

*Cherwell*

The logo for Cherwell District Council features the word "Cherwell" in a black, italicized serif font. Below the text is a thick, black, wavy horizontal line that tapers at both ends, resembling a stylized river or a decorative flourish.

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

## ANIMAL LICENSING POLICY

December 2013

## Contents

1. INTRODUCTION .....	1
2. LICENSING PRINCIPLES .....	2
3. ANIMAL BOARDING ESTABLISHMENTS.....	4
4. RIDING ESTABLISHMENTS .....	5
5. PET SHOPS .....	6
6. DANGEROUS WILD ANIMALS .....	6
7. DOG BREEDING ESTABLISHMENTS .....	7
8. ZOOS .....	8
9. DEVIATION FROM POLICY .....	9
10. ENFORCEMENT .....	9
11. AMENDMENTS TO THIS POLICY .....	9
Appendix A – 1.....	11
Appendix A – 2.....	18
Appendix A - 3 .....	254
Appendix B .....	310
Appendix C .....	332
Appendix D .....	443
Appendix E .....	465
Appendix F.....	49

## 1. INTRODUCTION

### 1.1. The Policy

1.1.1. This document states Cherwell District Council's policy on the regulations of animal establishments required to be licensed under differing pieces of legislation.

### 1.2. The Law

1.2.1. Numerous pieces of legislation exist that gives Local Enforcing Authority the power to regulate animal establishment licensing.

- Animal Boarding Establishment Act 1963
- Pet Animals Act 1951 and Pet Animals Act 1951 (Amended) 1983
- Riding Establishments Act 1964 and 1970
- Dangerous Wild Animals Act 1976
- Breeding of Dogs Act 1973 and 1991
- Breeding and Sales of Dogs (Welfare) Act 1999
- Zoo Licensing Act 1981

1.2.2. Livery yards, circuses, and dog shows do not currently require licensing and therefore do not feature in this policy however should legislation be amended to incorporate such circumstances, this policy will be amended accordingly.

1.2.3. The Animal Welfare Act 2006 came into force on 6th April 2007. The purpose of which was to consolidate existing animal health and welfare legislation. It introduces a duty of care on people to ensure that the needs of any animal for which they are responsible are met. It also creates a new offence of failing to provide for the needs of animals in your care, increases the penalties for animal abuse and allows the courts to disqualify a person from being in charge of animals. The Act promotes the 'five freedoms' of animal welfare which are:

1. The need for a suitable environment
2. The need for a suitable diet
3. The need to be able to exhibit natural behaviour
4. The need to be housed with or apart from other animals (by providing an animal of its own kind where appropriate)
5. The need to be protected from pain, injury, suffering and disease.

1.2.4. Each piece of animal licensing legislation has its own application process which in some cases includes the use of a veterinary inspection, rights of appeal and offences. This policy does not detail each process in detail but aims to give an overview of the general approach. Further detail can be found within each individual piece of specific legislation.

1.2.5. Under this Council's Constitution, the authority to grant animal licences has been delegated to the Head of Community Services, who may further delegate as appropriate.

## **2. LICENSING PRINCIPLES**

### **2.1. Background**

2.1.1. The legislation listed in section 1.2.1 of this policy enables the licensing authority, this being the local authority, to devise and implement licensing conditions.

2.1.2. Each piece of legislation details the main objectives to the licensing conditions however the overriding purpose is to protect the welfare of animals and the health and safety of those responsible for licenced establishments.

### **2.2. Animal Welfare Act 2006**

2.2.1. This is now the primary piece of legislation controlling the welfare of animals in England. It has established that reasonable welfare standards must be maintained whilst unifying all animal welfare legislation, including responsibilities falling to other enforcement agencies.

2.2.2. As an enabling Act, it allows secondary legislation to be implemented in respect of welfare regulations. DEFRA may review existing animal licensing legislation over the next few years, with the possibility of bringing all animal licensing under the remit of this Act.

### **2.3. Principles of Licensing**

2.3.1. In line with section 2.2 above, the Council will base its licensing regime on the following principles:

- Responsibility to protect the welfare of all animals
- Ensuring the five freedoms by implementing appropriate standards
- Ensuring that those responsible for the management of animal welfare observe recognised standards of good practice
- Ensuring that, so far as it falls within its powers, the requirements of all animal related legislation is enforced

### **2.4. Existing Codes of Best Practice and Model Conditions**

2.4.1. In promoting animal welfare, the five freedoms and applying the licensing process, the licensing conditions will be based, wherever practicable on the existing model conditions, codes of best practice and industry standards produced by organisations such as, but not limited to:

- The Chartered Institute of Environmental Health
- Local Authorities Co-Ordinators of Regulatory Services (LACORS)
- Local Government Association
- British Veterinary Association
- National Trade Associations

2.4.2. Existing model conditions, codes of best practice and industry standards will be considered to be a minimum standard and additional conditions required to promote the 'five freedoms' may be imposed as necessary at

the discretion of the Head of Service and Head of the Licensing Committee.

## **2.5. Advice for New Applicants**

- 2.5.1. Any new applicants are encouraged to contact the Councils animal licensing officers at the earliest opportunity enabling advice to be given regarding the premises and the model conditions as well as clarifying any areas of uncertainty regarding the specific application.
- 2.5.2. This will also allow for the applicant to be advised of other legal requirements with regards to other Council departments, for example, Planning, Building Control, Business rates etc. Specific guidance should be sought from each Council department as necessary.
- 2.5.3. In exceptional circumstances the council can issue a provisional licence which enables the applicant to deal with any minor improvements felt necessary to comply with the licence conditions. In these circumstances the licence holder will be advised in writing what action needs to be taken within an agreed set timescale. On completion of the works, the council can then issue the licence. Failure to comply may result in the council refusing the licence until such a time where compliance can be achieved.
- 2.5.4. With all animal licences there is a right to appeal either against the refusal of a licence or the conditions attached to a licence. This should be made within 6 months from the Councils decision on whether to grant or refuse a licence.

## **2.6. Licence Duration**

- 2.6.1. The period in which a licence operates depends on which piece of legislation it is granted under as listed in section 1.2.1 of this policy.
- 2.6.2. Licences granted under the Riding Establishments Act 1964 & 1970 and The Dog Breeding Act 1973 will operate for twelve months from the day it is granted.
- 2.6.3. Licences granted under the Animal Boarding Act 1963, Dangerous Wild Animal Act 1976 and the Pet Animals Act 1951 will operate from the day it is granted until the 31<sup>st</sup> December of that year.
- 2.6.4. All licences are renewable annually however the Council are aware that the Animal Welfare Act 2006 promotes a move towards a longer licensing period of up to three years for any new regulations, introducing a licensing regime. The three year licence will not be an absolute but there will be provision for the Council to stipulate a shorter period on a risk based approach. In preparation for this the Council will therefore look to introduce a risk based inspection approach which will determine the licence duration where legislation permits.
- 2.6.5. All licences which have expired and a renewal application not received by the Council will cease to exist. Trading must cease until such time as a new licence has been granted. In the case of individuals keeping animals, such as under the Dangerous Wild Animals Act, the individual would be committing an offence in keeping the animal without a valid licence.

## **2.7. Application Process**

- 2.7.1. All applications must be made on the Councils prescribed application form.
- 2.7.2. To avoid the situation arising in section 2.6.5 and to enable arrangement to be made for a veterinary inspection where necessary, renewal applications must be received within 2 months prior to the expiry date. A renewal reminder letter will be issued prior to this date.
- 2.7.3. Each application must be submitted with the prescribed application fee. An application will not be considered as duly made until the prescribed application fee has been received.
- 2.7.4. In some circumstances a veterinary inspection may be necessary, required either by legislation or by the Council in order to determine the application. The veterinary surgeon will invoice the Council who will settle the account. Any costs will then be recovered from the licence holder on behalf of the council.

## **3. ANIMAL BOARDING ESTABLISHMENTS**

### **3.1. Licensing requirements**

- 3.1.1. The Animal Boarding Act 1963 regulates the licensing of boarding kennels and catteries. The boarding of any other animal other than cats and dogs is not regulated.
- 3.1.2. A licence is required where the provision of accommodation for cats and dogs is the predominate activity and constitutes a business. Exemptions are granted for example to a dog groomer where the accommodation is a secondary function to the main function of dog grooming. Another example would be a veterinary surgery where accommodation is provided for sick animals whilst in their care. These types of premises do not require an animal boarding licence.
- 3.1.3. Boarding of cats and dogs at a domestic property may require a licence if payment is received for such a service and it occurs on a regular basis. These are often referred to as 'home boarders' and therefore a separate set of conditions and fees apply. Such premises also attract issues relating to planning and therefore each premise should be assessed on its own merit and other departments duly informed of any proposed business activity.
- 3.1.4. It is an offence under section 3 of the Act to keep a boarding establishment for cats and dogs without obtaining a licence from the Council.

### **3.2. Licence conditions**

- 3.2.1. Any animal boarding licence issued by the Council will be subject to the licence conditions detailed in Appendix A (1-3).
- 3.2.2. These conditions have been based upon the CIEH Model Conditions for Animal Boarding and LACORS Home Boarding Establishments. They are considered to be the minimum requirement for an animal boarding

establishment. Other conditions may be imposed as set out in paragraph 2.4.2.

3.2.3. Any animal boarding establishment that does not meet the Council's licensing conditions will not be granted a licence.

### **3.3. Existing License Holders**

3.3.1. Historically the Council have licenced animal boarding establishments that do not strictly meet the national model standard conditions but have satisfied the Council Officers that they have provided acceptable standards of welfare.

