

FOR PUBLICATION

AGENDA ITEM

**HOME BOARDING LICENSING FOR DOGS AND ADOPTION
OF CONDITIONS**

MEETING: APPEALS AND REGULATORY COMMITTEE

DATE: 16TH OCTOBER 2013

REPORT BY: HEAD OF ENVIRONMENTAL SERVICES

WARDS: ALL

FOR PUBLICATION

Background Papers - **Title:** All relevant files and licence registers may be inspected at the Environmental Services Department

Location: Town Hall, Chesterfield

1.0 PURPOSE OF REPORT

- 1.1 To request the approval of licensing for home boarding of dogs and the adoption of licence conditions for home boarding for dogs (See Appendix 1).
- 1.2 To request the approval of licence conditions for dog breeding (See Appendix 2).
- 1.3 To recommend the review of existing animal boarding licence conditions (See Appendices 3 and 4).
- 1.4 To ask Members to approve the review of existing animal licence conditions and adopt licensing for home boarding with attached conditions and approve licence conditions for dog breeding.

2.0 BACKGROUND

- 2.1 Under the Animal Boarding Establishments Act 1963 (the Act) local authorities licence premises for the boarding of dogs and cats. This licensable activity is defined in the Act as "the keeping by any person of a boarding establishment for animals shall, subject to the following provisions of this section, be construed as references to the carrying on by him at premises of any nature (including a private dwelling) of a business of providing accommodation for other people's

animals". Animals are further defined as cats and dogs for the purposes of the Act.

The Council currently licence a number of establishments for boarding dogs and cats and these establishments comply with model standard conditions adopted by the Council, which set out how the kennels and catteries should be constructed in terms of dimension, materials etc; hygiene; security and disease control etc.

The Council currently have eight animal boarding establishments licensed.

- 2.1 In recent years, a new type of animal boarding arrangement has developed in popularity for the boarding of dogs, which is known as home boarding. The dog is taken into another person's home where it is looked after and treated as if it is that persons own pet.

There are currently six known home boarding establishments unlicensed that are currently operating.

- 2.2 In the response to home boarding, the Local Authorities Coordinators of Regulatory Services (LACORS) now known as Local Government Regulation, developed a set of model licensing conditions in 2005. These conditions secure similar standards of care and attention for a home boarded dog as for a dog placed in a traditional licensed boarding establishment. (Appendix 2)

- 2.3 The Animal Boarding Establishments Act 1963 gives local authorities the power to licence home boarding premises. The principal difference between the model conditions for dogs kept at an animal boarding premises and home boarding is that home boarding dogs must be housed inside the home and not a kennel.

- 2.4 The current licence fees for boarding establishments is £268. It is put forward to the committee that a reduced fee of £134 is applied to home boarding licence applications.

- 2.4 Under the Breeding of Dogs Act 1973 no person shall keep a breeding establishment for dogs except under the authority of a licence granted with the provisions of the said Act. There are currently no conditions in place to support this licensable activity. There are presently no dog breeding establishments in Chesterfield Borough Council's area. However, there is an individual preparing to set up a dog breeding establishment which will require a licence and conditions that they must adhere to.

- 2.5 All known businesses were contacted in relation to the proposed licence for home boarding establishments and adoption of associated conditions.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee notes the contents of this report and:

ii) Agrees to the licensing of home boarding for dogs.

- iii) Agrees to adopt licensing conditions for home boarding of dogs as detailed in Appendix 1.
- iv) Agrees that the fee for home boarding be set at £134.
- v) Agrees to the conditions for dog breeding establishments as detailed in appendix 2
- i) Agrees that the existing schedule of conditions for animal boarding (Appendices 1 & 2) be replaced with the new amended conditions for animal boarding as detailed in Appendix 2.
- vi) Agrees that where planning consent is not required that the Environmental Health Section will notify all occupiers/owners of properties within 20 metres of the proposed establishment of the application and their right to make representation to the Licensing Committee.

4.0 CONSIDERATIONS

4.1 The following factors have been considered in the preparation of this report:

- A) Legal and Human Rights Issues – there are legal requirements in respect of the discharge of the Council's statutory duties.

