
TITLE: REVIEW OF HOME BOARDING OF DOGS LICENCE CONDITIONS

Committee: Licensing Committee

Date: 13 July 2011

Author: Elizabeth Bailey, Principal Environmental Health Officer (Commercial)
[L60]

1.0 ISSUE

1.1 To review the currently adopted home boarding of dogs licence conditions.

2.0 RECOMMENDATION(S)

2.1 That Members agree for consultation to be carried out on the proposed revised conditions for the home boarding of dogs from different families with licensed commercial and home boarding dog establishments within the District and relevant organisations.

2.2 For the results of the consultation exercise to be brought back to Licensing Committee prior to the adoption of revised conditions.

3.0 BACKGROUND/OPTIONS

3.1 In January 2010 the Council adopted a set of Model conditions produced by LACORS for the home boarding of dogs.

3.2 Advice from LACORS suggests that the boarding of dogs in a home requires to be licensed under the Animal Boarding Establishments Act 1963. This includes day boarding and over night boarding, and also includes individual premises where part of an agent or operator. (Appendix 1)

3.3 LACORS amended the model conditions for the home boarding of dogs to allow dogs from different families to be boarded at any one time, and suggested additional licence conditions (controls) for Local Authorities to adopt. (Appendix 1)

3.4 The amended Model Conditions were brought before Licensing Committee on 20 September 2010 and were agreed for adoption by the Licensing Committee.

3.5 Since the adoption of the revised LACORS Model Conditions concern has been expressed to the Council from the Commercial Dog Boarding sector about home boarding and safety implications it considers can result from boarding dogs from different families within a home environment.

- 3.6 In response to those concerns raised, correspondence has taken place with LACORS on their decision to revise the Model Conditions and to question their perception of the risk that the boarding of dogs from different families in a domestic environment may have (Appendix 2).
- 3.7 Correspondence has also taken place with the RSPCA, the British Veterinary Association and Royal College of Veterinary Surgeons.
- 3.8 The British Veterinary Association and Royal College of Veterinary Surgeons do not have any comments to make.
- 3.9 The RSPCA, who were represented on the LACORS Committee, raised a query over the wording and ambiguity of two of the model licence conditions produced by LACORS relating to supervision, which LACORS is now reviewing.
- 3.10 Having considered the LACORS response (Appendix 2) and those points raised by the Commercial Dog Boarding sector, a review of licence conditions has been carried out with a recommendation that a consultation take place with relevant parties regarding the introduction of further controls.
- 3.11 Proposed additional controls are highlighted in bold italics to Appendix 3. These include the requirement for a veterinary inspectors report for any new applications for home boarding, a detailed plan of the premises, and the introduction of training for any Licensees of Home Boarding Establishments, in addition to a maximum number of dogs to be boarded at any one time.
- 3.12 The revised conditions to be consulted on also seek to introduce a minimum age of 21 years to operate a home boarding establishment and to walk dogs, including the need for all residents within a home boarding establishment to be over the age of 21. Any persons walking dogs connected with the home boarding establishment are also to be over 21.

4.0 ARGUMENTS/CONCLUSIONS

- 4.1 LACORS advise that their licence conditions devised for home boarding of dogs is a 'template which Councils can chose to use, adapt or amend as appropriate'.
- 4.2 The LACORS model conditions for home boarding establishments are adapted from the CIEH full model conditions for kennelling facilities. The CIEH conditions were drafted in discussion with key partners, including the British Veterinary Association (BVA), British Small Animal Association (BSAVA) and Pet Trade and Industry Association (PTIA).
- 4.3 The LACORS home boarding Licence conditions adopted by the Council in September 2011 require many controls to be in place for disease control, insurance, fire safety and security, as well as feeding and general care. They

are comparable with those licence conditions for Commercial Dog Breeders (Appendix 4).

