

AGENDA ITEM NO. 5

TITLE: **BOARDING ESTABLISHMENTS ACT 1963 – PROPOSED AMENDMENTS TO HOME BOARDING OF DOGS LICENSING CONDITIONS**

Committee: Licensing Committee

Date: 17 June 2015

Author: Licensing Officer

[Q10]

1.0 PURPOSE/SUMMARY OF REPORT

- 1.1 To consider the proposed amendments to the Council's home boarding of dogs licensing conditions to reduce the minimum age requirement for resident children within a home boarding establishment to 5 years and to reduce the minimum age requirement to walk home boarded dogs in public places to 16 years.

2.0 RECOMMENDATION(S)

- 2.1 That Members agree for a twelve week consultation to be carried out on the proposed amendments to the Council's home boarding of dogs licensing conditions set out in paragraph 3.10 within the district and with relevant organisations; and
- 2.2 That the results of the consultation exercise be brought back to a future Licensing Committee meeting for Member decision regarding the proposed amendments.

3.0 BACKGROUND/OPTIONS

- 3.1 Members of the Licensing Committee of 13 January 2010 approved the introduction of an annual licensing scheme for the home boarding of dogs and the adoption of the LACORS (Local Authorities Coordinators of Regulatory Services) model licensing conditions to come into force on 13 January 2010.
- 3.2 Following concerns raised through the consultation from the commercial dog boarding sector, Members of the Licensing Committee of 16 May 2012 resolved to introduce the requirement for all residents within a home boarding establishment to be over the age of 16 years and the minimum age of 18 years to walk home boarded dogs in public places.
- 3.3 For ease of reference, the previous Licensing Committee decisions regarding the home boarding of dogs have been put into table form as **Appendix 1**.

- 3.4 In January 2015, the Council was approached by a member of the public wishing to set up a business to home board dogs but was unable to apply for a licence as she has a resident child under the age of 16 years.
- 3.5 It was brought to the Licensing Officer's attention that the Council's home boarding of dogs licensing conditions 5.8.3 relating to the minimum age requirement for resident children within a home boarding establishment and 5.8.4 relating to the minimum age requirement to walk home boarded dogs in public places appear to be more stringent than other local authorities and it was requested that this matter be investigated. The Council's current home boarding of dogs licensing conditions are **Appendix 2**.
- 3.6 As a result of this information, during April 2015 the Licensing Officer surveyed other licensing authorities through the Environmental Health Communications Network (EHCnet) to provide the following licensing condition information:
- the minimum age of resident children required for the grant of a dog home boarding licence;
 - the minimum age of children required for walking home boarded dogs in public places;
 - details of any licensing conditions imposed for children visiting the premises; and
 - details of any licensing conditions imposed to safeguard children if no specific minimum age requirements are stated or in addition to minimum age requirements.
- 3.7 Local authorities were also surveyed regarding reports of any dog biting / mauling incidents involving children at licensed dog home boarding premises, with specific reference to:
- the age of the child
 - details of the injury
 - breed of dog
 - if the dog involved was a commercially home boarded dog.
- 3.8 A total of 29 local authorities replied to the survey providing the following licensing condition information:

LAs with an age restriction of 5 years for dog home boarding	LAs with an age restriction of 10 years for dog home boarding	LAs with no age restriction for dog home boarding	LAs with an age restriction of 16 years for walking home boarded dogs	LAs with no age restriction for walking home boarded dogs	LAs requiring additional child safeguarding i.e. risk assessment / vet inspection	Reported dog biting / mauling incidents regarding home boarded dogs
22	2	5	23	6	8	0

- 3.9 Full details of the survey responses are shown in table form as **Appendix 3**.
- 3.10 In line with the responses tabled in appendix 3, it is proposed that the ECDC home boarding of dogs licensing conditions 5.8.3 and 5.8.4 are amended to:
- ‘5.8.3 No home where persons under 5 years of age are resident will be licensed.’
- ‘5.8.4 Only people over 16 years of age are allowed to walk home boarded dogs in public places.’
- 3.11 The age requirements detailed in paragraph 3.10 are also in line with LACORS model conditions 5.8.3 and 5.8.4 for dog home boarding establishments **Appendix 4**.