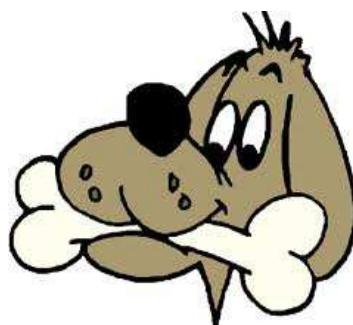
DARRAN WEST
HEAD OF ENVIRONMENT



CHESTERFIELD BOROUGH COUNCIL

ENVIRONMENTAL SERVICES

Licence Conditions For Home Boarding (Dogs)



Introduction

- 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 This licence does not give any permission or approve any development under planning legislation. The operator is advised to ensure that the business does/not require planning permission by contacting Planning Services. Please note home boarding activities may attract business rates.
- 3 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.
- 4 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 5 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- 6 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.
- 7 Puppies under 6 months of age must not be boarded with other dogs until completion of initial inoculations and never if any difficulties have been identified during the trial socialisation period.

Licence display

- 8 A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, on or about the premises or made available to each boarder.

Numbers of animals

- 9 The maximum number of dogs to be kept at any one time at your home is shown on your licence. This will be determined by the suitability of the premises including the size and available space.
- 10 Only dogs from one household may be boarded unless the owners of the different dogs give consent in writing.

Licensees must check that their Public Liability Insurance will cover dogs boarded from different households
- 11 Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog must be gained following a trial familiarisation session.
- 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.

Construction

- 13 Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.
- 14 The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 15 There must be adequate space, light, heat and ventilation for the dogs.
- 16 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.
- 17 There must be sufficient space available to be able to keep the dogs separately if required.
- 18 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.

Training

- 19 A written training policy for staff must be provided. Systematic training of staff must be demonstrated to have been carried out. Competency of licensees must be demonstrated to the satisfaction of the Council.

Cleanliness

- 20 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.
- 21 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 Council.
- 22 All bedding areas must be kept clean and dry.
- 23 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. The final route for all such waste shall comply with current waste regulations.
- 24 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

Food and water supplies

- 25 All dogs shall have an adequate supply of suitable food as directed by the client.
- 26 Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water must be changed at least twice a day.

- 27 Clients must be encouraged to provide each dog with its own bedding, bowls, grooming materials etc. These items must be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material.
- 28 Where necessary, eating and drinking vessels must be provided, and where so, they must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned or disposed of after each meal and each dog must be provided with its own bowl.

Kitchen facilities

- 29 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.
- 30 All bulk supplies of food shall be kept in vermin proof containers.

Disease control and vaccination

- 31 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 32 Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) 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 manufacturer instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
- 33 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.
- 34 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 35 The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice must be known and consulted if necessary.
- 36 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Proof must be maintained of all routine and emergency treatment for parasites.
- 37 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.
- 38 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

Isolation and contagious disease outbreak

- 39 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.
- 40 The Licensee must inform the Council on the next working day if a dog develops an infectious disease.
- 41 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. This period will be specified by the Council as agreed with their authorised veterinary surgeon.
- 42 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.

Register

- 43 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, 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
- 44 Such a register is to be available for inspection at all times by an officer of the Council and/or veterinary surgeon.
- 45 The register must be kept readily available for a minimum of 2 years and kept in such a manner as to allow an authorised officer easy access to such information.
- 46 If medication is to be administered, this must be recorded.
- 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 always be present to exercise supervision and deal with emergencies whenever dogs are boarded at

the premises. This person must not have any conviction or formal Cautions for any animal welfare related offence.

- 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 3 hours at a time and then not on a regular basis
- 50 No home where there are children under 5 years of age will be licensed.
- 51 Only people over 16 years of age are allowed to walk the dogs in public places.

Exercise

- 52 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.
- 53 There must be direct access to a suitable outside area. The area / garden must only be for use by the homeowner (not shared with other residents). The area must be kept clean.
- 54 The exercise/garden area of the premises and any other area to which the boarded dogs may have access, must be totally secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.
- 55 If there is a pond, it must be covered to avoid drowning.
- 56 Dogs must wear a collar and identity tag during their time in boarding. The tag must display the name, address and telephone number of the boarding premises.
- 57 The Council must be informed on the next working day if a dog is lost.