- 4.4 The Home Boarding Licence Conditions do not allow any structure, such as kennels to be outside in the garden, meaning that there is no opportunity or scope for a Home Boarding Establishment to grow into the size and scale of a Commercial Boarding establishment. If it did, it would be in breach of licence conditions and relevant action would take place.
- 4.5 There are currently 2 licensed home boarding establishments within the district, and there is another premises that potentially needs licensing. Since being licensed, there have been no complaints or allegations made to the Council against these two premises.
- 4.6 With regard to the boarding of dogs from different families, dog owners are required to sign that they are permitting their dog to be boarded with dogs from different families.
- 4.7 The responsibility is also on the business owner to conduct a familiarisation exercise with any potential dog that is to be boarded.
- 4.8 The introduction of tighter controls as highlighted in Appendix 3 propose that no children would be allowed to reside at a premises that is licensed for home boarding, and a minimum age of 21 to operate such a business, including the walking of dogs.
- 4.9 The introduction of a veterinary inspectors report on application for a new premises, including a detailed layout plan would further the management and organisation measures in place and ensure suitability of a premises to become a home boarding establishment.
- 4.10 The requirement for resident dogs and dogs to be boarded that are over 9 months old to be castrated would reduce risk of animal aggression.
- 4.11 It is considered to be important that such premises are licensed to provide a level of control over the home boarding of dogs, and to be able to take action in the event of a complaint or allegation. Such businesses will carry on operating locally and nationally whether there are licence conditions and provisions to licence such premises or not.
- 4.12 The Animal Boarding Establishments Act 1963 makes it a legal requirement for persons boarding animals to be licensed. This includes persons boarding dogs in a home environment, whether it is during the day ('day care') or overnight.
- 4.13 For those premises in existence, where licences are not required by an Authority, such businesses would remain unregulated.

- 4.14 On receipt of complaint or allegation about a home boarding establishment, action would not be able to be taken to attach additional licence conditions, prosecute for failure to comply with licence conditions or withdraw a licence, where licences are not issued.
- 4.15 All businesses have responsibilities under relevant legislation. It is the responsibility of licensees to ensure compliance with licence conditions, and for Licensing Officers to monitor and take relevant enforcement action where non-compliance is noted.
- 4.16 In order to take relevant action there needs to be the statutory powers in place and relevant licence conditions to refer to.
- 4.17 By consulting with boarding establishments and other relevant organisations it will ensure that proposed revised conditions are sound.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

- 5.1 The cost of consulting with the current licensed boarding establishments and relevant organisations.
- 5.2 The cost to an applicant for a veterinary inspectors report.
- 5.3 The cost of licensees undergoing training.
- 5.4 The cost of any resident dogs having to be castrated.
- 5.5 Equality Impact Assessment (INRA) completed.

6.0 APPENDICES

- 6.1 Appendix 1 LACORS Briefing Notes
- 6.2 Appendix 2 Copy of letter sent to LACORS and copy of response received.
- 6.3 Appendix 3 Model Conditions adopted by the Council on 20 September 2010 with proposed amendments for consultation.
- 6.4 Appendix 4 Commercial Boarding licence conditions.
- 6.5 Appendix 5 Impact and Needs/Requirements Assessment (INRA)

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Previous Licensing Committee minutes of Monday 20 September 2010	Room SF209 The Grange Ely	Mrs E A Bailey Principal EHO (Commercial) (01353) 665555 Elizabeth.bailey@eastcambs.gov.uk
Animal Boarding Establishments Act 1963		



Homeboarding of Cats and Dogs - Does the Host Family and/or Agencies Require a Licence Under The Animal Boarding Establishments Act?

20/10/2005

Background

LACORS has received an enquiry as to whether either the host families and/or the agents who arrange homeboarding of cats and dogs whilst owners are on holiday require a license under the Animal Boarding Establishments Act.

The existing legislation was obviously drafted without such activities in mind. LACORS will be lobbying to ensure absolute clarity under any new legislation that will follow the Animal Welfare Act. However in the meantime, in order to assist local authorities, and promote consistency of approach, we have been asked to issue guidance on the approach that should be taken under the current legislation.

Guidance

Under the act that the running of a boarding establishment is *"the carrying on by him at premises of any nature (including a private dwelling) of a business of providing accommodation for others people's animals"*.

In relation to the host family LACORS is of the view that they are providing accommodation as defined by the Act so if they are doing it as a business then they require a licence. Whether a host family can be defined as running a business will depend on the individual circumstances of the case. This would depend on volume, regularity, whether or not they are doing it for reward. It is also licensable whether they do it directly or via an agent but LACORS would suggest that signing up to an agency would be indicative that it was a business activity for the host family.

LACORS would suggest that local authorities give consideration to offering a discounted licence fee for such host families where it is a small scale activity. The actual agreement to or level of any discount is a matter for each individual authority.