## **4. RIDING ESTABLISHMENTS**

### **4.1. Licensing Requirements**

4.1.1. The Riding Establishments Act 1964 and 1970 regulate the licensing of horse riding establishments.

4.1.2. A licence is required where payment is received to ride a horse in the control of the premises, with or without instruction.

4.1.3. The legislation requires an independent veterinary inspection to be conducted on the horses and premises prior to the issuing of a licence. The veterinary surgeon must be a member of the Panel of Riding Establishment Inspectors as maintained by the Royal College of veterinary Surgeons and the British Veterinary Association. The Council will nominate the veterinary surgeon for each inspection and make the appropriate arrangements. The cost of the veterinary surgeon will be recovered from the applicant/ licence holder by the Council.

4.1.4. The nominated veterinary surgeon may request a further inspection of the horse/horses from the establishments own veterinary surgeon to establish if the horse/ horses are fit for use within the school. Any horse referred in this way must not be used for use within the school until the establishments own veterinary surgeon has approved the use in writing. A copy is to be sent to the Licensing Authority.

4.1.5. Any Riding Establishment Licence issued will operate for a twelve month period from the date it is granted.

4.1.6. It is an offence to operate a riding establishment without obtaining a licence from the Council.

### **4.2. Licence Conditions**

4.2.1. Any Riding Establishment license issued by the Council will be subject to the license conditions detailed in Appendix B. Other conditions may be imposed as set out in paragraph 2.4.2.

4.2.2. Any riding school that does not meet the Council's licensing conditions set out in Appendix B will not be granted a license.

## **5. PET SHOPS**

### **5.1. Licensing Requirements**

5.1.1. The Pet Animals Act 1951 and the Pet Animals Act 1951 (Amended) Act 1983 regulate the licensing of pet shops.

5.1.2. A pet shop is a business, including private dwelling and internet sales, selling animals as pets. The term animal refers to all vertebrates. The sale of fish, amphibians, reptiles, birds and mammals also fall within the scope of the legislation.

5.1.3. In order to determine the application, the Council may wish to appoint a veterinary surgeon, or a suitably qualified or nationally recognised expert, to inspect the premises either instead of, or in conjunction with the Council Officer. The cost of any veterinary or expert inspection will be recovered from the applicant/ licence holder.

5.1.4. It is an offence under section 5 of the 1951 Act for a person to operate a pet shop without obtaining a licence from the Council first.

### **5.2. Licence Conditions**

5.2.1. Any pet shop licence issued by the Council will be subject to the licence conditions set out in Appendix C.

5.2.2. These conditions have been based upon the Local Government Association Model Standards for Pet Shop License Conditions and the Pet Trade Industry Association Standards for Sizes, stocking densities and Water Quality for Aquatics. Other conditions may be imposed as set out in paragraph 2.4.2.

5.2.3. Any pet shop that does not meet the Councils Licensing conditions as detailed in Appendix C will not be granted a licence.

## **6. DANGEROUS WILD ANIMALS**

### **6.1. Licensing Requirements**

6.1.1. The Dangerous Wild Animals Act 1976 (as amended) regulates the licensing of dangerous wild animals (DWA).

6.1.2. A licence is required where an individual or a business wishes to keep an animal included on the Schedule of Dangerous Wild Animals maintained and published by DEFRA.

6.1.3. The legislation does not apply to DWA's kept in Zoos or circuses. The legislation applies to all individuals wishing to keep a dangerous wild animal at home.

6.1.4. Where an individual already holds a pet shop licence issued under the Pet Animals Act 1951, a separate DWA licence is not required however to ensure the safety of the individual and the general public, the same DWA licence conditions must be met.



- 6.1.5. In order to determine the application, an annual independent veterinary inspection of the animals and premises is required prior to the licence being granted. The veterinary surgeon must have suitable experience of DWA's. The Council will nominate the veterinary surgeon for each inspection and make the appropriate arrangements. The cost of the veterinary surgeon will be recovered from the applicant/ license holder by the Council.
- 6.1.6. To be granted a licence the applicant must be able to demonstrate that suitable accommodation and care can be provided and that the keeping of the animal would not pose a risk to the health and safety of the public or create a public nuisance i.e. noise, odour etc.
- 6.1.7. It is an offence under section 2 (5) of the Act to keep a DWA without obtaining a licence from the Council first.

## **6.2. License Conditions**

- 6.2.1. Any DWA license issued by the Council will be subject to license conditions in Appendix D. Other conditions may be imposed as set out in paragraph 2.4.2.
- 6.2.2. There is currently no national model standard available and therefore the conditions attached in Appendix D have been formulated from neighbouring authorities existing conditions, material obtained from DWA training course and industry guides.
- 6.2.3. Any DWA application that does not meet the Council's licensing conditions detailed in appendix D will not be granted a licence.

## **7. DOG BREEDING ESTABLISHMENTS**

### **7.1. Licensing Requirements**

- 7.1.1. The Breeding of Dogs Act 1973 and 1991 and the Breeding and Sale of Dogs (Welfare) Act 1999 regulate the licensing of dog breeding establishments.
- 7.1.2. A licence is required by any premises where there are more than two bitches kept for the purposes of breeding for sale and which has five or more litters of puppies in any twelve month period. Occasional or hobby breeders do not require a licence. The Council will refer to published guidance and takes into account other factors when determining between a commercial breeder and occasional /hobbyist breeder. If there is an element of doubt, applicants are advised to contact the council to discuss their case on its individual merit.
- 7.1.3. It is an offence under section 3 of the 1973 Act for a person to operate a dog breeding establishment without obtaining a licence from the Council first.
- 7.1.4. In accordance with the legislation the Council will decide whether to grant a licence within 3 months from receiving the application.

## **7.2. Licence Conditions**

7.2.1. Any dog breeding establishment license issued by the Council will be subjected to the licensing conditions detailed in Appendix E. Other conditions may be imposed as set out in paragraph 2.4.2.

7.2.2. These conditions have been based upon the Council's existing Dog Breeding Establishments as a minimum requirement. There is currently no set model conditions however regard has been had to all literature and guidance provided by course providers. Other conditions may be imposed as set out in paragraph 2.4.2.

7.2.3. Any Dog Breeding Establishment application that does not meet the Council's licensing conditions detailed in appendix E will not be granted a licence.

## **8. ZOOS**

### **8.1. Licensing Requirements**

8.1.1. The Zoo Licensing Act 1981 regulates the licensing of zoos.

8.1.2. A licence is required by any establishment where wild animals are kept for the purposes of exhibition to which members of the public have access, with or without charge for admission, on more than seven days in any period of twelve consecutive months.

8.1.3. The wide definition means that licensed zoos can range from traditional zoos and safari parks to small specialist collections. Dispensations can be made for small premises which reduce the number of inspections to a reasonable level for the size of the establishment without detracting from the need to ensure that acceptable levels are achieved in animal welfare.

8.1.4. A veterinary surgeon is required to conduct an inspection of such a premises. This is to be conducted by a suitable qualified veterinary surgeon who specialises in Zoo Licensing. The Council will nominate the vet for each inspection and make the appropriate arrangements. The cost of the veterinary surgeon will be recovered from the applicant/ licence holder by the Council.

8.1.5. A licence will not be granted where the veterinary surgeon recommends to the Council that a licence is refused.

8.1.6. It is an offence under section 19 of the Act for a person to operate a zoo without obtaining a licence from the council first.

### **8.2. Licence Conditions**

8.2.1. Any Zoo Licence will be subjected to the licence conditions detailed in appendix F. Other conditions may be imposed as set out in paragraph 2.4.2.

8.2.2. All veterinary surgeons inspecting a zoo must have regard to the standards model conditions however amendments can be made as necessary for each individual premises.

8.2.3. Any Zoo which does not meet the model conditions will not be granted a licence.

## **9. DEVIATION FROM POLICY**

9.1. In exercising its regulatory function, Cherwell District Council will have due regard to this Policy document and the principles set out within it.

9.2. In addition to this Policy, each application will be considered on its own merits based on the licensing principles set out in section 2.3.1. Where an applicant is able to demonstrate a deviation from this Policy and/or the licensing conditions but is able to meet the licensing principles, the Head of Service may authorise a licence to be issued accordingly.

9.3. Where a substantial deviation from this Policy is made with clear reasons for doing so provided, the Head of Licensing Committee and the Head of Service may authorise departure from this Policy if it is considered necessary in the individual circumstances.

## **10. ENFORCEMENT**

10.1. The Council will operate a proportionate enforcement regime in accordance with the Council's Environmental Health Statement of Enforcement Policy.

10.2. The responsibility for the overall supervision of the animal licensing lies with the Head of Community Services.

## **11. AMENDMENTS TO THIS POLICY**

11.1. Any significant amendment to this Policy will only be implemented following consultation with the trade and the public.

11.2. For the purposes of this section, any significant amendment is defined as one that:

- a) Is likely to have a significant financial effect on the licence holders
- b) Is likely to have a significant procedural effect on the licence holder
- c) Is likely to have significant effect on the community.

11.3. Any minor amendments will be authorised by the Portfolio holder for Community Services. For the purposes of this section, any minor amendment is any such change not defined in section 11.2 above.

## **APPENDICES**

### **Standard Conditions Applicable to Animal Boarding Establishment Licences**

The following conditions will apply to all licences animal establishments unless varied by the Head of Community Services.