Fire/emergency precautions

- 58 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 59 The occupier of the property must be aware of the location of the dogs in the property at all times.
- 60 Careful consideration needs to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.
- 61 A fire warning procedure and emergency evacuation plan - including details of where dogs are to be evacuated to in the event of a fire or other emergency - must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises are rendered uninhabitable.
- 62 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least 2 working smoke detectors located at the top & bottom of the staircase, or other appropriate location.

- 63 All doors to rooms must be kept shut at night.
- 64 All electrical installations and appliances must be maintained in a safe condition. No dog must be left in a room with loose or trailing cables or wires.
- 65 All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.
- 66 A relative, friend or neighbour within 5 minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. These details must be made available to the Council.

Nuisance Complaints

This licence does not give any exemption from the requirements of the Environmental Protection Act 1990 provisions on statutory nuisances, particularly those relating to odour or noise. The operator is advised to ensure that the business is run in such a manner as to ensure there are no grounds for complaint.

Health and safety

The operator is reminded of their responsibilities under the Health and Safety at Work Etc Act 1974, in particular to the requirements for risk assessments. These assessments need to include for the potential impact of the business on those who are not their employees, especially family members including children.



CHESTERFIELD BOROUGH COUNCIL

ENVIRONMENTAL SERVICES

Licence Conditions

For

Dog Breeding Establishments



Introduction

These licence conditions form part of the licence issued to the proprietors of dog breeding establishments under the Breeding of Dogs Act 1973. The aim of the licence conditions is to ensure high standards of animal care.

Advice on understanding these conditions or any other matter relating to animal boarding establishments may be obtained from the Health and Safety Licensing 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 breeding 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 dog breeding 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. A veterinary practice must be appointed for the establishment. The name, address and telephone number must be displayed in a prominent position. A 24 hour telephone contact number of the veterinary surgeon used by the establishment should be displayed in a suitable place accessible to all members of staff.
7. Registration with a veterinary practice that can provide 24-hour help and advice.
8. 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.
9. The premises shall be maintained in good repair.
10. The dogs will at all times be kept in accommodation suitable as respects construction, size of quarters, numbers of occupants, exercising facilities, temperature, lighting and ventilation and cleanliness.

Record Keeping

11. Accurate records in a form prescribed by regulations are kept at the premises and made available for inspection by an authorised officer.
12. 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.

Breeding Bitches

13. Breeding bitches must not be mated if they are less than one year old.
14. Breeding bitches shall not give birth to more than six litters of puppies during their breeding life.
15. Breeding bitches shall not give birth to puppies before the end of the twelve months beginning with the day on which they last gave birth to puppies.
16. The number of breeding bitches accommodated at the establishment at any one time must not exceed the amount specified on the licence. (to be determined by Chesterfield Borough Council's health and safety licensing officers).
17. Breeding bitches must be checked on regularly throughout the day. Checks should be more frequent when bitches are whelping and puppies not yet weaned.

Construction of Premises - General

18. 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.
19. All exterior wood must be smooth and properly treated against wood rot. Only products that are not toxic to dogs may be used.
20. 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.
21. Sleeping areas of kennels must be so insulated as to prevent extremes of temperature.
22. Fencing material must be secure and safe. Where galvanised weld mesh is used the wire diameter must not be less than 2.00mm (14 standard wire gauge) excluding any covering and the mesh size must not exceed 5.0cm (2"0).
23. The construction must be such that security of the dog is ensured.
24. All areas to which dogs have free access must be roofed.

Walls

25. 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.
26. Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, these joints must be sealed.

27. The lower section of partitions in adjoining exercise runs must be of solid construction.

Floors and Concrete Bases

28. The concrete base and floors of all buildings and kennels must be of smooth, impervious materials, capable of being easily cleansed.
29. 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 be laid at a suitable fall (1 in 80) and have suitable drainage.
30. Communal exercise areas must be suitably drained but need not comply with conditions 18 and 19.

Ceilings & Roofing

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

Doors

33. Kennel doors must be strong enough to resist impact and scratching and must be capable of being effectively secured.
34. 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.
35. Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.

Windows

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

Drainage

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

Lighting

38. 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.

