



## HEREFORDSHIRE COUNCIL

### ANIMAL BOARDING ESTABLISHMENTS ACT 1963

#### CONDITIONS RELATING TO AN ESTABLISHMENT BOARDING CATS

The following conditions are attached to an animal boarding establishment licence issued by the Head of Environmental Health and Trading Standards on behalf of Herefordshire Council (the '**licensing authority**'). These conditions refer to '**units**' which, for the purposes of these conditions means areas for sleeping and individual exercise areas.

All conditions must be complied with fully and to the satisfaction of the licensing authority. Failure to comply with any condition is failure to comply with the licence and may result in prosecution and revocation of the licence.

Clarification or further information regarding these conditions may be obtained from the Licensing Unit on 01432 260105.

#### 1.0 NUMBER OF CATS PERMITTED

- 1.1 The maximum number of cats to be kept at any one time is stipulated in the licence.
- 1.2 Each cat must be provided with a separate unit except that cats from the same household may share a unit with the written consent of the cats' owner, subject to unit size being adequate.
- 1.3 If the licence permits cats and dogs to be accommodated on the premises, then they must not be permitted within sight of each other.
- 1.4 Holding pens may be provided for temporarily holding a cat for not more than 24 hours. Holding pens, if provided, must comply with conditions as required for main units. Holding pens must be a minimum area of 1.13 sq.m. (12 sq.ft.) and maximum height of 0.9 m (3 ft.).

- 1.5 No animals other than those permitted under this licence are to be boarded within the licensed facilities without the written approval of the licensing authority.
- 1.6 Stray cats must not be boarded without the written approval of the local authority.

## 2.0 LICENCE DISPLAY

- 2.1 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment (e.g. a reception area).

## 3.0 LOCAL AUTHORITY INSPECTION

- 3.1 The licensee shall permit any officer of the licensing authority and/or veterinary practitioner authorised by them, to enter the premises at all reasonable times and inspect them and any animals found on the establishment.

## 4.0 REGISTER

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

- date of arrival and unit number
- name of cat, any identification marks
- 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 of cat's veterinary surgeon
- anticipated and actual date of departure
- health, welfare and nutrition requirements.

- 4.2 The records contained in the Register must be kept available for a minimum of 24 months and kept in such a manner as to enable easy access to such information by an officer of the licensing authority, veterinary surgeon or veterinary practitioner authorised, under Section 2 (1) of the Animal Boarding Establishments Act, 1963. Where records are computerised a hard copy must be kept. The register must also be available to members of staff of the establishment at all times.

## 5.0 IDENTIFICATION OF UNITS

- 5.1 Each unit must be clearly marked and a system be in place which ensures that relevant information about the cat in that unit is readily available.

## 6.0 SUPERVISION

- 6.1 A fit and proper person aged 18 or over must be present to exercise supervision and deal with emergencies whenever cats are boarded at the premises.
- 6.2 Cats must be visited at regular intervals as necessary for their health, safety and welfare.

## 7.0 KENNEL SIZE, LAYOUT & EXERCISE FACILITIES

- 7.1 The sleeping area of each unit must be at least 0.85 sq.m. (9 sq. ft.) for one cat or 1.5 sq. m. (16 sq. ft.) for two cats and 1.85 sq. m. (20 sq. ft.) for up to four cats (from the same household). The sleeping areas may be at ground level or in the form of raised sleeping areas that must be a minimum of one metre above floor level and provided with appropriate means of access for cats, and must be no more than one metre deep.
- 7.2 The exercise area of each unit must be at least 1.7 sq.m. (18 sq. ft.) for a single cat; 2.23 sq.m. (24 sq.ft.) for two cats; 2.76 sq. m. (30 sq. ft.) for up to four cats. The exercise area must be separate from the bedding area and exclusive to that unit.
- 7.3 Where galvanised weld mesh is used the wire diameter must not be less than 1.6 mm (16 gauge welded mesh) excluding any covering and the mesh size must not exceed 2.5 cm (1 inch).
- 7.4 Units must have a minimum internal height of 1.8m (6 feet) with the sleeping area height being at least 1.22 m (4 ft.) high.
- 7.5 Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.
- 7.6 Exercise areas must not be used as bedding areas.
- 7.7 Suitable bedding equipment, which allows the cat to be comfortable and which is capable of being easily and adequately cleansed and sanitised, must be provided. Such equipment must be sited out of draughts. All bedding material must be maintained in a clean, parasite free and dry condition.

## 8.0 GENERAL CONSTRUCTION

- 8.1 The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the licence.
- 8.2 Before carrying out any alterations, plans must be submitted to and approved by the licensing authority.
- 8.3 There must be no projections or rough edges liable to cause injury.
- 8.4 Fencing materials must be secure and safe.
- 8.5 Sleeping areas of units must be so insulated as to prevent extremes of temperature.
- 8.6 The construction must be such that security of the cats is ensured.
- 8.7 All areas to which cats have free access must be roofed (See Condition 11.2).

## 9.0 WALLS AND PARTITIONS

- 9.1 Walls with which cats come into contact must be of smooth impervious materials, capable of being easily cleansed.
- 9.2 Where concrete or other building blocks or bricks are used, they must be so sealed as to be smooth, impervious and must be resealed as often as is necessary.