#### Appendix A – Animal Boarding Licensing Conditions

1. Dog
2. Cat
3. Home Boarders

Appendix B – Riding Establishment Licensing Conditions

Appendix C – Pet Shop Licensing Conditions

Appendix D – Dangerous Wild Animal Licensing Conditions

Appendix E – Dog Breeding Establishment Licensing Conditions

Appendix F – Zoo Licensing Model Conditions

**Model Licence Conditions  
and Guidance  
For  
Dog Boarding Establishments**

**1. General Construction Matters**

- 1.1 Before carrying out any new building or alterations, plans must be submitted to and approved by the Environmental Health Section of the Local Authority.
- 1.2 Planning permission may be required and the local Planning Authority should be consulted.
- 1.3 Building Regulations approval may be required and the local Building Control Authority should be consulted.
- 1.4 Wood is not a suitable construction material. It is susceptible to damage by scratching, is difficult to clean and may harbour bacteria, viruses etc. Wood should not be used in exposed construction of walls, floors, partitions, door frames or doors in the dog kennelling area.
- 1.5 Maintenance and repair of the whole establishment must be carried out regularly.

**2. Kennel Size and Layout**

- 2.1 Each kennel must have a sleeping area of at least 1.9m<sup>2</sup> (20ft<sup>2</sup>). The sleeping area must be insulated so as to prevent extremes of temperature. (During kennel construction it is necessary to use an appropriate design and suitable materials to overcome problems of noise emission, to ensure energy conservation and to maintain reasonable temperatures throughout both winter and summer).
- 2.2 Bedding must be provided which allows the dog to be comfortable and which is capable of being easily and effectively cleaned and sanitised.
- 2.3 Each kennel must be provided with an exercise area of at least 2.46m<sup>2</sup> (26ft<sup>2</sup>) (for dogs up to 24" high at shoulder) or 3.34m<sup>2</sup> (36ft<sup>2</sup>) for larger dogs, which is separate from the bedding area and exclusive to that kennel. The exercise area must be available to the dog at all times, except at night. The exercise area should ideally be roofed to a minimum of half the area, sufficient to give the dog protection against the weather and to provide adequate shade.
- 2.4 Kennels must have a minimum height of 1.8m (6ft) to facilitate adequate access by kennel staff for cleaning.
- 2.5 Kennels and exercise areas must open onto secure corridors or other secure areas so that dogs are not able to escape from that premises.
- 2.6 Exercise areas must not be used as bedding areas.

- 2.7 Communal areas for exercise are strongly discouraged because of the risk of disease spread, in particular worms, and fighting. In any event each kennel must be provided with its own exclusive exercise area, thus rendering extra provision unnecessary.
- 2.8 Each dog must be provided with a separate kennel, except that dogs from the same household may share a kennel, provided it is of adequate size to comfortably accommodate the dogs. Operators must obtain written authorisation from the dog owner before kennel sharing is allowed. Each kennel must be clearly marked for identification purposes, eg numbered.
- 2.9 Holding kennels may be provided for temporarily kennelling a dog for not more than twenty-four hours. These must be a minimum of 2.3m<sup>2</sup> (25ft<sup>2</sup>). In all other respects conditions must be to the same standard as the main kennels.

### **3. Walls and Partitions**

- 3.1 Walls must be of smooth, impervious materials capable of being easily cleansed. Suitable construction materials include effectively sealed (smooth and impervious) brick/block constructions, moulded plastic, glass reinforced plastic, pre-formed plastic surfaced board etc.
- 3.2 It is recommended that junctions between horizontal and vertical sections are coved to facilitate cleaning.
- 3.3 Partition walls between individual exercise areas must be of a solid construction to a minimum height of 1.1m (4ft).

### **4. Floors**

- 4.1 Floors in all buildings, individual exercise areas and kennels must be of smooth, impervious materials, capable of being easily cleansed, whilst providing sufficient grip for the dog to walk or run without sustaining injury.
- 4.2 Floors of kennels and exercise areas should be laid to an adequate fall (minimum of 1:80) to prevent ponding of liquids.
- 4.3 Drainage channels should be provided close to, but exterior to the kennel and/or exercise area, so that urine is not allowed to pass over walk areas in corridors and communal areas or pass from one kennel to another. (Waste water outlets may need approval from the National Rivers Authority).
- 4.4 The establishment must be connected to mains drainage or an approved localised sewage disposal system.

### **5. Ceilings**

- 5.1 Ceilings must be capable of being easily cleaned and disinfected.

### **6. Doors**

- 6.1 Kennel doors must be strong enough to resist impact and scratching and must be capable of being effectively secured. Galvanised weld mesh should be a minimum of 2mm (14 gauge) in thickness. It is recommended that the spacing of wire should not exceed 50mm (2 inches).

- 6.2 Where metal bars and frames are used, they must be of suitable gauge (approx 10-14) with spacing adequate to prevent dogs escaping or becoming entrapped. Metal edges must not present a risk of injury to the dog. In the interests of safety, it is recommended that the outer door should open in an inwards direction.

## **7. Windows**

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

## **8. Lighting**

- 8.1 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.
- 8.2 Adequate supplementary lighting must be provided throughout the establishment.

## **9. Ventilation**

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

## **10. Temperature in Kennels**

- 10.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog.
- 10.2 There must be some part of the dog's sleeping area where the dog is able to enjoy a temperature of at least 10°C. The use of individual heating lamps for dogs may prove adequate. In some circumstances additional background heating will also be required.

## **11. Isolation Facilities**

- 11.1 Isolation facilities must be provided. One isolation kennel is generally sufficient (dependant on number of dogs boarded).
- 11.2 Isolation kennels must comply with other boarding kennel requirements but in addition must be separate and physically isolated from the main kennels. This should be a minimum of 5m (15ft) based upon the distance a dogs sneeze travels (individual circumstances may significantly vary the stated figure).
- 11.3 Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels must be provided.
- 11.4 Hands must be washed after leaving the isolation facilities and before visiting the other kennels.
- 11.5 There should be a means of maintaining the temperature of isolation kennels at a level suitable for the condition of the dog (a minimum of 15.5°C is suggested unless contrary advice is given by the veterinary surgeon). 26°C is a realistic maximum temperature level that should not be exceeded in normal circumstances.

## **12. Cleanliness**

- 12.1 All kennels, corridors, common areas and 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.
- 12.2 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.
- 12.3 All bedding areas must be kept clean and dry.
- 12.4 Each kennel must be thoroughly cleansed, disinfected and dried upon vacation. Fittings and bedding must also be thoroughly cleansed and disinfected at that time.
- 12.5 Facilities must be provided for the proper reception, storage and disposal of all waste. Clinical waste arising from the treatment of dogs should be segregated and disposed of by incineration.
- 12.6 Operators wishing to dispose of waste on their premises or operate an incinerator may need planning permission and a waste management licence or authorisation under the Environmental Protection Act 1990. Advice should be sought from the Waste Regulation Authority of the County Council or the Environmental Health Section.
- 12.7 Measures must be taken to minimise the risk from rodents, insects and other pests within the establishment.

## **13. Disease Control and Vaccination**

- 13.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 13.2 Proof must be provided that dogs boarded or resident have current vaccinations against Canine Distemper, Infectious Canine Hepatitis, Leptospirosis and Canine Parvovirus and other relevant diseases. Vaccination against Kennel Cough should be encouraged. 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.
- 13.3 Advice from veterinary surgeon must be sought if there are signs of disease, injury or illness in a dog.
- 13.4 A well-stocked first aid kit suitable for use on dogs must be available.
- 13.5 If there is evidence of external parasites (fleas, ticks, lice etc) the dog must be treated with a proprietary insecticide used in accordance with the manufacturer's instructions.
- 13.6 Phenolic disinfectants should not be used around dogs and dogs must be kept dry during cleaning of kennels.



- 13.7 Any dog that has died on the premises must be referred to a veterinary surgeon and the licensing officer of the local authority must be informed.
- 13.8 A veterinary practice should be appointed for the establishment. The name, address and phone number must be displayed in a prominent position in a public area.

#### **14. Food and Water Supplies**

- 14.1 All dogs must be adequately supplied with suitable food. Pet proof containers must be provided for the storage of food. Wholesome water must be available at all times and changed daily.
- 14.2 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.
- 14.3 Eating vessels must be cleansed after each meal and drinking vessels must be cleansed at least once a day.

#### **15. Kitchen Facilities**

- 15.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.
- 15.2 Suitable refrigeration facilities must be provided if fresh and cooked meat are stored.
- 15.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels.
- 15.4 A separate wash-hand basin should be provided for staff use.

#### **16. Fire Precautions**

- 16.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 16.2 A proper emergency evacuation plan and fire warning procedure must be drawn up.
- 16.3 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.
- 16.4 All electrical installations must be maintained in a safe condition. There must be a residual circuit current breaker system on each block of kennels.
- 16.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.
- 16.6 Precautions must be taken to prevent any accumulation, which may present a risk of fire.
- 16.7 There must be adequate means of raising alarm in the event of a fire or other emergency.

## Other Matters

- 1) A copy of the licence and associated conditions must be displayed to the public in a prominent position in, on or about the boarding establishment.
- 2) Insurance - adequate insurance indemnity should be arranged. Operators must insure against public liability and if staff are employed, employers liability insurance is mandatory. Certificates of insurance should be displayed.
- 3) Dangerous Dogs - dogs subject to contracts under current dangerous dogs legislation must have a copy of the licence and insurance certificate lodged with the boarding kennel (Japanese Sousa/Pit Bull Cross).
- 4) Under the Control of Dogs Order 1992, every dog whilst in a place of public resort must wear a collar with the name and address of the owner inscribed upon it. It is recommended that all dogs boarded at the establishment should wear a collar and tag identifying the name of the owner, or have the collar and tag secured immediately outside the kennel.
- 5) Adequate toilet and washing facilities and a first aid kit must be available for staff.
- 6) Staff should be adequately trained in the safe handling of dogs, emergency procedures to be followed and all aspects of the licence conditions, which are pertinent to their work.
- 7) Staff should be regularly vaccinated against Tetanus.
- 8) A written training policy must be provided. Systematic training of staff, must be demonstrated to have been carried out.