39. Adequate supplementary lighting must be provided throughout the establishment.

Ventilation

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

Kennel size, Layout and Exercise Facilities

41. Each dog must be provided with a separate kennel.
42. The sleeping area should be at least 1.9sq m (20sq ft)
43. Kennels must have a minimum internal height of 1.8m (6ft).
44. 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.
45. Exercise areas must not be used as sleeping areas.
46. Natural or artificial lighting of individual kennels must be sufficient to allow proper working and cleaning of kennels, with no dark areas.
47. 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.
48. Kennels must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.

Temperature

49. 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.
50. 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.

Food & Water Supplies

51. All dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily.

52. 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.
53. Eating vessels must be cleansed or disposed of after each meal.
54. Drinking vessels must be cleansed at least once a day.

Kitchen Facilities

55. Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of foods for the dogs.
56. Where fresh and cooked meats are stored, refrigeration facilities must be provided, and food contamination must be avoided.
57. 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.
58. 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.

Identification of Kennels

59. 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.

Cleanliness

60. 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.
61. 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.
62. 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.
63. 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.

64. Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.
65. Facilities must be provided for the collection of all used bedding and other waste material, which must be disposed of in a manner approved by the local authority, and in a way not likely to cause harm or nuisance.

Disease Control & Vaccination

66. Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst dogs.
67. Proof must be provided that dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icerohaemorrhagiae*) and Canine Parvovirus and other relevant diseases. A record that this proof has been supplied must be kept on site throughout the period that the dog is at the establishment.
68. 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.
69. A well-stocked first aid kit suitable for use on dogs must be available and accessible on site.
70. All medicines must be securely stored and labelled correctly. A competent person must only administer medicines to dogs.

Isolation

71. 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.
72. 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).
73. 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).
74. Hands must be washed after leaving the isolation facilities before visiting the other kennels.

Fire Precautions

75. Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
76. 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.
77. Fire fighting equipment must be provided and maintained in accordance with advice given by the Fire Officer.
78. 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.
79. Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs
80. Precautions must be taken to prevent any accumulation, which may present a risk of fire.
81. There must be adequate means of raising an alarm in the event of fire or other emergency.

Training

82. 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

83. A competent person must always be present to exercise supervision and deal with emergencies.
84. 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 with the licence fee and a detailed layout plan.

Nuisance Complaints

This licence does not give any exemption from the requirements of the Environmental Protection Act 1990 provisions on statutory nuisances, particularly those relating to odour or noise. The operator is advised to ensure that the

business is run in such a manner as to ensure there are no grounds for complaint.

Health and safety

The operator is reminded of their responsibilities under the Health and Safety at Work Etc Act 1974, in particular to the requirements for risk assessments. These assessments need to include for the potential impact of the business on those who are not their employees, especially family members including children.



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

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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 manufacturer's 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 rata 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 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.



Chesterfield Borough Council

Environmental Services

Licence Conditions for Cat Boarding Establishments



INTRODUCTION

These licence conditions form part of the licence issued to the proprietors of boarding catteries 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 Cat Boarding Establishments.

Advice on understanding these conditions or any other matter relating to animal boarding establishments may be obtained from the Health and Safety Licensing 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 cats have access and/or which are used in association with the boarding of cats.
2. Use of the term “unit” 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 - General

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, plans must be submitted to and approved by the Health and Safety Licensing Team.
10. 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.
11. All exterior wood must be smooth and properly treated against wood rot. Only products that are not toxic to cats 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 units 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 cat is ensured.

16. All areas to which cats have free access must be roofed.
17. The premises shall be maintained in good repair.

Walls

18. 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 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. Full-length sneeze barriers must be provided where the gap between units is less than 625mm (2ft). Such barriers must be at least 1.2m (4ft) in height.

Floors and Concrete Bases

21. The concrete base and floors of all buildings and units must be of smooth, impervious materials, capable of being easily cleansed.
22. Floor of all units and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids.

Ceilings & Roofing

23. Ceilings must be capable of being easily cleaned and disinfected.
24. All exercise areas and the safety passage should be covered with mesh and impermeable material.
25. If any transparent materials are used they should be capable of filtering UV light and adequate shade must be provided.