4.0 ARGUMENTS/CONCLUSIONS

- 4.1 The adoption of the proposed amendments to the Council’s home boarding of dogs licensing conditions to reduce the minimum age requirement for resident children within a home boarding establishment to 5 years and to reduce the minimum age requirement to walk home boarded dogs in public places to 16 years would encourage business and enterprise rather than stifling it.
- 4.2 Provided applicants are able to demonstrate they have robust procedures in place for the safeguarding of resident and visiting children at the premises, the proposed amendments are in line with current national policy.
- 4.3 In the event of any complaints received by the Council regarding dog biting / mauling incidents involving home boarded dogs, the appropriate evidence would be gathered and the licence would be reviewed as to its suitability.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

- 5.1 To carry out an electronic and paper based consultation with the commercial dog boarding sector and relevant organisations for the recommended twelve week period.
- 5.2 Should Members decide not to consider the proposed amendments or not agree for consultation to be carried out, investigations and prosecutions would need to be carried out into any business that is found to be commercially home boarding dogs in breach of the current adopted Council licence conditions.
- 5.3 An Equality Impact Assessment (EIA) Initial Screening has been completed showing there is currently an inverse impact on the community.

6.0 APPENDICES

- 6.1 Appendix 1 Table showing previous Licensing Committee decisions regarding the home boarding of dogs
- 6.2 Appendix 2 Council's current home boarding of dogs licensing conditions
- 6.3 Appendix 3 Table of survey responses
- 6.4 Appendix 4 LACORS model dog home boarding establishment conditions
- 6.5 Appendix 5 Equality Impact Assessment (EIA) Initial Screening

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Animal Boarding Establishments Act 1963	Room SF208 The Grange	Lin Bagwell Licensing Officer lin.bagwell@eastcambs.gov.uk
LACORS model dog home boarding establishment conditions	Ely	
Previous Licensing Committee minutes regarding home boarding of dogs licensing scheme		

APPENDIX 1

Licensing Committee	Proposal	Outcome	Website Link to Agenda & Minutes
13 January 2010	The introduction of an annual licensing scheme for the home boarding of dogs and the adoption of the LACORS (Local Authorities Coordinators of Regulatory Services) model licensing conditions to come into force on 13 January 2010.	Approved by Members of the Licensing Committee	http://www.eastcambs.gov.uk/sites/default/files/agendas/li130110_J284.pdf http://www.eastcambs.gov.uk/sites/default/files/minutes/li130110min.pdf
20 September 2010	Amendment of the Council's home boarding of dogs licensing conditions in line with revised LACORS guidance issued in October 2009 to allow dogs from different families to be boarded together and for puppies that are less than six months old to be boarded in relevant and appropriate circumstances.	Approved by Members of the Licensing Committee	http://www.eastcambs.gov.uk/sites/default/files/agendas/li200910_K114.pdf http://www.eastcambs.gov.uk/sites/default/files/minutes/li200910min.pdf
13 July 2011	Proposal for a consultation to be carried out on proposed revised conditions for home boarding of dogs from different families following concerns expressed to the Council from the commercial dog boarding sector regarding dog home boarding and the safety implications it considered could result from boarding dogs from different families within a home environment.	Members agreed for a consultation to be carried out on proposed revised conditions for home boarding of dogs from different families.	http://www.eastcambs.gov.uk/sites/default/files/agendas/li130711ag_L60.pdf http://www.eastcambs.gov.uk/sites/default/files/minutes/li150611min.pdf
14 December 2011	Consideration of the responses to the home boarding of dogs consultation exercise by Members of the Licensing Committee.	No decision was made as Members wished to consider the introduction of a neighbourhood consultation as part of the application process.	http://www.eastcambs.gov.uk/sites/default/files/agendas/li141211_L225.pdf http://www.eastcambs.gov.uk/sites/default/files/minutes/li141211min.pdf
16 May 2012	Consideration of the responses regarding the introduction of a neighbourhood consultation as part of the application process by Members of the Licensing Committee.	Members resolved that a neighbourhood consultation process would not be introduced at the application stage for home boarding establishments but on	http://www.eastcambs.gov.uk/sites/default/files/agendas/li160512_L373.pdf http://www.eastcambs.gov.uk/sites/default/files/minutes/li160512min_0.pdf

APPENDIX 1

		receipt of an application for a home boarding establishment the Licensing Authority would notify the Council's Planning Services as a matter of course.	
16 May 2012	Consideration by Members of the Licensing Committee of the responses regarding the home boarding of dogs consultation exercise agreed at the Licensing Committee of 13 July 2011.	Members resolved to approve the amendments to the Council's current licensing conditions proposed at the Licensing Committee of 13 July 2011 and to introduce the requirement for all residents within a home boarding establishment to be over the age of 16 years and the minimum age of 18 years to walk home boarded dogs in public places.	http://www.eastcambs.gov.uk/sites/default/files/agendas/li160512_L374.pdf http://www.eastcambs.gov.uk/sites/default/files/minutes/li160512min_0.pdf

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

Application process.