The following are regarded as essential topics to be covered in the programme:

- Animal welfare
  - Cleanliness and Hygiene
  - Feeding and Food Preparation
  - Disease Control
  - Recognition and Treatment of Sick Animals
  - Health and Safety
  - Emergency Procedures
- 9) Where stray dogs, are accepted by the kennels they must be kept in a separate area away from boarded dogs.
  - 10) A register must be kept of all dogs boarded and should include the following:
    - date of arrival;
    - name of dog;
    - description, breed, age, gender;
    - name, address and telephone number of owner;
    - name, address and telephone number to contact whilst boarded;
    - name, address and telephone number of dogs veterinary surgeon;
    - anticipated and actual date of departure;
    - health, welfare and nutritional requirements.

The register must be kept for two years - computerised, loose-leaf, index card and book register systems are acceptable. Where records are computerised, a back up copy must be kept.

- 11) A fit and proper person must always be present to exercise, supervise and deal with emergencies whenever dogs are boarded.
- 12) Dogs must be visited at regular intervals as necessary for their health, safety and welfare.

**Model Licence Conditions  
and Guidance  
For  
Cat Boarding Establishments**

**1. General Construction Matters**

- 1.1 Before carrying out any new building or alterations, plans must be submitted to and approved by the Environmental Health Section of the Local Authority.
- 1.2 Planning permission may be required and the Local Planning Authority should be consulted.
- 1.3 Building regulations approval may be required and the Local Building Control Authority should be consulted.
- 1.4 The construction of the cattery must be such that security of the cat is ensured.
- 1.5 All areas to which cats have free access must be roofed to prevent escape.
- 1.6 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames must be durable, smooth and impervious.

**2. Cattery Unit Size and Layout**

- 2.1 Each unit must have a sleeping area and an adjoining exercise area, which is exclusive to that unit.
- 2.2 Each unit must be provided with a sleeping area of at least 0.85m<sup>2</sup> (9ft<sup>2</sup>) for one cat, 1.5m<sup>2</sup> (16ft<sup>2</sup>) for two cats, 1.85m<sup>2</sup> (20ft<sup>2</sup>) for up to four cats. Only cats from the same home may be boarded in the same unit. (The written consent of the cats owner should be obtained).  
  
NB: To enable flexibility in usage i.e. to allow more than one cat to be boarded in a unit, it is recommended that the minimum floor area of the sleeping accommodation be 1.5m<sup>2</sup> (16ft<sup>2</sup>).
- 2.3 Suitable bedding must be provided which allows the cat to be comfortable and which is capable of being easily and effectively cleansed and sanitised.
- 2.4 Each unit must be provided with an exercise area of at least 1.7m<sup>2</sup> (18ft<sup>2</sup>) for a single cat, 2.23m<sup>2</sup> (24ft<sup>2</sup>) or two cats and 2.8m<sup>2</sup>(30ft<sup>2</sup>) for up to four cats.
- 2.5 Units should have a minimum internal height of 1.8m (6ft). (The sleeping area should be at least 1.22m (4ft) high.
- 2.6 Holding units may be provided for temporarily boarding a cat for not more than twenty-four hours. These must have a minimum floor area of 1.1m<sup>2</sup> (12ft<sup>2</sup>) and a minimum height of 0.9m (3ft).

- 2.7 Sleeping areas of units must be suitably insulated or otherwise controlled so as to prevent extremes of temperature.
- 2.8 Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.
- 2.9 Each unit must be clearly marked e.g. numbered, or a similar system in place, which ensures that relevant information about the cat in that unit is readily available.

### **3. Walls and Partitions**

- 3.1 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 so as to be smooth and impervious. It may be necessary to render the brick/blockwork prior to sealing.
- 3.2 Junctions between vertical and horizontal sections should be coved.
- 3.3 Partition walls between units should be properly surfaced brick/block constructions, moulded plastic, glass reinforced plastic (GRP), pre-formed plastic surfaced board etc. (The use of GRP allows the transmission of light.) The partition wall should be to a minimum of 1.2m (4ft) in order to adequately prevent contact between cats in separate units. If a shelf is provided for the cat in the sleeping pen, the barrier must extend at least 0.5m above the shelf.

### **4. Floors**

- 4.1 Floors of all buildings and units must be of smooth impervious materials, capable of being easily cleansed. (Concrete bases should incorporate a damp proof membrane and should have a minimum fall of 1 in 80).
- 4.2 Where drainage channels are provided, these should be provided close to, but exterior to the sleeping/exercise area, so that urine and wash down water is not allowed to pass over walk areas in corridors and communal areas or pass from one unit to another. (Waste water outlets may need approval from the National Rivers Authority).

### **5. Ceilings and Roofing**

- 5.1 Ceilings must be capable of being easily cleansed and disinfected.
- 5.2 All exercise areas should be covered with welded mesh and roofed with a suitable material. A translucent material, capable of filtering UV light and providing adequate shade is recommended.

### **6. Doors**

- 6.1 Doors must be strong enough to resist impact and scratching and capable of being effectively secured. It is recommended that a cat flap is provided in the door in the sleeping compartment to permit easy access to the exercise area. (This flap should be closed at night).
- 6.2 Metal edging, if used, must not present a risk of injury to the cat.

## **7. Windows**

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

## **8. Lighting**

- 8.1 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.
- 8.2 Adequate supplementary lighting must be provided throughout the establishment.

## **9. Ventilation**

- 9.1 Ventilation must be provided in all interior areas without the creation of excessive localised draughts in the sleeping area.

## **10. Temperature in Units**

- 10.1 Heating facilities must be available in the unit and used according to the requirements of the individual cat.
- 10.2 There must be some part of the sleeping area where the cat is able to enjoy a temperature of at least 10°C. Elderly cats may require higher ambient temperatures.
- 10.3 During the construction stage adequate attention must be afforded to the materials used in construction and insulation to ensure adequate protection against seasonal temperature variation.
- 10.4 Where temperatures lower than that indicated are reached, it may be more economical to provide localised sources of heat, eg individually, thermostatically controlled infra-red dull emitters. Heated beds may also be used, provided these are maintained in a safe condition.
- 10.5 26°C is a realistic maximum temperature level that should not be exceeded in normal circumstances and adequate ventilation of the unit must be provided to ensure the comfort of the cats.

## **11. Isolation Facilities**

- 11.1 Isolation facilities must be provided. One isolation unit is generally sufficient (dependent upon number of cats boarded).
- 11.2 Isolation units must comply with other cattery unit requirements, but in addition must be separate and physically isolated from the main units. This should be a minimum distance of 3m (10ft) away. (Individual circumstances may vary the stated figure).
- 11.3 Adequate facilities to prevent the spread of infectious disease between the isolation unit and other units must be provided.

- 11.4 Hands must be washed after leaving the isolation facilities before visiting the other units.
- 11.5 There must be means of maintaining the temperature of isolation units at a level suitable for the condition of the cat and dependent upon veterinary advice (a minimum of 15°C is suggested unless contrary advice is given by the veterinary surgeon.)

## **12. Cleanliness**

- 12.1 All units, corridors, common areas, kitchens etc must be kept clean and free from accumulation of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and cat comfort.
- 12.2 Each 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.
- 12.3 All sleeping areas must be kept clean and tidy.
- 12.4 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.
- 12.5 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.
- 12.6 Facilities must be provided for the proper reception, storage and disposal of all waste. Clinical waste arising from the treatment of cats should be segregated and disposed of by incineration.
- 12.7 Operators wishing to dispose of waste on their premises or operate an incinerator may need planning permission and a waste management licence or authorisation under the Environmental Protection Act 1990. Advice should be sought from the Waste Regulation Authority of the County Council or the Environmental Health Section.
- 12.8 Measures must be taken to minimise the risk from rodents, insects and other pests within the establishment.

## **13. Disease Control and Vaccination**

- 13.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst cats, staff and visitors.
- 13.2 Proof must be provided that cats boarded or resident have current vaccinations against infectious feline enteritis, feline respiratory disease 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 instruction. A record that this proof has been supplied must be kept on site throughout the period that the cat is boarded.
- 13.3 Advice from a veterinary surgeon must be sought in the 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.

- 13.4 A well-stocked first aid kit suitable for use on cats must be available.
- 13.5 Phenolic disinfectants should not be used around cats and cats should be kept dry during cleaning of enclosures.
- 13.6 Any cat that has died on the premises must be referred to a veterinary surgeon and the licensing officer of the Local Authority must be informed.

#### **14. Food and Water Supplies**

- 14.1 All cats must be adequately supplied with suitable food. At least two meals a day must be offered at approximately eight hours apart. Wholesome water must be available at all times and changed daily.
- 14.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected and must be maintained in a clean condition.
- 14.3 Eating vessels must be cleansed after each meal and drinking vessels must be cleansed at least once a day.
- 14.4 Suitable containers must be provided for the storage of foods.

#### **15. Kitchen Facilities**

- 15.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the cats.
- 15.2 Suitable refrigeration facilities must be provided where fresh and cooked meats are stored.
- 15.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels.
- 15.4 A separate wash-hand basin should be provided for staff use.