Doors

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

Windows

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

Drainage

30. Kitchens 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 Cats Permitted

34. The maximum of cats specified in the licence to be kept at any one time must not be exceeded.
35. Each cat must be provided with a separate unit except that cats from the same household may share a unit of adequate size.
36. 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 1.1 sq m (12 sq ft.). Holding units must have a minimum height of 1.8 m (6ft).
37. No animals other than cats are to be boarded within the licensed facilities without the written approval from the Health and Safety Licensing Team.
38. 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

39. Each unit must have a sleeping area and an adjoining exercise area, which is exclusive to that unit.
40. 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 health and safety licensing team.

41. Units must have a minimum internal height of 1.8m (6ft).
42. The height of the sleeping area must be at least 1.22 m (4 ft).
43. 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 a clean, parasite-free and dry condition.
44. Each unit must be provided with an exercise area of at least
 - 1.7 sq m (18 sq ft) for a single cat;
 - 2.23 sq m (24 sq ft) for two cats;
 - 2.75 sq m (30 sq ft) for up to 4 cats.
45. Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.
46. Exercise areas must not be used as sleeping areas.
47. There must be direct and voluntary access to the exercise area.
48. If penthouse type accommodation is provided, there must be a safe non-slip ramp from the sleeping accommodation to the run.

Temperature

49. Heating facilities must be available in the unit and used according to the requirements of the individual cat. The use of open flame heating appliances is not permitted.
50. There must be some part of the sleeping area where the cat is able to enjoy a temperature of at least 10°C (50°F) 5.2.3 In isolation units, there should be a means of maintaining the temperature at a level suitable for the conditions of the cat and dependant on veterinary advice.
51. Suitable measures shall be taken (including where necessary the provision of mechanical fans or cooling devices) to ensure that cats are not exposed to an excessively high temperature that may cause suffering or illness.

Cleanliness

52. 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.
53. 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.
54. All bedding areas must be kept clean and dry
55. 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 as necessary at any time during the day if found to be unduly soiled. A suitable material for litter must be provided.
56. 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.
57. 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 cats with infectious diseases. All waste must be disposed of in a method approved by the Health and Safety Licensing Team.
58. Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

Food & Water Supplies

59. 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.
60. 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.
61. Eating vessels must be cleansed or disposed of after each meal.
62. Drinking vessels must be cleansed at least once a day.

Kitchen Facilities

63. Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of foods for the cats.

64. Where fresh and cooked meats are stored, refrigeration facilities must be provided, and food contamination must be avoided.
65. 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.
66. 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

67. Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst cats.
68. On admission, a competent person in the presence of the owner must examine cats. Any signs of ill health or parasites must be recorded and if necessary the advice of a veterinary surgeon sought.
69. Proof must be provided that cats boarded or resident have current vaccinations against Infectious Feline Enteritis, feline respiratory disease and other relevant disease. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer's instructions. A record that this proof has been supplied must be kept on site throughout the period that the cat is boarded.
70. Advice from a veterinary surgeon must be sought in case of signs of disease, injury or 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.
71. A well-stocked first aid kit suitable for use on cats must be available and accessible on site.
72. All medicines must be securely stored and labelled correctly. A competent person must only administer medicines to cats.

Isolation

73. Isolation facilities must be provided at the rate of at least 1 isolation unit for up to 30 housing units and pro rata above that.
74. 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 3 m (10 ft) and ideally 10m (30 ft).
75. Adequate facilities to prevent the spread of infectious disease between the isolation unit and other units 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).

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

Register

77. 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
78. 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.
79. 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 Units

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

Fire Precautions

81. Appropriate steps must be taken for the protection of the cats in case of fire or other emergencies.
82. A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions to where cats are to be evacuated to in the event of a fire or other emergency.
83. Fire fighting equipment must be provided and maintained in accordance with advice given by the Fire Officer.
84. 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 units.
85. Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to cats
86. Precautions must be taken to prevent any accumulation, which may present a risk of fire.

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

Training

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

Supervision

89. A competent person must always be present to exercise supervision and deal with emergencies whenever cats are boarded at the premise.
90. Cats 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 with the licence fee and a detailed layout plan to show which rooms are proposed for the boarding of cats, feeding, sleeping and isolation areas and separation of areas for each of the cats to be boarded.