In relation to any agent, LACORS is of the view that they are not "providing" accommodation as defined under the Act and do not therefore themselves need a license. However if local authorities are advising such agents then they should be advised that they should be ensuring that all their host families are properly licensed where necessary.

LACORS is aware that several regional groups have developed model licence conditions for such homeboarders. To avoid further duplication of effort LACORS plans to issue a set of model licence conditions for homeboarders in November 2005.

LACORS hopes this advice will assist authorities in dealing with businesses asking for advice on this issue and we hope it will also assist local authorities in dealing with complaints about such businesses and/or those that come to the authority's attention via other means.

In offering this advice LACORS wishes to make it clear that:

- Legislation may change over time and the advice given is based on the information available at the time the guidance was produced. It is not necessarily comprehensive or complete and is subject to revision in the light of further information
- Only the courts can interpret statutory legislation with any authority.

20th October 2005

LACORS Advice on Day Boarding of Animals

23/01/2007

LACORS has been contacted by a number of authorities requesting advice on establishments that board animals for short periods of time, and specifically not over-night. These facilities are sometimes called pet 'creches' and are most commonly for dogs. They might be found at large agricultural (or similar) shows, agricultural colleges, specialist premises or in peoples' homes.

It has been queried whether such premises require a licence under the Animal Boarding Establishments Act 1963.

Local authorities are advised to look at the 'primary function' of the business. Where the primary function is to board animals then this would suggest that the business requires a licence. Businesses where the boarding is ancillary to the primary function are unlikely to require a licence, for example, pet groomers and trainers.

The dictionary definition of 'board' means the provision of meals, with or without lodgings. Therefore, some authorities have received advice that where these 'creches' are providing food and water for animals, they are effectively providing board and are to that end a boarding establishment and would require a licence. However, authorities are advised that even if food and water were not provided the premise could still require a licence if the primary function is to board animals. A lack of food and/or water might constitute a welfare matter.

If a home-boarder is providing board during the day only, then this too could require a licence.

[Abigail Mahony](#)

Policy Officer

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LACORS model home boarding conditions
Update and clarification, 14th October 2009

In November 2005, LACORS published [model conditions](#) for the home boarding of dogs. LACORS has drafted this update in response to a number of queries received from councils, particularly in relation to the number of dogs from different households that can be boarded at any one time. This update has been agreed by the LACORS Companion Animal Focus Group.

1) Using the model conditions

The LACORS model conditions are a template which councils can choose to use, adapt or amend as appropriate. The conditions can also be amended and adapted to take account of the specific circumstances (e.g. structure, expertise) of a particular premises, in line with the views of the officer, council licensing policy and any veterinary advice.

2) Dogs from different households

Condition 3.2 of the LACORS model licence conditions for home boarding states that:

“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.”

The model condition is intended to protect the safety of the dogs and to protect the licensee from any claim for a dog attack, injury, etc. As dogs in home boarding situations have the freedom to move around, there are risks that are not present in boarding kennels. For example, if dogs that are strangers to each other are left unattended, there is the potential for one dog to turn on another (e.g. over feeding time, or to become protective over an area/corner of a room).

LACORS is aware that some councils are choosing to relax this requirement provided the licensee is able to meet a number of additional requirements/ licence conditions. Examples of additional requirements include:

- Specific written consent of each household showing confirmation that they are content for their dogs to be boarded with others.
- A mandatory, trial (documented) familiarisation session for all dogs prior to stay.
- Separation of dogs from different households in secure areas when left unattended.
- Separate feeding of dogs to minimise the likelihood of dispute and aggression.

Both the overall number of dogs to be boarded, and the number of dogs from different households to be boarded, will usually be dependent on the size of the premises and outside area. As with any decisions relating to the number of dogs allowed to be boarded, consideration is also given to whether the premises are constructed to allow:

- Adequate space for dogs (condition 4.3)
- Sufficient space available to be able to keep dogs separately if required (condition 4.5)
- The separation of dogs showing signs of disease (condition 5.6.1).

Measures put in place to ensure disease control will particularly important in circumstances where dogs from more than one household can be boarded together. To minimise the risk and spread of disease, it is vital that all dogs have current vaccinations against Canine Distemper,

Infectious Canine Hepatitis, Leptospirosis, Canine Parvovirus and other relevant diseases (as stated in condition 5.5.2). LACORS is aware that some councils are additionally requiring that dogs boarded together are vaccinated against Bordetella kennel cough. Where necessary, councils should seek veterinary advice on vaccination, worming and flea treatment.

