environmental Services, a veterinary surgeon appointed by Environmental Services, or an officer from Derbyshire Fire and Rescue Service.
6. An emergency contact number must be provided to the Council, which is kept up to date.
7. Registration with a veterinary practice that can provide 24-hour help and advice.
8. 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 surgeons premise until the owners return.

Construction of Premises

9. 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 or refurbishment’s, plans must be submitted to the Health and Safety Licensing Team who will also consult with the planning department if necessary.
10. All new kennels 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.
11. All exterior wood must be smooth and properly treated against wood rot. Only products that are not toxic to dogs may be used.
12. 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. Any meshing used must be of a suitable gauge.

13. Sleeping areas of kennels must be so insulated as to prevent extremes of temperature.
14. Fencing material must be secure and safe.
15. The construction must be such that security of the dog is ensured.
16. All areas to which dogs have free access must be roofed.
17. The premises shall be maintained in good repair.

Walls

18. The walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used, they must be sealed to be as smooth, impervious and be resealed as necessary.
19. Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, these joints must be sealed.
20. The lower section of partitions in adjoining exercise runs must be of solid construction.

Floors and Concrete Bases

21. The concrete base and floors of all buildings and kennels must be of smooth, impervious materials, capable of being easily cleansed.
22. The floor of all kennels and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids. The floor shall have suitable drainage
23. Communal exercise areas must be suitably drained but need not comply with conditions 18 and 19.

Ceilings & Roofing

24. Ceilings must be capable of being easily cleaned and disinfected.
25. If any transparent materials are used they should be capable of filtering UV light and adequate shade must be provided.

Doors

26. Kennel doors must be strong enough to resist impact and scratching and must be capable of being effectively secured.
27. Where metal bars and frames are used, they must be of suitable gauge (approximately 10-14) with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury to the dog.
28. Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.

Windows

29. All windows that pose a security risk must be escape proof at all times.

Drainage

30. The establishment must be connected to mains drainage or an approved, localised sewage disposal system.

Lighting

31. 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.
32. Adequate supplementary lighting must be provided throughout the establishment.

Ventilation

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

Number of Dogs Permitted

34. The maximum of dogs specified in the licence to be kept at any one time must not be exceeded.
35. Each dog must be provided with a separate kennel except that dogs from the same household who may share a kennel of adequate size.
36. Holding kennels may be provided for temporarily boarding a dog for not more than 24 hours. Holding kennels must have a minimum floor area of 2.3 sq m (25 sq ft) and be constructed to a similar standard as the main kennels.
37. No animals other than dogs are to be boarded within the licensed facilities without the written approval of the Health and Safety Licensing Team.

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

Kennel Size, Layout, And Exercise Facilities

39. Each kennel must have a sleeping area and an adjoining exercise area, which is exclusive to that kennel.
40. Each kennel must be provided with a sleeping area of at least 1.9 sq m (20 sq ft).
41. Kennels must have a minimum internal height of 1.8m (6ft).
42. Suitable bedding must be provided which allows the dog 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 a clean, parasite-free and dry condition.
43. Each kennel must be provided with an exercise area of at least 2.46 sq m (26 sq ft) for dogs up to 0.6m (24 inches) high at shoulder or 3.4 sq m (36 sq ft) for larger dogs, which is separate from the bedding area and exclusive to that kennel, for free use by the dog at all times except at night.
44. Kennels must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.
45. Exercise areas must not be used as sleeping areas.

Temperature

46. Heating facilities must be available in the kennel and used according to the requirements of the individual dog. The use of open flame heating appliances is not permitted.
47. There must be some part of the sleeping area where the dog is able to enjoy a temperature of at least 10°C (50°F), according to the requirements of the owner of the individual's dog. It should be documented if a particular dog owner does not wish the kennel to have heating whilst their dog is in boarding. In isolation kennels, there should be a means of maintaining the temperature at a level suitable for the conditions of the dog and dependant on veterinary advice. Please also see point 79
48. Suitable measures shall be taken (including where necessary the provision of mechanical fans or cooling devices) to ensure that dogs are not exposed to an excessively high temperature that may cause suffering or illness.

Cleanliness

49. All kennels, corridors, common areas, kitchens etc must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.
50. Each occupied kennel must be cleansed daily. All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary.
51. All bedding areas must be kept clean and dry
52. Each kennel must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.
53. Suitable facilities must be provided for the proper storage of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. All waste must be disposed of in a method approved by the Health and Safety Licensing Team.
54. Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

Food & Water Supplies

55. All dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily.
56. 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.
57. Eating vessels must be cleansed or disposed of after each meal.
58. Drinking vessels must be cleansed at least once a day.

Kitchen Facilities

59. Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of foods for the dogs.
60. Where fresh and cooked meats are stored, refrigeration facilities must be provided, and food contamination must be avoided.
61. 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 also be provided for staff use.

62. 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 insect and other pests.

Disease Control & Vaccination

63. Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst dogs.
64. On admission, a competent person in the presence of the owner must examine dogs. Any signs of ill health or parasites must be recorded and if necessary the advice of a veterinary surgeon sought.
65. Proof must be provided that dogs boarded or resident have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagiae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturers instructions. A record that this proof has been supplied must be kept on site throughout the period that the dog is boarded.
66. 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.
67. A well-stocked first aid kit suitable for use on dogs must be available and accessible on site.
68. All medicines must be securely stored and labelled correctly. A competent person must only administer medicines to dogs.
69. A suitable range of muzzles of varying sizes and a suitable catching device must be kept on site and suitably washed and disinfected after each occasion they are used.

Isolation

70. Isolation facilities must be provided at the rate of at least 1 isolation kennel for up to 50 housing kennels and pro rota above that.
71. These isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main kennels. This must be a minimum of 5m (15 ft). This figure may be reduced with the agreement of the Health and Safety Licensing Team.
72. Adequate facilities to prevent the spread of infectious disease between the isolation kennel and other kennels must be provided. In addition a regime

should be implemented whereby the isolation facilities are serviced either by separate staff or visited last (except in the case of an emergency).

73. Hands must be washed after leaving the isolation facilities before visiting the other kennels.

Register

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

- date 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
- health, welfare and nutrition requirements

75. 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.

76. 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

77. Each kennel must be clearly marked (e.g. numbered), and a system in place, which ensures that relevant information about the dog in that kennel, is readily available.

Fire Precautions

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

79. A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions to where dogs are to be evacuated to in the event of a fire or other emergency.

80. Fire fighting equipment must be provided and maintained in accordance with advice given by the Fire Officer.

81. All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of kennels.

82. Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs
83. Precautions must be taken to prevent any accumulation, which may present a risk of fire.
84. There must be adequate means of raising an alarm in the event of fire or other emergency.

Training

85. All staff must be provided with suitable training to enable them to ensure the health, safety and welfare of the dogs. A written training policy must be provided and suitable records of training kept available for inspection by an authorised officer.

Supervision

86. A competent person must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premise.
87. Dogs must be visited at regular intervals, as necessary for their health, safety and welfare.

Application Process

Application form to be completed and submitted to the council with the licence fee and a detailed layout plan to show which rooms are proposed for the boarding of dogs, feeding, sleeping and isolation areas and separation of areas for each of the dogs to be boarded.