#### **16. Fire Precautions**

- 16.1 Appropriate steps must be taken for the protection of cats in case of fire and other emergencies.
- 16.2 A proper emergency evacuation plan and fire warning procedure must be drawn up.
- 16.3 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.
- 16.4 All electrical installations must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of units.
- 16.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire or risk to cats.
- 16.6 Precautions must be taken to prevent any accumulation, which may present a fire risk.



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

### **Other Matters**

- 1) A copy of the licence and its conditions must be displayed to the public in a prominent position in, on, or about the boarding establishment.
- 2) Insurance - adequate indemnity insurance should be arranged. Operators must insure against public liability and if staff are employed, employers liability insurance is mandatory. Certificates of insurance should be displayed.
- 3) Adequate toilet and washing facilities and a first aid kit must be available for staff.
- 4) Staff should be regularly vaccinated against tetanus.
- 5) Staff should be adequately trained in the safe handling of cats, emergency procedures to be followed and all other aspects of licence conditions, which are pertinent to their work.
- 6) A written training policy is recommended. Systematic training of staff must be demonstrated to have been carried out.

The following are regarded as essential topics to be covered in the programme:

- Animal Welfare
  - Cleanliness and Hygiene
  - Feeding and Food Preparation
  - Disease Control
  - Recognition and Treatment of Sick Animals
  - Health and Safety
  - Emergency Procedures
- 7) Where stray cats are accepted by the cattery, they must be kept in a separate area away from boarded cats.
  - 8) A register must be kept of all cats boarded and should include the following information:
    - Date of arrival
    - Name of cat
    - Description, breed, age, gender
    - Name, address and telephone number of owner
    - Name, address and telephone number of contact person whilst boarded
    - Name, address and telephone number of cats' Veterinary Surgeon
    - Anticipated and actual date of departure
    - Health, welfare and nutritional requirements

The register must be kept for two years - computerised, loose leaf, index card and book register systems are acceptable.

- 9) A fit and proper person must always be present to supervise and deal with emergencies whenever cats are boarded at the premises.

- 10) Cats must be visited at regular intervals, as necessary, for their health, safety and welfare.

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

**1. INTRODUCTION**

- 1.1. 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.
- 1.2. Normally planning permission will not be required for the home boarding of animals on the scale proposed, however should complaints be received because of particular noise or odour problems, then the Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.
- 1.3. 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.
- 1.4. No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 1.5. Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- 1.6. 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. Puppies under 6 months of age must not be boarded with other dogs including resident dogs.
- 1.7. The Local Authority must be satisfied that the licensee is not disqualified from keeping animals under any relevant legislation and has experience as a dog owner.

**2. LICENCE DISPLAY**

- 2.1. 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.

**3. NUMBERS OF ANIMALS**

- 3.1. The maximum number of dogs to be kept at any one time is (enter number).
- 3.2. Only dogs from the same household may be boarded at any one time. Dogs must not be boarded with any cat, unless they normally live together in the same household.
- 3.3. 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.

- 3.4. 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.

#### **4. CONSTRUCTION**

- 4.1. Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.
- 4.2. The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 4.3. There must be adequate space, light, heat and ventilation for the dogs.
- 4.4. 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.
- 4.5. There must be sufficient space available to be able to keep the dogs separately if required.
- 4.6. If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.
- 4.7. Dogs should not have access directly out of the property at any time which could result in them escaping.

#### **5. MANAGEMENT**

##### **5.1. Training**

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

##### **5.2. Cleanliness**

- 5.2.1. 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.
- 5.2.2. 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 Licensing Authority.
- 5.2.3. All bedding areas must be kept clean and dry.
- 5.2.4. 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.
- 5.2.5. Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

##### **5.3. Food and Water Supplies**

- 5.3.1. All dogs shall have an adequate supply of suitable food as directed by the client.
- 5.3.2. 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.
- 5.3.3. 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 bedding material.
- 5.3.4. 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.

#### **5.4. Kitchen Facilities**

- 5.4.1. 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.
- 5.4.2. All bulk supplies of food shall be kept in vermin proof containers.

#### **5.5. Disease Control and Vaccination**

- 5.5.1. Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 5.5.2. 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.
- 5.5.3. 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.
- 5.5.4. A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 5.5.5. 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.

5.5.6. 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.

5.5.7. The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.

5.5.8. Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

5.5.9. Premises must be thoroughly disinfected between each boarding visit.

## **5.6. Isolation and Contagious Disease Outbreak**

5.6.1. 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.

5.6.2. The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.

5.6.3. 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.

5.6.4. The Licensing Authority 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 premises until the owners return.

## **5.7. Register**

5.7.1. 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

5.7.2. Such a register is to be available for inspection at all times by an officer of Licensing Authority, veterinary surgeon.

5.7.3. 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.

5.7.4. If medication is to be administered, this must be recorded.

5.7.5. 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.

## **5.8. Supervision**

5.8.1. 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.

5.8.2. 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.

5.8.3. No home where there are children under 5 years of age will be licensed.

5.8.4. Only people over 16 years of age are allowed to walk the dogs in public places.

## **5.9. Exercise**

5.9.1. 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 owners written permission.

5.9.2. 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.

5.9.3. 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.

5.9.4. If there is a pond, it must be covered to avoid drowning.

5.9.5. 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.

5.9.6. The Licensing Authority must be informed on the next working day if a dog is lost.

5.9.7. Greenhouses and cold frames must be fenced off from dogs. Any plants within the garden are used for exercising dogs must be checked that they are not poisonous.

## **5.10. Fire/Emergency Precautions**

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

5.10.2. The occupier of the property must be aware of the location of the dogs in the property at all times.

- 5.10.3. 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.
- 5.10.4. 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. The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises is rendered uninhabitable.
- 5.10.5. 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 & bottom of the staircase, or other appropriate location.
- 5.10.6. All doors to rooms must be kept shut at night.
- 5.10.7. 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.
- 5.10.8. 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.
- 5.10.9. 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 Licensing Authority.



**MODEL LICENCE CONDITIONS FOR A RIDING ESTABLISHMENT  
The Riding Establishment Act 1964 - 1970.**

1. Horses must be maintained in good health, and in all respects physically fit and, in the case of a horse kept for the purpose of its being let out on hire for riding or a horse kept purpose of its being used in providing instruction in riding, the horse must be suitable for the purpose for which it is kept.
2. No horse aged three years or under nor any mare heavy with foal nor any mare within three months after foaling may be let out on hire for riding or used, in return for payment, for instruction in or demonstrating riding.
3. Any riding equipment supplied for a horse let out on hire must be free from visible defect which is likely to cause suffering to the horse or accident to the rider.
4. The feet of all animals must be properly trimmed and, if shod, their shoes must be properly fitted and in good condition.
5. A horse found on inspection of the premises by an authorised officer to be in need of veterinary attention must not be returned to work until the holder of the licence has obtained at his own expense and has lodged with the local authority a veterinary certificate that the horse is fit for work.
6. No horse may be let out on hire for riding or used for providing instruction in riding without supervision by a responsible person of the age of 16 years or over unless (in the case of a horse let out for hire for riding) the holder of the licence is satisfied that the hirer of the horse is competent to ride without supervision.
7. In the case of horses maintained at grass there must be available for them at all times during which they are maintained adequate pasture and shelter and water and supplementary feeds must be provided as and when required.
8. Horses must be adequately supplied with suitable food, drink and (except in the case of horses maintained at grass, so long as they are so maintained) bedding material, and must be adequately exercised, groomed and rested and visited at suitable intervals.
9. All reasonable precautions must be taken to prevent and control the spread among horses of infectious or contagious diseases and veterinary first aid equipment and medicines must be provided and maintained in the premises.
10. The construction of the riding establishments must be substantial, adequate to contain the animals, and provided with warmth and shelter in clean and hygienic conditions. There must be convenient and safe access to stalls and boxes. Stalls must be large enough to allow the animal to lie down and get up without risk of injury. Boxes must be large enough to allow the animal to turn round.
11. Yards must provide enough space for every animal kept there.

12. Lighting must be adequate to render the use of artificial light unnecessary in daylight.
13. Ventilation must provide fresh air without draughts.
14. Drainage must be adequate to carry away liquid voided by the horses and keep the standings dry.
15. There must be provision for storage and disposal of manure and spoiled straw.
16. Adequate accommodation must be provided for forage bedding, stable equipment and saddlery.
17. The licence holder must ensure that appropriate steps will be taken for the protection and extrication of horses in case of fire and in particular, that the name, address and telephone number of the licence holder or some other responsible person are kept displayed in a prominent position on the outside of the premises and that instructions as to action to be taken in the event of fire, with particular regard to the extrication of horses, are kept displayed in a prominent position on the outside of the premises.
18. The carrying on of the business of the establishment must at no time be left in the charge of any person under 16 years of age.
19. The licence holder must hold a current insurance policy which insures him against liability for any injury sustained by those who hire a horse from him for riding and those who use a horse in the course of receiving from him, in return for payment, instruction in riding and arising out of the hire or use of a horse as aforesaid and which also insures such persons in respect of any liability which may be incurred by them in respect of injury to any person caused by, or arising out of, the hire or use of a horse as aforesaid.
20. A register must be kept by the licence holder of all horses in his possession aged three years and under and usually kept on the premises which shall be available for inspection by an authorised officer at all reasonable times.