It is also recommended that the Licensee check that their Public Liability Insurance company will cover dogs boarded from different households.

3) Age of dogs that can be boarded

Condition 1.6 of the LACORS model conditions states that:

“Puppies under 6 months of age must not be boarded with other dogs including resident dogs.”

The LACORS Companion Animal Focus Group discussed this condition and were of the opinion that, providing they were suitably vaccinated and difficulties had not been identified during a trial socialisation period, dogs under 6 months could be boarded.

4) Further guidance

[LACORS - licensing home boarders](#)

In October 2005, LACORS issued guidance on whether host families and/or agencies required a Boarding Establishment Licence.

[LACORS - day boarding of animals](#)

This LACORS advice from January 2007 seeks to clarify whether those engaged in the day boarding of animals require a licence under the Animal Boarding Establishments Act.

[LACORS - boarding of animals other than cats and dogs](#)

In April 2007, LACORS clarified that the boarding of animals other than cats and dogs (e.g. exotics and small mammals such as rabbits and guinea pigs) is outside the scope of the Animal Boarding Establishments Act 1963 and does not require a licence.

[CIEH - model conditions for dog boarding establishments](#)

The LACORS model conditions for home boarding establishments are adapted from the CIEH full model conditions for kennelling facilities. The CIEH conditions were drafted in discussion with key partners, including the British Veterinary Association (BVA), British Small Animal Association (BSAVA) and Pet Trade and Industry Association (PTIA).

[Animal Welfare Act](#)

Both the LACORS model home boarding and CIEH boarding establishment conditions were drafted prior to the introduction of the Animal Welfare Act 2006. Anyone running a boarding establishment must also comply with the Animal Welfare Act and must ensure that the welfare needs of animals in their care are met. More information about the Animal Welfare Act can be found on the [Defra website](#).

LACORS contact:

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Mark Berry
Principal Environmental Health Officer
Stockton on Tees Borough Council
Environmental Health Unit
16 Church Road
Stockton on Tees
TS18 1TX

This matter is being dealt with by:

Mrs E A Bailey

Telephone: 01353 665555

E-mail: Elizabeth.bailey@eastcambs.gov.uk

My Ref:

Your Ref:

2nd March, 2011

Dear Mark,

**LACORS Revised Model Conditions- Home Boarding of Dogs from different families.
East Cambridgeshire District Council.**

As you are aware, East Cambridgeshire District Council adopted the LACORS revised model conditions for the home boarding of dogs from different families in 2010.

Since the adoption of the conditions and having subsequently issued a licence to a domestic premises in the District to permit boarding of dogs from different families, the Council has received complaints and concerns from commercially run dog boarding business proprietors.

The main concerns centre around the safety of the dogs being boarded in the home, and the safety of persons operating home boarding establishments, including visitors and residents connected to the home boarding establishment.

Such is the concern, that it has been requested that the Council revisit its decision to adopt the revised LACORS conditions for boarding of dogs from different families.

The commercial boarding establishments feel that it is only a matter of time until a person or dog is mauled to death due to dogs from different families being mixed at any one time.

Because of the concerns raised, I would very much appreciate some background information on the revised model conditions to allow dogs from different families to be boarded together.

The information will assist the Council in deciding upon the best course of action, and provide further advice and guidance.

It is therefore requested that at the panel meeting on the 9th March, 2011, the following points be considered and for advice and information to be provided.

1. What were the reasons for the model conditions being introduced nationally to allow the home boarding of dogs?

2. Why were the model conditions then amended to permit the boarding of dogs from different families?
3. Given that model conditions exist to permit the boarding of dogs from different families, is it therefore implied that the practice of boarding dogs from different families is considered to be safe?
4. In light of the concerns expressed, does the Committee consider any additional controls/licence conditions should be introduced, or should any of the existing conditions be amended? If so, what additional controls / amendments should be put into place?
5. Given the current model conditions in place, does the committee feel that the concerns expressed are relevant?

Any other information discussed at the panel meeting to assist in our review would be welcomed.

Thank you very much for tabling the agenda item relating to the home boarding of dogs from different families, and I look forward to the responses and further information.

