



## HEREFORDSHIRE COUNCIL

### **ANIMAL BOARDING ESTABLISHMENTS ACT 1963**

#### CONDITIONS RELATING TO AN ESTABLISHMENT BOARDING DOGS

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 '**kennels**' 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 DOGS PERMITTED

- 1.1 The maximum number of dogs to be kept at any one time is stipulated in the licence.
- 1.2 If the licence permits dogs and cats to be accommodated on the premises, then they must not be permitted within sight of each other.
- 1.3 Each dog must be provided with a separate unit except that dogs from the same household may share a unit with the written consent of the dogs' owner.
- 1.4 Where there is more than one dog from the same household in one kennel there must be sufficient space for the dogs to sleep and exercise.
- 1.5 If the sleeping area is less than 2.25 sq.m (24 Sq ft) it may only hold one dog if the dog is over 46 cm (18 inches) high or over 25 kg. In weight.

- 1.6 Holding pens may be provided for temporarily kennelling a dog for not more than 24 hours. Holding pens, if provided, must comply with conditions as required for main kennels. Holding pens must be a minimum area of 2.3 sq. (25 sq.ft.).
- 1.7 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.
- 1.8 Stray dogs 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 dogs boarded. The information kept must include the following:-

- date of arrival and kennel number
- name of dog, as well as any identification mark such a 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 of dog'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 KENNELS

- 5.1 Each kennel must be clearly marked and a system be in place which ensures that relevant information about the dog in that kennel 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 dogs are boarded at the premises.

- 6.2 Dogs must be visited at regular intervals as necessary further health,safety and welfare.

## 7.0 KENNEL SIZE, LAYOUT & EXERCISE FACILITIES

- 7.1 Each kennel must be provided with a sleeping area of at least 1.9 sq.m (20 sq ft.).
- 7.2 Suitable bedding equipment must be provided, which allows the dog to be comfortable which is capable of being easily and adequately cleansed and sanitised. Such equipment must be sited out of draughts. All bedding material must be maintained in a clean, parasite free and dry condition.
- 7.3 For new kennels, each kennel must be provided with an exercise area of at least 2.2 sq.m. (24 sq ft.), for dogs up to 60 cm (24 inches) high at the 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.
- 7.4 This exercise area must be roofed to a minimum of half the area, sufficient to give the dog protection against the weather. The remaining area must be covered with suitable mesh.
- 7.5 Where galvanised weld mesh is used the wire diameter must not be less than 2.0mm (14 standard wire gauge) excluding any covering and the mesh size must not exceed 5.0cm.
- 7.6 Kennels must have a minimum height of 1.8m (6 feet).
- 7.7 Kennels must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.
- 7.8 Exercise areas must not be used as bedding areas.
- 7.9 Where communal exercise facilities are used and/or dogs are exercised 'off-lead', the licensee shall ensure that the safety, security and welfare of dogs is maintained at all times.

## 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 Wood must not be used in exposed construction of walls, floors, partitions, door frames or doors in the dog kennelling area.
- 8.4 There must be no projections or rough edges liable to cause injury.
- 8.5 Fencing materials must be secure and safe.
- 8.6 Sleeping areas of kennels must be so insulated as to prevent extremes of temperature.
- 8.7 The construction must be such that security of the dogs is ensured.

## 9.0 WALLS AND PARTITIONS

- 9.1 Walls with which dogs 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 coved. If impractical in existing premises, all joints must be sealed with waterproof flexible sealant.
- 9.4 Partition walls between kennels and exercise areas must be of solid construction to a minimum height of 1.2m (4 feet).

## 10.0 FLOORS

- 10.1 Floors of all buildings and kennels must be of smooth, impervious materials, capable of being easily cleansed and, in new kennels, must incorporate a damp proof membrane.
- 10.2 All floors of kennels 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.
- 10.4 Communal exercise areas must be suitably drained.

## 11.0 CEILINGS

- 11.1 Ceilings must be constructed of smooth, impervious materials and be capable of being easily cleansed and disinfected.

## 12.0 DOORS

- 12.1 Kennel 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 bars and frame are used, they must be of suitable gauge (approximately 10-14) with spacing adequate to prevent small dogs escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury to the dog.
- 12.3 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.
- 12.4 Kennel Doors must open inwards towards the kennel.

## 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 KENNELS

- 17.1 The bedding area of the kennel must be maintained at a temperature of between 10°C and 26°C.
- 17.2 In isolation kennels there must be a means of maintaining the temperature at a level suitable for the condition of the dog, and dependent upon veterinary advice.
- 17.3 A suitable thermometer must be provided in each kennel block and isolation kennel.

## 18.0 CLEANLINESS

- 18.1 All kennels, corridors, common areas, kitchens and similar areas must be kept clean and free from accumulations of dirt and dust.
- 18.2 Each 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.
- 18.3 All bedding areas must be kept clean and dry.
- 18.4 Each kennel must be thoroughly disinfected and dried upon vacation or every seven days whichever is the shorter. All fittings and bedding must be thoroughly cleansed and disinfected prior to re-use.
- 18.5 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.
- 18.6 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 boarded dogs 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 dogs.
- 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 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst dogs, staff and visitors.
- 21.2 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.
- 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 kennels by at least 5m; at least 10m for new establishments or facilities.
- 21.5 The licensee must ensure that persons wash their hands after leaving the isolation facilities before visiting the other kennels.
- 21.6 Isolation facilities must be available for the protection and isolation of bitches in season. Such facilities must prevent physical contact between the dogs.
- 21.7 Measures must be taken to keep the establishments free of rodents, insects and other pests, and dog free of external parasites.
- 21.8 Where appropriate, immediate 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.

- 21.9 An appropriately, well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.

## **22.0 FIRE PRECAUTIONS**

- 22.1 Procedures must be in place for the action to be taken for the protection of the dogs 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 dogs 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 kennels.
- 22.6 Heating appliances must not be sited in a location or manner where they may present a risk of fire or risk to dogs.
- 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.