**MODEL LICENCE CONDITIONS FOR A PET SHOP LICENCE  
PET ANIMALS ACT 1951**

**1. Licence Display**

- 1.1. This licence, or a copy of this licence, should be displayed to the public in a prominent position.

NB: For security reasons, the licence should not display the licence holder's home address.

**2. Accommodation**

- 2.1. Animals must at all times be kept in accommodation and environment suitable to their species with respect to situation, size temperature, lighting, ventilation and cleanliness and not exposed to draughts. All accommodation must be kept in good repair.
- 2.2. If animals are displayed outdoors, they must have protection appropriate to their species.
- 2.3. Housing must be constructed of non-porous materials or be appropriately treated.
- 2.4. In order to control the spread of disease and to prevent injury, animals must not be kept in housing in such a way that they can be disturbed by other animals or by the public.
- 2.5. All livestock for sale must be readily accessible and easy to inspect, with cages sited so that the floor of the cage is readily visible.
- 2.6. Accommodation must be cleaned as often as necessary to maintain good hygiene standards.
- 2.7. Where accommodation is on a tiered system, water, food or other drippings must not be allowed to enter the lower housing.
- 2.8. All accessories provided in the accommodation must be suitable for the species.

NB: When designing accommodation, consideration should be given to using systems which would allow removal of the animals in case of emergency. This provision would not usually apply to aquariums and ponds.

**3. Exercise Facilities**

- 3.1. Suitable and sufficient facilities must be available where appropriate.

NB: For puppies, where required, a covered exercise area of at least 2.46 square metres (26sq ft) should be provided. Exercise areas should have a minimum height of 1.8metres (6ft) to facilitate adequate access by staff for cleaning.

#### **4. Register of Animals**

- 4.1. A livestock purchase register must be maintained for all livestock. A sales register must be maintained for:
  - 4.1.1. puppies:
  - 4.1.2. kittens:
  - 4.1.3. psittacines;
  - 4.1.4. species contained in the Schedule to the Dangerous Wild Animals Act 1976 (as modified). NB: This can be by cross-reference to an invoice file. The purpose of the register is to ascertain the source of livestock and for emergency contact of purchaser. The name, address and telephone number of the purchaser should be obtained.

#### **5. Stocking Numbers and Densities**

- 5.1. The maximum numbers of animals to be stocked on the premises will be governed by the accommodation available, as stated in the stocking density lists details in the schedules to these licence conditions. No animal other than those specified in the licence may be stocked without prior written approval from the licensing authority. These stocking densities are provided for guidance and recommendation only. See schedules 1-4.

#### **6. Health, Disease and Acclimatisation**

- 6.1. All stock for sale must be in good health and free from obvious parasitic infestation as far as can be reasonably determined without veterinary inspection.
- 6.2. Any sick or injured animal must receive appropriate care and treatment without delay. Inexperienced staff must not treat sick animals unless under appropriately experienced supervision.

NB: "Care and treatment" may include euthanasia but under no circumstances may an animal be euthanized other than in a humane and effective manner. In doubt, veterinary advice must be sought.

- 6.3. Facilities must be provided to isolate sick animals.

NB: For ornamental fish, In-line UV treatment or other sterilising devices effectively provide a means of isolating individual tanks in multiple tanks systems. They must be of a proper size and maintained in accordance with the manufacturer's recommendations.
- 6.4. All animals must receive appropriate inoculations where required for the species, as advised by the veterinary surgeon. Veterinary advice must be sought whenever necessary.
- 6.5. Any animal with an obvious, significant abnormality which would materially affect its quality of life, must not be offered for sale. When in doubt, veterinary advice should be sought.
- 6.6. All animals must be allowed a suitable acclimatisation period before sale.

- 6.7. All reasonable precautions must be taken to prevent the outbreak and spread of disease. No animal which is suffering from, or could reasonably be suspected of having come into contact with any other animal suffering from, any infectious or contagious disease, or which is infested with parasites, shall be brought into or kept on the premises, unless effectively isolated.
- 6.8. Individual litters of puppies and kittens must be kept separate from other litters.
- 6.9. All necessary precautions must be taken to prevent harbourage, or the introduction to the premises of rodents, insects and other pests.

## **7. Food and Drink**

- 7.1. Animals must be supplied with adequate amounts of food and drink, appropriate to their needs and at suitable intervals.
- 7.2. All food must be suitable for the species concerned.
- 7.3. Food and drink receptacles must be constructed and positioned to minimise faecal contamination and spillage.
- 7.4. A suitable and sufficient number of receptacles must be provided and cleaned at regular intervals.

## **8. Food Storage**

- 8.1. All food, excluding live foods intended for feeding to livestock on the premises, must be stored in impervious closed containers.
- 8.2. The containers and equipment used for feeding must be kept in a clean and sound condition.

## **9. Observation**

- 9.1. All livestock must be attended to at regular intervals, at least once daily, appropriate to the species. It is recommended that a system of recording observation is maintained.

## **10. Excreta & Soiled Bedding**

- 10.1. All excreta and soiled bedding must be kept in a hygienic manner and stored in impervious containers with close-fitting lids – away from direct sunlight.
- 10.2. Excreta and soiled bedding must be removed from the premises on a regular basis, at least weekly disposed of to the satisfaction of the appropriate local authority and in accordance with current regulations and good waste management practice.
- 10.3. All containers must be kept in a clean condition.

## **11. Transportation**

- 11.1. When receiving stock, the licensee must make every effort to ensure that it is transported in a suitable manner. It is advisable (recommended) to record the registration number of vehicles transporting livestock.

- 11.2. Any livestock received or consigned shall be transported according to the regulations laid down in current legislation, such as the Welfare of Animals (Transport) Order 1997.

NB: For air transportation, the IATA live animals regulations must be followed, as a minimum legal standard.

## **12. Transportation Containers**

- 12.1. Livestock must be transported or handed to purchasers in suitable containers.

## **13. Sale of Livestock**

- 13.1. No mammal shall be sold un-weaned or, if weaned, at an age at which it should not have been weaned.
- 13.2. In the case of non-mammals, they must be capable of feeding themselves.

## **14. Dangerous Wild Animals**

- 14.1. When dangerous wild animals are kept, the cages must be of a secure construction, appropriate to the species. A fine wire mesh, glass or plastic safety barrier must be incorporated into the cage system.
- 14.2. The local authority should be notified in the event that the pet shop wishes to offer for sale, for the first time, any animal on the Schedule to the Dangerous Wild Animals Act. Although it is acknowledged that there is an exemption contained with the Act in relation to pet shops, it is recommended that consideration should be given to complying with any special requirement(s) specified in the Act for the sale accommodation or care of the animal.
- 14.3. Licensees selling animals on the Schedule to the Dangerous Wild Animals Act should inspect the purchaser's licence to keep such an animal and inform the issuing authority of the details of the purchase.

## **15. Pet Care Advice**

- 15.1. Pet care leaflets or other similar written instructions must be made available to customers free of charge at the time of purchase, in addition to any offer to purchase pet care books for leaflets.
- 15.2. Purchasers must be given proper advice on the care of the animal and, where necessary, on the maintenance and use of any accessories.
- 15.3. Appropriate reference materials must always be available for use by staff.  
NB: further advice can be obtained from the organisations listed in Annex 1 at the back of this document.

## **16. Staff Training & Livestock Knowledge**

- 16.1. No animal should be stocked or sold unless the staff (or at least one member of the staff) is familiar with the care and welfare of the animals stocked and has a recognised qualification or suitable experience.

- 16.2. In respect of new applications (not renewals) at least one member of staff working at the licensed premises must hold the City and Guilds Pet Store Management Certificate, or some other appropriate qualification, or must be in the course of training and obtain the qualification with two years of the licence being granted.
- 16.3. The Licensee must formulate a written training policy for all permanent staff and will be required to demonstrate that systematic training is carried out.

NB: Further advice and guidance on training can be obtained from the organisations listed in Annex 1.

## **17. Fire & Other Emergency Precautions**

- 17.1. Suitable emergency precautions and written procedures must exist and be made know to all staff including arrangements for evacuation of livestock.  
NB: The general maxim of “people first” is good advice.
- 17.2. Entrances and exits must be clear of obstructions at all times.
- 17.3. Suitable fire fighting equipment must be provided, maintained, regularly serviced and sited as advised by the local Fire Protection/Prevention Officer and in consultation with the local authority.
- 17.4. The Licensee, or a designated key holder, must at all times be within reasonable distance of the premises and available to visit the premises in case of emergency.  
  
NB: A reasonable distance would, in normal conditions, be interpreted as no more than 20 minutes travelling time.
- 17.5. A list of key holders must be lodged with the local police and with the local authority.
- 17.6. In the interests of animal welfare, the following notice must be displayed at the front of the shop. “In case of an emergency, dial 999”. The number of the local police station should also be displayed.
- 17.7. When pet shops are sited within other premises, the licensee or key holder, must have access at all times to the premises containing the livestock.
- 17.8. All electrical installations and appliances must be maintained in a safe condition.

NB: It is strongly recommended that smoke and residual current detectors or other similar devices are installed.

## **Further information**

### **1. Sale of livestock**

1.1. No animal should be sold to any person under the age of 16 years who is unknown to the retailer unless that person is accompanied by a parent or legal guardian or provides appropriate written consent. Subsequent sales to a juvenile less than 16 years (but over 12 years) of age who is known to the retailer can be carried out in the absence of a parent or a legal guardian or appropriate written consent, provided that the retailer is satisfied as far as possible that:

- 1.1.1. The parent/guardian would not object to the acquisition;
- 1.1.2. The juvenile is sufficiently knowledgeable as to the needs, care and nature of the species required;
- 1.1.3. The juvenile's intention towards the acquisition is consistent with the well-being of the animal concerned.