Yours sincerely,

Elizabeth Bailey.
Principal Environmental Health Officer.



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BOROUGH COUNCIL

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13/05/2011



The Government Standard

Dear Elizabeth

**Re: LACORS Revised Model Conditions- Home Boarding of Dogs from different families.
East Cambridgeshire District Council.**

I refer to your letter querying the LACORS Revised Model Conditions specifically in relation to the boarding of dogs from different families

Your letter and specific questions were discussed at the LACORS Companion Animal Focus Group meeting held on 9th March 2011 and I have compiled the group's answers to those questions below.

1. What were the reasons for the model conditions being introduced nationally to allow the home boarding of dogs?

A: The original model home boarding conditions which were published in November 2005 came about due to regular queries from local authorities to LACORS, following local authorities becoming aware of this new type of business practice within their area. The queries centred on whether this type of business should be licenced or not and if so what licence conditions should be applied as the existing licence conditions were specifically for traditional commercial boarding kennels. The model conditions were intended to assist local authorities and aid in promoting consistency of enforcement nationally.

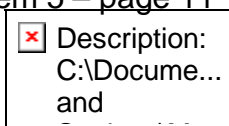
2. Why were the model conditions then amended to permit the boarding of dogs from different families?

A: The model conditions were subsequently amended to allow those local authorities that wished to consider, where appropriate that a premises, with additional licence requirements could accommodate more than one dog from different families. LACORS highlighted examples of additional licence conditions that local authorities should consider where this practice was to be allowed i.e.

- Specific written consent of each dog owner
- A mandatory trial for socialisation of different dogs
- Separation of dogs from different households when left unattended and during feeding

These additional conditions are by no means exhaustive and local authorities can add any other condition that they feel appropriate to the premises given the individual circumstances of each application. The amended model conditions were not intended for home boarders to be able start taking large number of dogs to compete with recognised commercial kennels, merely to allow

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properties that had sufficient space and proprietors with sufficient knowledge / experience to take an additional one or two dogs.

3. Given that model conditions exist to permit the boarding of dogs from different families, is it therefore implied that the practice of boarding dogs from different families is considered to be safe?

A: Not quite sure in what context you mean safe, do you mean safe for the proprietor of the business or do you mean safe for the individual dogs from different families? If we take the proprietor issue first, then if they are home boarding one, two or three dogs the risks to them are pretty much the same irrespective of the numbers of dogs present. Again this will rely on initial checks by the proprietor into the behavioral issues of the dog and the experience of the proprietor. In terms of the safety of individual dogs this issue will mostly be addressed by the introduction of additional conditions on the license, examples above. This should ensure that the dogs come to no physical harm and up to date vaccinations for all relevant diseases (Condition 5.5.2 of Model Licence Conditions). In addition, if the dogs are to be exercised outside of the property in a public place the issue of the dogs being kept on a lead and away from other dogs will be the same for one dog as opposed to two dogs, the only issue being whether the proprietor can control two dogs at the same time. The over-arching requirements of the Dangerous Dogs Act 1991, in that a person in control of a dog has a duty to ensure it is not dangerously out of control in a public place would also cover this particular scenario.

4. In light of the concerns expressed, does the Committee consider any additional controls/licence conditions should be introduced, or should any of the existing conditions be amended? If so, what additional controls / amendments should be put into place?

A: As described above the update document dated 14th October 2009 suggested some additional conditions that local authorities can choose to use, adapt or amend as appropriate or introduce their own dependent on the individual circumstances of the premises. This should take account of the views of the competent inspecting officer, council licensing policy and any veterinary advice.

5. Given the current model conditions in place, does the committee feel that the concerns expressed are relevant?

A: If the appropriate model licence conditions are attached to a home boarding licence where dogs from different families are boarded then the group feels that the potential additional risks can be suitably controlled taking into account all the issues discussed in the update document. What the update and model home boarding conditions are not proposing or suggesting local authorities licence is the large scale boarding of significant dog numbers in ultimately what is a residential / home environment – this should only be allowed in proprietary commercial boarding kennels.

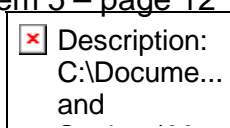
I hope the above has addressed your concerns; I have highlighted below the links to the original LACORS Model Conditions and the subsequent update for your information.