- 9.3 Junctions between vertical and horizontal sections must be covered. If impractical in existing premises, all joints must be sealed with waterproof flexible sealant.
- 9.4 Full length sneeze barriers must be provided where the gap between units is less than 0.625m (2 feet). Such barriers must be to a minimum height of 1.2 m. (4 ft.). If a shelf is provided, the barrier must be extended to a minimum of 0.5 m. (19 inches) above the shelf and at least 0.15 m. (6 inches) beyond the shelf within the exercise area.

## 10.0 FLOORS

- 10.1 Floors of all buildings and units must be of smooth, impervious materials, capable of being easily cleansed and, in new units, must incorporate a damp proof membrane.
- 10.2 All floors of units must be constructed and maintained in such a condition as to prevent ponding of liquids.
- 10.3 Floors must be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel.

## 11.0 CEILINGS

- 11.1 Ceilings must be constructed of smooth, impervious materials and be capable of being easily cleansed and disinfected.
- 11.2 All exercise areas and the safety passage must be covered with mesh and impermeable material, a proportion of which must be translucent.

## 12.0 DOORS

- 12.1 Unit Doors must be strong enough to resist impact and scratching and must be close fitting, and fitted to be capable of being effectively secured.
- 12.2 Where metal edging is used, this must not present a risk of injury to the cat.
- 12.3 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.

## 13.0 WINDOWS

- 13.1 All windows, which pose a security risk, must be escape proof at all times. Such windows must be protected by weld mesh, or be made of reinforced glass, polycarbonate or other impact resistant material.

## 14.0 DRAINAGE

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

## 15.0 LIGHTING

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

## 16.0 VENTILATION

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

## 17.0 TEMPERATURE IN UNITS

- 17.1 Heating facilities must be available in the unit and used according to the requirements of the individual cat.
- 17.2 There must be some part of the cat's sleeping area where the cat is able to enjoy a temperature of at least 10°C (50°F).
- 17.3 In isolation units there must be a means of maintaining the temperature at a level suitable for the condition of the cat, and dependent upon veterinary advice.
- 17.4 A suitable thermometer must be provided in each unit block and isolation unit.

## 18.0 CLEANLINESS

- 18.1 All units, corridors, common areas, kitchens and similar areas must be kept clean and free from accumulations of dirt and dust.
- 18.2 Each occupied unit must be cleaned daily. All excreta and soiled material must be removed from all areas used by the dogs at least daily and as necessary.
- 18.3 Regular disinfection should be demonstrated by keeping records of disinfecting regimes.
- 18.4 All bedding areas must be kept clean and dry.
- 18.5 Each unit must be thoroughly cleansed, disinfected and dried upon vacation or every seven days whichever is the shorter. All fittings and bedding must be thoroughly cleansed and disinfected at that time.
- 18.6 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of cats with infectious diseases.
- 18.7 Excreta and soiled bedding must be removed from the premises on a regular basis, at least weekly disposed of to the satisfaction of the local authority, and in accordance with current regulations and good waste management practice.

## 19.0 FOOD AND WATER SUPPLIES

- 19.1 All cats must be adequately supplied with suitable food. Wholesome drinking water must be available at all times and changed daily.
- 19.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must be maintained in a clean condition.
- 19.3 Eating vessels must be cleansed after each meal.
- 19.4 Drinking vessels must be cleansed at least once daily.

## 20.0 KITCHEN FACILITIES

- 20.1 Exclusive facilities (separate room or area) must be provided for the storage and preparation of food for the cats.
- 20.2 Food storage and preparation areas must be hygienically constructed and be kept clean.
- 20.3 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and food contamination must be avoided.
- 20.4 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A wash-hand basin with hot and cold water must also be provided for staff use.
- 20.5 Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

## 21.0 DISEASE CONTROL & VACCINATION

- 21.1 All reasonable precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst cats, staff and visitors.
- 21.2 Cats boarded or resident must be accompanied by an up-to-date record of vaccination against Infectious Feline Enteritis, feline respiratory disease and other relevant diseases. The course of Vaccinations must have been completed at least 4 weeks before the first date of boarding or in accordance with the vaccine manufacturers' instructions. This record of vaccination must be kept on-site throughout the period that the cat is boarded.
- 21.3 Isolation facilities must be provided.
- 21.4 Isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main units by at least 3m.
- 21.5 Hands must be washed after leaving the isolation facilities before handling other cats and visiting units.
- 21.6 Measures must be taken to keep the establishments free of rodents, insects and other pests, and cat free of external parasites.
- 21.7 Where appropriate, immediate 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.
- 21.8 An appropriately, well-stocked first-aid kit suitable for use on cats must be available and accessible on site. Seek advice from veterinary surgeon.

## 22.0 FIRE PRECAUTIONS

- 22.1 Procedures must be in place for the action to be taken for the protection of the cats in case of fire or other emergencies.

- 22.2 The name, address and telephone number of the licensee must be permanently displayed on the premises.
- 22.3 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include an instruction as to where cats are to be evacuated to in the event of a fire or other emergency.
- 22.4 Appropriate Fire fighting equipment must be provided and maintained.
- 22.5 All electrical installations and appliances must be maintained in a safe condition. A sensitive earth leakage protection system (residual current device) having a rated residual current not exceeding 30 milliamps must be installed and maintained as part of the fixed wiring installation on each block of units.
- 22.6 Heating appliances must not be sited in a location or manner where they may present a risk of fire or risk to cats.
- 22.7 Precautions must be taken to prevent any accumulation, which may present a risk of fire.
- 22.8 There must be adequate means of raising an alarm in the event of fire or other emergency.