Application form to be completed and submitted to the Council with the licence fee and a detailed layout plan to show which rooms are proposed for the boarding of dogs.

On the first time of applying for a home boarding licence to board dogs from different families, an Independent Veterinary Inspectors Report is to be completed to assess the premises suitability to home board the intended number of dogs applied for.

The Veterinary Inspectors Report will consider the applicants' suitability to hold a home boarding licence, and will determine the maximum number of dogs to be boarded at any one time. This assessment will take into account the number of resident dogs.

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

The requirement for an Independent Veterinary Inspectors report on the first time of applying for a home boarding of dogs licence would not be required where an application for a home boarding licence for 3 or less dogs from the same household to be boarded at any one time is made. As part of the application process, an assessment would be made on the premises suitability to home board the intended number of dogs to apply for in addition to the number of resident dogs and the applicants suitability.

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 and

number 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. Existing licence condition.
- 1.6 Entire males are permitted to be boarded where no other dogs from different families are being boarded; unless there is specific written permission from other dog owners that they consent to their dogs being boarded with entire males that may be present during the boarding period.
- 1.7 Entire male resident dogs over the age of 9 months are not permitted.
- 1.8 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 X, with a maximum of X additional resident dog(s). (The maximum numbers are 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 visiting 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. These areas must be secure, so that dogs cannot escape or open doors/ windows.
- 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. Training/ knowledge to include canine body language, recognition of signs of stress in dogs, administering of first aid and identifying early warning signs of ill health. Resolution of dog to dog and dog to human conflict.

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 as to whether dog has been castrated/ neutered
- Declaration that owner consents to their dog to be boarded with entire dogs (Resident dogs over 9 months are not permitted to be entire)

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 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. (see 4.5 above)

5.8.3 No home where there are persons under 16 years of age are resident will be licensed.

5.8.4 Only people over 18 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.

APPENDIX 3

Local Authority	Response	Age Restriction – Dog Boarding	Age Restriction – Dog Walking	Other Safeguarding Conditions	Dog Biting / Mauling Incidents
Adur-Worthing District Council	No home boarding premises where there are children under 5 years of age will be licensed. Only people over 16 years of age are allowed to walk home-boarded dogs in public places. No licensing conditions are imposed for children visiting the premises.	No children under 5	No children under 16	None	No dog biting / mauling incidents reported
Allerdale Borough Council	No home where there are children under 5 years of age will be licensed. Only people over 16 years of age are allowed to walk the dogs unsupervised in public places.	No children under 5	No children under 16	None	No dog biting / mauling incidents reported
Amber Valley Borough Council	The minimum age of resident children required for the grant of a dog home boarding licence is 5 years old. The minimum age of children required for walking home-boarded dogs in public places is 16 years old. No licensing conditions are imposed for children visiting the premises.	No children under 5	No children under 16	None	No information available
Basingstoke & Deane Council	No home where there are children under 5 years of age will be licensed. No person under 16 years of age shall walk the dogs in public places. 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 and to take the appropriate action arising out of any risks identified.	No children under 5	No children under 16	Assessment required of the risks of home boarding including the risk to or caused by children who are likely to be at the premises	No information available
Birmingham City Council	No home boarding licensing conditions available	None	None	None	No dog biting / mauling incidents reported
Broxtowe Borough Council	The licensee will be required to make an assessment of the risks of home boarding to include the risk to or	No children under 5	No children under 16	Assessment required of the	No dog biting / mauling

APPENDIX 3

	<p>caused by children or other vulnerable groups (and particularly under 10 years of age) who are likely to be at the property.</p> <p>Home boarding must not be carried out where there are children under 5 years of age.</p> <p>Where children are in the household under 10 years of age it is recommended that licensees obtain and work through the Blue Dog interactive CD to minimise risk of dog bites.</p> <p>Only people over 16 years of age are allowed to walk home-boarded dogs in public places.</p>			risks of home boarding including the risk to or caused by children or other vulnerable groups (and particularly under 10 years of age) who are likely to be at the property	incidents reported
Borough of Kings Lynn & West Norfolk	<p>Any home where there are children under 5 years of age should normally be considered inappropriate for licensing.</p> <p>Only people over 16 years of age are allowed to walk the dogs in public places.</p>	Homes with children under 5 not normally considered appropriate for licensing	No children under 16	None	No information available
Braintree District Council	No home boarding licensing conditions available	None	None	None	No information available
Cherwell District Council	<p>No home where there are children under 5 years of age will be licensed.</p> <p>Only people over 16 years of age are allowed to walk home-boarded dogs in public places.</p> <p>No licensing conditions imposed for children visiting the premises.</p> <p>No licensing conditions imposed to safeguard children if no specific minimum age requirements are stated or in addition to minimum age requirements.</p>	No children under 5	No children under 16	None	No dog biting / mauling incidents reported
Chesterfield Borough Council	No home where there are children under 5 years of age will be licensed.	No children under 5	None	None	No information available
East Hampshire	The licensee will be required to make an assessment	No children under	No children	Assessment	No