<http://www.lacors.gov.uk/lacors/upload/1902.doc>

<http://www.lacors.gov.uk/lacors/upload/22784.doc>

If you have any further queries please do not hesitate to contact me

Yours faithfully



CONDITIONS SUBJECT TO WHICH THE DOMESTIC ANIMAL BOARDING LICENCE (DOGS) IS GRANTED

New suggested conditions/standards shown in bold italics.

Application process.

Application form to be completed and submitted to Council along with fee.

Independent veterinary Inspectors Report to be completed to assess premises suitability to home board intended number of dogs applied for.

Application form to be accompanied with detailed plan of layout of property showing areas for feeding and sleeping, isolation area in event of illness, and separation areas for each of the dogs to be boarded

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. Where dogs from different families are permitted to board together by the Council, it must be ensured that Public Liability Insurance covers the activity of dogs being boarded from different households at any one time.
- 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 are not permitted to be boarded. Written evidence from the owner that their dog which is to be boarded and is over 9 months old has been castrated.***
- 1.7 ***Resident dogs over 9 months old must be castrated.***
- 1.8 ***Bitches that are in season or are due to be in season during the boarding period must not be boarded.***
- ~~1.9 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.~~
- 1.9 With regard to the boarding of dogs from different families, the premises must be constructed to allow adequate space for dogs; sufficient space available to be able to keep dogs separately if required, and for the separation of dogs showing signs of disease.

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 absolute maximum number of dogs to be kept at any one time is 4, with a maximum of one additional resident dog. (This maximum number is subject to Veterinary and Inspector approval of the suitability of each individual premises and licensee to operate a home boarding establishment).*

3.2 Where dogs from different families are permitted by the Licensing Authority to be boarded together at any one time, the additional requirements are to be followed

3.3 To obtain specific written consent of each household showing confirmation that they are content for their dogs to be boarded with others

3.4 To conduct a mandatory, trial (documented) familiarisation session for all dogs prior to stay.

3.5 To ensure separation of dogs from different households in secure areas when left unattended.

3.6 To carry out separate feeding of dogs to minimise the likelihood of dispute and aggression.

3.7 Where puppies under six months of age are boarded with other dogs, including resident dogs, a trial (documented) socialisation period must be implemented, with no difficulties having been identified.

3.8 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.

3.9 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.

5. MANAGEMENT

5.1 TRAINING

5.1.1 A written training policy for staff must be provided ***including the licensee(s) as well.*** Systematic training of staff ***and licensees*** 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. icterohaemorrhagiae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer 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.
- 5.6 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
 - ***Declaration that any male dog over 9 months old to be boarded has been castrated.***
 - ***Declaration that bitch to be boarded is not in season or likely to be in season at time and during boarding.***
- 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.
- 5.7.4 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 ***on site*** 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 **persons** ~~children~~ under **5 21** years of age **are resident** will be licensed.

5.8.4 Only people over **21 46** 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.

5.10 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.

CONDITIONS SUBJECT TO WHICH THE ANIMAL BOARDING LICENCE (DOGS) IS GRANTED

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. Use of the term 'kennel' relates to combined sleeping *and* individual exercise areas.

LICENCE DISPLAY

2.1 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.

CONSTRUCTION

3.1 GENERAL

3.1.1 The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the licensing officer of the local authority.

3.1.2 Where wood has been used in existing construction it must be smooth and treated to render it impervious. Wood should not be used in exposed construction of walls, floors, partitions, door frames or doors in the dog kennelling area. There must be no projections liable to cause injury.

3.1.3 Fencing materials must be secure and safe.

3.1.4 Sleeping areas of kennels must be insulated as to prevent extremes of temperature.

3.1.5 The construction must be such that the security of the dog is ensured.

3.1.6 All exterior wood must be properly treated against wood rot. Only products which are not toxic to dogs may be used.

3.1.7 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.

3.2 WALLS AND PARTITIONS

3.2.1 Walls which dogs may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used in such walls, they must

be sealed so as to be smooth and impervious and resealed as necessary.

3.2.2 Junctions between vertical and horizontal sections should be covered. If impractical in existing premises, all joints must be sealed.

3.2.3 Partition walls between kennels must be of solid construction to a minimum height of 1.2m. (4ft).

3.2.4 In new construction, in exercise runs the lower section of partitions in adjoining runs must be of solid construction.