### **2. Application for a license**

2.1. Although not provided for in the Act, it is recommended that applicants consult their local authority prior to submitting an application.

### **3. Trade associations**

3.1. Licensees are recommended to apply for membership of an appropriate trade organisation. These can be a useful source of advice on all matters relating to the running of a pet shop and the care and treatment of individual animals.

### **4. Boarding of animals**

4.1. No pet shop should be used for the purpose of boarding any species of animal for which they are not licensed to sell. If it is intended to board cats and dogs, suitable and sufficient accommodation must be provided.

N.B. Boarding of cats and dogs is subject to separate licence issued under the Animal Boarding Establishments Act.

### **5. Categories of animals which a pet shop may be licenced to keep**

- a) Dogs and cats (puppies and kittens)
- b) Smaller domesticated mammals e.g. rabbits, guinea pigs, gerbils, hamsters, rats, mice, chinchillas, chipmunks, ferrets.
- c) Larger domesticated mammals e.g. goats, pot-bellied pigs.
- d) Primates e.g. marmosets.
- e) Other mammals
- f) Parrots, parakeets and macaws
- g) Other Birds
- h) Reptiles
- i) Amphibians
- j) Fish and Aquatic invertebrates
- k) Other vertebrates



## SCHEDULE 1: STOCKING DENSITIES – CAGE BIRDS

1. No species of bird shall be housed in accommodation which does not afford that species sufficient space for natural free and full wing stretching and the number of birds housed shall be such that overcrowding does not significantly reduce that freedom. Long tailed birds or birds in full plumage must be provided with properly placed perches and feeding and watering points to prevent that plumage being fouled or otherwise damaged.

Note: This refers to the provisions of the Wildlife and Countryside Act 1981, which should not be contravened, particularly section 8 of the Act.

2. For perching birds, a sufficient number of perches (as appropriate) must be provided at such a height that the bird can rest its head without its head touching the top and its tail the bottom of the cage.
3. A quality padded net should be used when catching birds in an aviary.
4. Minimum floor areas apply to young stock. For adult stock offered for sale, the dimensions should be doubled. For advice on the age of stock, it is advisable to contact the veterinary surgeon.

## SCHEDULE 2: STOCKING DENSITIES – JUVENILE SMALL MAMMALS

	No of animals	1-4	5	6	7	8	9	10	Minimum Cage (hxd)
Mice, hamsters, gerbils	Sq.cm	450	525	600	675	750	825	900	25x25
Rats	Sq.cm	675	785	900	1010	1125	1235	1350	30
Guinea Pigs	Sq.cm	1350	1570	1800	2020	2250	2470	2700	30
Rabbits up 2kg, kittens, ferrets, chinchillas, Chipmunks	Sq.cm	2250	2625	3000	3375	3750	4125	4500	40
Puppies up to age of 12 weeks	Sq.cm	10000	12500	15000	17500	20000	22500	Double height at shoulder minimum 50	0.9m

1. The range of behavioural opportunities for many of the animals listed above will be increased by enriching the environment with accessories.

2. Raised shelving should be taken into consideration when assessing the total floor area.
3. Temporary (up to six days) rehousing of adult rabbits in smaller cages than specified above should be considered as acceptable.
4. The above recommended stocking densities are insufficient for the housing of marmosets. Marmosets must be housed in cages sufficiently large enough to allow for natural movement, such as climbing and swinging.

### SCHEDULE 3: STOCKING DENSITIES – ORNAMENTAL FISH

1. It is virtually impossible to determine the quantity of fish to be kept in a tank purely on a weight/volume ration.
2. The variation in system design, husbandry techniques and types of fish involved would render any such method too simple to be useful or too complicated to be practical.
3. The maintenance of water quality standards is essential and is a simple but effective way to determine stocking densities. Water quality testing should be carried out at least once a week in centralised systems and 10% of individual tanks should likewise be tested. Unsatisfactory test results must be recorded in a register, together with the corrective action taken. Further tests must be carried out when visual inspection of the tanks indicates the need.

#### Water Quality Criteria (1mg/litre – 1ppm)

Cold Water		
* Dissolved oxygen	-min	6mg/litre
* Free ammonia	-max	0.02mg/litre
Nitrite	-max	0.2mg/litre
Nitrate	-max	50mg/litre above ambient tap water
Tropical Fish		
* Dissolved oxygen	-min	6mg/litre
* Free ammonia	-max	0.02mg/litre
Nitrite	-max	0.2mg/litre
Nitrate	-max	50mg/litre above ambient tap water
Tropical Marine Species		
* Dissolved oxygen	-min	5.5mg/litre
*Free ammonia	-max	0.01mg/litre
Nitrite	-max	0.125mg/litre
Nitrate	-min	40mg/litre. This is an absolute figure: it does not relate to ambient tap water.
*pH (tropical marine only)		8.1

\* These parameters should be checked first. Only if a problem exists with these tests is it necessary to check nitrite and nitrate levels.

4. Further advice and guidance on water quality criteria can be obtained from the Ornamental Aquatic Trade Association Ltd from the address at annex 1.

#### **SCHEDULE 4: STOCKING DENSITIES – OTHER SPECIES**

1. Other species should be housed in accommodation appropriate to size, age and type of species and to avoid overcrowding. This should be sufficient space for free and natural movement which should not be restricted by either the size of the accommodation or the number of animals in that holding. Correct temperature for the species must be maintained.
2. The advice and approval of the licensing authority should be sought wherever there is doubt about a species being sold.

## ANNEX 1 – FURTHER ADVICE

Further advice and guidance on water quality criteria can be obtained from the Ornamental Aquatic Trade Association Ltd from the address at annex 1.

Further advice may be obtained from the following organisations:

The Local Government Association  
26 Chapter Street  
LONDON  
SW1P 4ND  
Tel: 020 7834 2222  
Fax: 020 7664 3030  
Website: <http://www.lga.gov.uk>  
Chartered Institute of Environmental Health  
Chadwick House  
15 Hatfields  
LONDON  
SE1 8DJ  
Tel: 020 7928 6006  
Fax: 020 7827 5865

British Veterinary Association  
7 Mansfield Street  
LONDON  
W1M 0AT  
Tel: 020 7636 6541  
Fax: 020 7436 2970 Royal Society for the Prevention of Cruelty to Animals  
Causeway  
HORSHAM  
West Sussex RH12 1HG  
Tel: 01403 264181  
Fax: 01403 241048

The Pet Care Trust  
Bedford Business Centre  
170 Mile Road  
BEDFORD  
MK42 9TW  
Tel: 01234 273933  
Fax: 01234 273550  
Universities' Federation of Animal Welfare  
The Old School  
Brewhouse Hill  
WHEATHAMPSTEAD  
Hertfordshire AL4 8AN  
Tel: 01582 831818  
Fax: 01582 831414

Ornamental Aquatic Trade Association Ltd  
Unit 5  
Narrow Wine Street  
TROWBRIDGE

Wiltshire  
BA14 8YY  
Tel: 01225 777177  
Fax: 01225 775523  
Website: <http://www.ornamentalfish.org>

Environment Agency  
Millbank Tower  
25th Floor  
121-24 Millbank  
LONDON  
SW1P 4XL  
Tel: 020 7863 8600  
Fax: 020 7863 8650

British Small Animal Veterinary Assoc.  
Kingsley House  
Church Lane  
Shurdington  
CHELTENHAM  
Gloucestershire  
GL51 5TQ  
Tel: 01242 862994  
Fax: 01242 863009 Health & Safety Executive (Information Line)  
Tel: 0541 545500

Licensees should also refer any queries to their local authority environmental health/trading standards departments.

**Dangerous Wild Animals Act 1976**  
**Licence to Keep Dangerous Wild Animals**

Conditions subject to which the above licence is granted

1. While any animal is being kept under the authority of a Licence:-
  - i) The animal shall be kept by no person other than the person or persons specified.
  - ii) The animal shall normally be held at such premises as are specified.
  - iii) The animal shall not be moved from those premises nor any animal moved into the premises except in the following circumstances, namely 48 hr notification is given to the licensing authority.
  - iv) The person to whom the Licence is granted shall hold a current insurance policy which insures him and any other person entitled to keep the animal under the authority of the Licence against liability for any damage which may be caused by the animal, the terms of such policy being satisfactory in the opinion of the authority with Public Liability cover for not less than £1,000,000.
2. The species and number of animals of each species which may be kept under the authority of the Licence shall be restricted to those specified in the Schedule above.
3. The person to whom the Licence is granted shall at all reasonable times make available a copy of the Licence to any person entitled to keep any animal under the authority of the Licence.
4. Provide schedule of vehicles used to move animals.
5. At least 48 hour notification of movement of any animal be given to the Strategic Director. This need not be in writing but must include; a) the destination; b) the local authority of the destination; c) the duration of stay; d) the transportation method and vehicles; and e) species and numbers of animals involved.
6. The person to whom the licence is granted shall ensure that all reasonable precautions are taken; a) to protect the safety of public; and b) to ensure that no nuisance is caused to the public.
7. Any animal which is being kept under the authority of the Licence shall be a) held in accommodation which secures that the animal will not escape, which is suitable as regards construction, size, temperature, lighting, ventilation, drainage, cleanliness and which is suitable for the number of animals proposed to be held in the accommodation and b) supplied with adequate and suitable food, drink and bedding material and be visited at suitable intervals by a competent person.
8. Appropriate steps will be taken for the protection of animals in case of fire or other emergency.
9. All reasonable precautions will be taken to prevent and control the spread of infectious diseases.

