

LANCASTER CITY COUNCIL

LICENCE CONDITIONS FOR HOME BOARDING (DOGS) ANIMAL BOARDING ESTABLISHMENTS ACT 1963.

1. **INTRODUCTION**

1. Unless otherwise stated, these conditions shall apply to all buildings and areas which are used in association with the boarding of dogs.
2. Normally planning permission will not be required for the home boarding of animals on the scale proposed, however should complaints be received for example regarding noise or odour problems, the Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.
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 Animals 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 (including resident dogs), must not be boarded together unless when they are left unsupervised, they are kept separated. Puppies under 6 months of age must not be boarded with other dogs (including resident dogs), although there may be exceptions subject to boarding premises having been assessed on an individual basis.

2. **LICENCE DISPLAY**

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

3. **NUMBER OF ANIMALS**

1. The maximum number of dogs to be boarded at any one time is three (3).
2. Only dogs from the same household should be boarded together at any one time, although there may be exceptions subject to boarding premises having been assessed on an individual basis.
3. Where there are resident dogs or cats kept at the household, written consent from the owners of the boarded dog must be gained following a trial familiarisation session.

4. The Licensee will be required to undertake 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. This must be approved by the Licensing Authority before boarding takes place.

4. CONSTRUCTION

1. Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.
2. The premises shall have its own entrance and must not have shared access e.g. communal stairs.
3. There must be adequate space, light, heat and ventilation for the dogs.
4. 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.
5. There must be sufficient space available to be able to keep the dogs separately if required.
6. If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage(s) must be provided.

MANAGEMENT

5. TRAINING

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

6. CLEANLINESS

1. All areas that the dogs have access to, including the kitchen 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.
2. All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Facilities must be provided for the proper reception and storage of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. Disposal facilities for animal waste must be agreed with the Licensing Authority.
3. All bedding areas must be kept clean and dry.
4. Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

7. FOOD AND WATER SUPPLIES

1. All dogs shall have an adequate supply of suitable food as directed by the client.
2. Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily.
3. 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 supplies.
4. Where eating and drinking vessels are provided they must be capable of being easily cleansed and disinfected to prevent cross-contamination. Feeding bowls must be cleaned after each meal .

8. KITCHEN FACILITIES

1. Airtight containers must be provided for the storage of dry foods. Uncooked meat and the remains of opened tins must be stored in covered, leak proof containers in the fridge.
2. All bulk supplies of food shall be kept in vermin proof containers.

9. DISEASE CONTROL AND VACCINATION

1. 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.
2. Advice from a veterinary surgeon must be sought, as appropriate, 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.
3. A well stocked first-aid kit suitable for use on dogs must be available and accessible on site.
4. 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.
5. 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.
6. The premises shall be treated for fleas and parasites with an approved product as necessary.

10. ISOLATION AND CONTAGIOUS DISEASE OUTBREAK

1. Dogs showing signs of any disease or illness shall be isolated from other animals until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.
2. The Licensee must inform the Licensing Authority by not later than the next working day if a dog develops an infectious disease.
3. 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 Licensing Authority as agreed with their authorised veterinary surgeon.
4. The Licensing Authority must be informed of any animal death on the premises by not later than the next working day.

The Licensee must make arrangements for the body to be stored at a veterinary surgeons premises until the owners return.

11. REGISTER OF BOARDED DOGS

1. A register must be kept of all dogs boarded. The information kept must include the following:
 - Date of arrival
 - Name of dog and 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.
2. Such a register is to be available for inspection at all times by an authorised officer of the Licensing Authority or veterinary surgeon.
3. 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. The register must also be available to key members of staff of the establishment at all times.
4. If medication is to be administered, this must be recorded.
5. Where records are computerised, a back-up copy must be kept.

12. SUPERVISION

1. A fit and proper person with relevant experience must be available to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.

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

2. 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.
3. No home where there are children under 5 years of age will be licensed.
4. Only people over 16 years of age are allowed to walk boarded dogs in public places.

13. EXERCISE

1. 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 owner's written permission.
2. There must be supervised direct access to a suitable outside area. The area / garden must only be for use by the homeowner (not shared with other residents).
3. 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.

4. Ponds must be covered where necessary to avoid drowning.
5. 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.
6. The Licensing Authority must be informed by no later than the next working day if a dog is lost.

14. FIRE / EMERGENCY PRECAUTIONS

1. Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
2. The occupier of the property must be aware of the location of the dogs in the property at all times.
3. 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.

4. 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.
5. 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 and bottom of the staircase, or other appropriate location.
6. All doors to rooms must be kept shut at night.
7. 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.
8. All heating appliances must be free from risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.
9. A keyholder must live within 5 minutes travelling time of the premises in case of an emergency. These details must be made available to the Licensing Authority.