3.3 FLOORS

3.3.1 Floors of all buildings, individual exercise areas and kennels, must be of smooth, impervious materials, capable of being easily cleansed and in new kennels must incorporate a damp proof membrane.

3.3.2 All floors of kennels and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids.

3.3.3 In new construction floors must be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel.

3.3.4 Communal exercise areas must be suitably drained but need not comply with conditions 3.3.1 and 3.3.2.

3.4 CEILINGS

3.4.1 Ceilings must be capable of being easily cleansed and disinfected.

3.5 DOORS

3.5.1 Kennel doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.

3.5.2 Where metal bars and frames are used, they must be of suitable gauge (approximately 10-14) with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury to the dog.

3.5.3 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.

3.6 WINDOWS

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

3.7 DRAINAGE

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

3.8 LIGHTING

3.8.1 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.

3.8.2 Adequate supplementary lighting must be provided throughout the establishment.

3.9 VENTILATION

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

3.10 MAINTENANCE

3.10.1 Maintenance and repair of the whole establishment must be carried out regularly.

NUMBER OF ANIMALS

4.1 NUMBER OF DOGS PERMITTED

4.1.1 The maximum number of dogs to be kept at any one time is (TO BE DETERMINED BY THE LOCAL AUTHORITY).

4.1.2 Each dog must be provided with a separate kennel except that dogs from the same household may share a kennel of adequate size with the written consent of the dogs' owner.

4.1.3 Holding kennels may be provided for temporarily kennelling a dog for not more than 24 hours. Holding kennels, if provided, must comply with conditions as required for main kennels. Holding kennels must be a minimum area of 2.3 sq m. (25 sq ft).

4.1.4 No animals other than dogs are to be boarded within the licensed facilities without written approval of the local authority.

4.1.5 Where stray dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs.

4.2 KENNEL SIZE, LAYOUT AND EXERCISE FACILITIES

4.2.1 For new kennels each kennel must be provided with a sleeping area of at least 1.9 sq m (20 sq ft).

4.2.2 Suitable bedding equipment must be provided which allows the dog to be comfortable and which is capable of being easily and adequately cleaned and

sanitised. Such equipment must be sited out of draughts. All bedding material must be maintained in a clean, parasite free and dry condition.

4.2.3 For new kennels each kennel must be provided with an exercise area of at least 2.46 sq m (26 sq ft) (for dogs up to 24 inches high at the shoulder) or 36 sq ft for larger dogs, which is separate from the bedding area and exclusive to that kennel, for free use by the dog at all times except at night.

4.2.4 Kennels must have a minimum height of 1.8m (6ft) to facilitate adequate access by kennel staff for cleaning.

4.2.5 Kennels and exercise areas must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.

4.2.6 Exercise areas must not be used as bedding areas.

MANAGEMENT

5.1 TRAINING

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

5.2 TEMPERATURE IN KENNELS

5.2.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog.

5.2.2 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 (50°F).

5.2.3 In isolation kennels, there should be a means of maintaining the temperature at a level suitable for the conditions of the dog and dependent on veterinary advice.

5.3 CLEANLINESS

5.3.1 All kennels, corridors, common areas, kitchens etc. must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance or disease control and dog comfort.

5.3.2 Each occupied kennel must be cleansed daily. All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary.

5.3.3 All bedding areas must be kept clean and dry.

5.3.4 Each kennel must be thoroughly cleansed and disinfected and dried upon vacation. All fittings and bedding must

- also be thoroughly cleansed and disinfected at that time.
- 5.3.5 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. The final disposal route for all such waste must be incinerated.
- 5.3.6 Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.
- 5.4 *FOOD AND WATER SUPPLIES*
- 5.4.1 All dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily.
- 5.4.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must be maintained in clean condition.
- 5.4.3 Eating vessels must be cleansed after each meal.
- 5.4.4 Drinking vessels must be cleansed at least once a day.
- 5.5 *KITCHEN FACILITIES*
- 5.5.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.
- 5.5.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.
- 5.5.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash-hand basin with hot and cold water must also be provided for staff use.
- 5.5.4 Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.
- 5.6 *DISEASE CONTROL AND VACCINATION*
- 5.6.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 5.6.2 Proof must be provided that dogs boarded or resident have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. ictero-haemorrhagiae*) and Canine Parvovirus and other relevant diseases. The Course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer's instructions. A record that this proof has been supplied must be kept on site throughout the period that the dog is boarded.
- 5.6.3 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.
- 5.6.4 A well stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 5.6.5 A suitable range of muzzles of varying sizes and a suitable dog catching device, must be kept on site.
- 5.7 *ISOLATION*
- 5.7.1 Isolation facilities must be provided.
- 5.7.2 In existing facilities these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main kennels. This must be approximately 5m (15ft) (See also temperature control).
- 5.7.3 Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels, must be provided.
- 5.7.4 Hands must be washed after leaving the isolation facilities before visiting the other kennels.
- 5.8 *REGISTER*
- 5.8.1 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 of tattoo
 - description, breed, age and gender of dog
 - name, address and telephone number of owner or keeper
 - name, address and telephone number of dog's veterinary surgeon
 - anticipated and actual date of departure