10. While at the premises where the animals will normally be held, the accommodation shall be such that they can take adequate exercise.
11. Whilst in transit, and other times when necessary, the animal(s) shall be in the charge of a suitably experienced person, capable of controlling them. That person shall not be less than 18 years of age.
12. The licence holder and his agent(s) shall comply with any reasonable instructions in respect of an animal, given by an authorised officer of this Council or the Council in whose area that animal is, and shall provide a copy of this Licence for the information of the said authorised officer.

**DOG BREEDING ACT 1973**

**MODEL CONDITIONS**

1. Dogs must at all times be kept in accommodation suitable as respects construction, size of quarters, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness (in accordance with additional information provided in this document).
2. Dogs must be adequately supplied with suitable food, drink and bedding material, adequately exercised and visited at suitable intervals.
3. All reasonable precautions must be taken to prevent and control the spread among dogs of infectious and contagious diseases.
4. Appropriate steps must be taken for the protection of dogs in case of fire or other emergency.
5. All appropriate steps must be taken to ensure that the dogs will be provided with suitable food, drink and bedding material and adequately exercised when being transported to or from the breeding establishment.
6. No bitch under the age of one year shall be mated for the purpose of breeding.
7. No bitch may give birth to a total of more than six litters of puppies.
8. No bitch may give birth to more than one litter in any period of twelve months.
9. The licence holder(s) shall keep accurate records in a form prescribed by the Breeding of Dogs (Licensing Records) Regulations 1999.
10. The keeper of a licensed breeding establishment may only sell a dog from:
  - i) \*His/her breeding establishment; or
  - ii) A licensed pet shop.
  - iii) A licensed Scottish rearing establishment
11. No dog that is less than eight weeks old may be sold other than to a licensed pet shop.
12. Dogs sold to such business at 11 above by a licensed breeder must have been bred at the licensed breeding establishment and must wear an identification tag or badge. The tag or badge shall display the following information:
  - i) The address of the licensed breeding establishment where the dog was born;
  - ii) The date of birth of the dog;
  - iii) The identifying number, if any, allocated to the dog by the licensed breeders establishment at which it was born.

\*Note: It is an offence to sell a dog directly to anyone, other than to a keeper of a licensed pet shop knowing or believing the dog will be sold to another person.



### **Advice to all breeders**

1. Provide suitable bedding material for the breed and ensure adequate exercise is given. Where cages are provided, these must be of sufficient size for a dog to lie down, stand up, turn around comfortably and to defecate away from the sleeping area.
2. Temperature of the sleeping accommodation should be a minimum of 10°C (50°F) and a maximum of 26°C (79°F). Open flame heating appliances should not be used.
3. Natural and artificial lighting should be provided. Low level night light is recommended.
4. An adequate supply of suitable food and clean water should be available at all times. There should be adequate refrigeration to keep food fresh, particularly for fresh and cooked meats.
5. Eating and drinking vessels must be capable of being easily cleansed.
6. Whelping should not take place in a domestic kitchen. If there are children in the house, there should be separate facilities for food preparation.
7. Reasonable precautions should be taken to prevent and control the spread amongst the dogs of any infectious diseases. All dogs should be vaccinated against Canine Distemper, Infectious Canine Hepatitis, Leptospirosis and Canine Parvovirus.
8. A first-aid kit suitable for use on dogs and puppies should be available and accessible. Your vet will advise on contents appropriate for your breed of dog.
9. A fit and proper person should always be present to exercise supervision and deal with emergencies. Dogs must be regularly checked throughout the day.

### **Guidance on licence conditions for non-domestic breeders (ie breeders who keep dogs in kennelling which is not within the house)**

1. Walls, floors and ceilings should be capable of being easily cleaned and disinfected. Great care must be taken when using and storing bleach; always follow the manufacturer's instructions. Phenolic disinfectants should not be used around dogs.
2. Wood must be smooth and treated to render it impervious; it should not be used on exposed surfaces of walls, floors, partitions, door frames or doors in the dog kennelling area. All exterior wood should be treated against wood rot using a non-toxic coating.
3. Walls with which dogs may come into contact must be of smooth impervious materials. Where concrete or other building blocks or bricks are used they should be sealed so as to be smooth and impervious.
4. Floors in kennels exercise areas should be smooth and impervious and be constructed and maintained so as to prevent pooling of liquids. A minimum fall of 1 in 80 is recommended.
5. Kennels should be provided with an adequate size of sleeping area for the breed. Dogs should be able to lie down, turn around and stand comfortably in the sleeping area, with sufficient space for the door to open fully. Adequate exercise areas should

be provided and partition walls between kennels and individual exercise areas should be of solid construction to a minimum height of 1.2 metres (4 feet).

6. Windows and doors should be strong and secure.
7. Sleeping areas in kennels must be insulated to prevent extremes of temperature. Bedding should have sufficient depth to allow the dog protection against draughts and must be capable of being easily cleaned.
8. The establishment should be connected to mains drainage or a sewerage system of an approved type.
9. During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this should be natural light. Adequate supplementary lighting must be provided throughout the establishment.
10. Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the sleeping area.
11. Isolation facilities should be available when required. The isolation facility must be physically isolated from other dogs.
12. All kennels and exercise areas must be kept clean and free from accumulation of dirt. Each kennel must be cleaned daily and regularly disinfected. Sleeping areas and bedding must be kept clean and dry. Measures must be taken to minimise the risk from rodents, insects and other pests.

### **Kitchen facilities**

1. Storage and preparation facilities for food should be hygienically constructed and maintained to a high standard. Please be mindful of the risks posed by the dog roundworm parasite toxocara canis, particularly if children are likely to come into contact with the dogs or their feeding equipment.
2. Fresh and cooked meats should always be stored in a refrigerator. Other food should be stored in vermin and insect proof containers.
3. A sink with hot and cold running water is essential. It is recommended that a separate hand basin with hot and cold running water is also provided.

### **Transportation**

1. Suitable food, clean drinking water and bedding should be provided.
2. Dogs should be adequately exercised whilst being transported to and from the breeding establishment.
3. It is recommended that records are kept of how and when you dogs are transported.

### **Emergencies/fire prevention**

1. All appropriate steps should be taken for the protection of the dogs in case of fire or other emergency. You should have in place an emergency evacuation plan which should be practised at least annually. The fitting of smoke detectors is recommended.
2. Open flame heat appliances should not be used.

3. All electrical installations and appliances should be maintained in a safe condition.

You are recommended to purchase the following book which offers more detailed guidance if needed:

“Breeding of Dogs Acts 1973 and 1971  
Breeding and Sale of Dogs (Welfare) Act 1999  
Guidance and Model Conditions for Local Authorities and their Authorised Officers and  
Veterinary Inspectors for the Licensing of Breeding Establishments” Published by BVA  
Publications, 7 Mansfield Street, London W1M 0AT. Telephone: 020 7636 6541

## Zoos Licensing Act 1981

### Model Conditions

1. Promote public education and awareness about biodiversity conservation. In particular, provide information about the species of wild animals kept in the zoo and their natural habitats.
2. Accommodate and keep the animals in a manner consistent with the standards set out in the Secretary of State's Standards of Modern Zoo Practice.
3. Prevent escapes and put in place measures to be taken in the event of any escape or unauthorised release of animals.
4. Introduce practical measures designed to prevent the intrusion of pests and vermin into the premises of the zoo.
5. Keep up-to-date records of the animals, including numbers of different animals, acquisitions, births, deaths, disposals and escapes, causes of deaths and the health of the animals.
6. Participate in at least one of the following
  - Research which benefits the conservation of wild animals
  - Training in relevant conservation skills
  - Exchanging information about the conservation of wild animals
  - Breeding of wild animals in captivity
  - Repopulating an area with wild animals, or re-introducing wild animals
7. Information must be kept to show how it has complied with this condition and supply it to the local authority upon request.

### Insurance

8. Within one month of the date of the licence and one month of the date of renewal of the policy, where applicable, a copy of the zoo's current public liability insurance policy, and of subsequent renewals thereof, to be sent to the licensing authority.

### Hazardous animals

9. The licensing authority to be notified in writing, at least one month in advance, of the proposed addition of any animal listed in category 1 of the Hazardous Animal Categorisation (see Appendix 12 of the Secretary of State's Standards of Modern Zoo Practice), which is from a taxonomic family of which Category 1 species have not previously been kept in the zoo.

### Temporary removal of animals from the zoo

10. The licensee/s to notify the licensing authority before the temporary removal from the zoo (other than for veterinary attention or inter-zoo movements) of any animal listed in category 1 of the Hazardous Animal Categorisation of the Secretary of State's Standards of Modern Zoo Practice. Such notification is to be given as early as possible and, in any case, no later than 12 hours before the removal, unless the zoo operator and licensing authority mutually agree a shorter period. When giving notification, details of the destination and method of transportation of the animal and of the

arrangements for its well-being, as well as for the safety of the public whilst it is away from the zoo, to be provided.

### **Escapes**

11. In the event of any non-domestic animal escaping from the confines of the zoo, notification shall be made to the licensing authority as soon as possible, and, in any case, not later than 24 hours following the escape.

Note 1. These conditions are attached to the licence without prejudice to the application, where relevant, of the Secretary of State's Standards of Modern Zoo Practice specified in accordance with powers conferred under section 9 of the Zoo Licensing Act 1981.

Note 2. The grant of this licence does not imply that the requirements of any other legislation have been met.