- health, welfare and nutrition requirements.
- 5.8.2 The register must be kept readily available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information.
- 5.8.3 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.

5.9 *IDENTIFICATION OF KENNELS*

- 5.9.1 Each kennel must be clearly marked (eg numbered), and a system in place which ensures that relevant information about the dog in that kennel is readily available.

5.10 *SUPERVISION*

- 5.10.1 A fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.
- 5.10.2 Dogs must be visited at regular intervals, as necessary for their health, safety and welfare.

5.11 *FIRE PRECAUTIONS*

- 5.11.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 5.11.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions where dogs are to be evacuated to in the event of a fire or other emergency.
- 5.11.3 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.
- 5.11.4 All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of kennels.
- 5.11.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.
- 5.11.6 Precautions must be taken to prevent any accumulation which may present a risk of fire.
- 5.11.7 There must be adequate means of raising an alarm in the event of fire or other emergency.

Impact and Needs/Requirements Assessment (INRA)

Initial Screening

Initial screening needs to take place for all new/revised Council policies. 'Policy' needs to be understood broadly to include all Council policies, strategies, services, functions, activities and decisions. This stage must be completed at the earliest opportunity to determine whether it is necessary to undertake an INRA for this activity.

Name of Policy:	Home Boarding Dogs
Lead Officer (responsible for assessment):	E A Bailey
Department:	Environmental Services
Others Involved in the Assessment (i.e. peer review, external challenge):	Liz Knox
Date Initial Screening Completed:	20 th June 2011

- (a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

The purpose of the policy is to provide licence conditions for the Home Boarding of Dogs from different families within domestic dwellings. It is a legal requirement for persons who board dogs- either during the day or overnight, to be licensed, in both commercial and domestic settings. By adopting this policy it enables the Council to take action against those Home boarders who are not Licensed. It also provides a mechanism to ensure that where the public use this type of establishment they can be satisfied that the premises has been inspected and that conditions are attached to the Licence to provide a safe environment for their dog to be left.

- (b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

Persons wanting to or already holding a home boarding of dogs licence, and commercial boarding establishments.
Residents who would like the choice of leaving their dogs with home boarders rather than in Kennels.

- (c) **Is this assessment informed by any information or background data?** i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

A complaint has been received by the Council from the Commercial Dog Boarding sector who are concerned about the boarding of dogs from different families within the home.
The council has received applications and issued 2 home boarding Licenses

(d) Does this policy have the potential to cause an impact (positive, negative or neutral) on different groups in the community, on the grounds of (please tick all that apply):

Ethnicity
Gender
Disability

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Age
Religion and Belief
Sexual Orientation

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Please explain any impact identified (positive, negative or neutral): i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

None

(e) Does the policy affect service users or the wider community?

NO
NO
NO
NO
NO

(f) Does the policy have a significant effect on how services are delivered?

(g) Will it have a significant effect on how other organisations operate?

(h) Does it involve a significant commitment of resources?

(i) Does it relate to an area where there are known inequalities, e.g. disabled people's access to public transport etc?

If you have answered **YES** to any of the questions above, then it is necessary to proceed with a full equality impact assessment. If the answer is **NO**, then this judgement and your response to the above questions will need to be countersigned by your Head of Service and then referred to the Council's Equal Opportunities Working Group (EOWG) for scrutiny and verification. Please forward completed and signed forms to Nicole Pema, Principal HR Officer.

Signatures:

Completing Officer:	E Bailey	Date:	20 th June 2011
Head of Service:	Liz Knox	Date:	24.6.11