APPENDIX 3

District Council	of the risks of home boarding to include the risk to or caused by children who are likely to be at the property. No home where there are children under 5 years of age will be licensed. Only people over 16 years of age are allowed to walk home-boarded dogs in public places.	5	under 16	required of the risks of home boarding including the risk to or caused by children who are likely to be at the premises	information available
East Northamptonshire Council	Only people over 16 years of age are allowed to walk home-boarded dogs in public places. Vet inspection required for day care/mixed households to assist in the production of specific conditions for that applicant.	None	No children under 16	Vet inspection required for day care/mixed households to assist in the production of specific conditions for that applicant.	No dog biting / mauling incidents reported
East Riding of Yorkshire Council	Where a home includes children under 10 years of age then the licensee must put a risk assessment in place to ensure that the risk to any child from the dogs boarded is minimised. Only persons over 16 years of age are allowed to walk the dogs in public places.	Risk assessment required for children under 10	No children under 16	Risk assessment required where homes include children under 10 years to ensure the risk to any child from the dogs boarded is minimised.	No information available
Eden District Council	It is recommended that no home where there are children under five years of age should be considered for licensing. Only those over sixteen years of age should be allowed to walk a dog on their own in a public place.	Recommended no children under 5	No children under 16	None	No information available
Fife Council	No home where there are children under 5 years of age will be licensed.	No children under 5	Sole responsibility of	None	No dog biting / mauling

APPENDIX 3

	It is sole responsibility of the home boarder to carry out the walking of home-boarded dogs in public. No licensing conditions for visiting children but this is often verbally discussed with the applicant.		the home boarder		incidents reported
Harborough District Council	Conditions are based on the LACORS model conditions for home boarding.	No children under 5	No children under 16	Assessment required of the risks of home boarding including the risk to or caused by children who are likely to be at the premises	No information available
Hart District Council	Nothing in current conditions regarding supervision of children in dog home boarding premises.	None	None	None	No information available
Horsham District Council	The minimum age of resident children required for the grant of a dog home boarding licence is 5. The minimum age of children required in for walking home-boarded dogs in public places is 16. No licensing conditions are imposed for children visiting the premises. No licensing conditions are imposed to safeguard children.	No children under 5	No children under 16	None	No information available
Huntingdonshire District Council	The minimum age of resident children required for the grant of a dog home boarding licence is 5 as stated in the current LACORS guidance. The minimum age of children required in for walking home-boarded dogs in public places is 16 as stated in the current LACORS guidance. No licensing conditions are imposed for children visiting the premises. No licensing conditions are imposed to safeguard children.	No children under 5	No children under 16	None	No dog biting / mauling incidents reported
Manchester	No home where there are children under 5 years of	No children under	No children	None	No

APPENDIX 3

	age will be licensed. Only people over 16 years of age are allowed to walk the dogs in public places.	5	under 16		information available
Newark & Sherwood District Council	No home where there are children under 5 years of age will be licensed. Only people over 16 years of age are allowed to walk the dogs in public places.	No children under 5	No children under 16	None	No information available
North Devon Council	No home where there are children under 5 years of age will be licensed. Only people over 16 years of age are allowed to walk the dogs in public places.	No children under 5	No children under 16	None	No information available
Oldham Council	No home where there are children under 5 years of age will be licensed. Only people over 16 years of age are allowed to walk the dogs in public places.	No children under 5	No children under 16	None	No information available
South Kesteven District Council	No home where there are children under 5 years of age will be licensed. Only people over 16 years of age are allowed to walk the dogs in public places.	No children under 5	No children under 16	None	No information available
South Somerset District Council	No home where there are children under the age of 5 will be licensed. Only people over the age of 16 are allowed to walk home-boarded dogs in public places (but no condition to say they cannot be accompanied by children). Licence holder is required to make an assessment of the risks of home boarding including the risk to or caused by children who are likely to be at the premises.	No children under 5	No children under 16	Assessment required of the risks of home boarding including the risk to or caused by children who are likely to be at the premises	No dog biting / mauling incidents reported
Sunderland City Council	The licensee is 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. No home where there are children under 5 years of age will be licensed. Only people over 16 years of age are allowed to walk	No children under 5	No children under 16	Assessment required of the risks of home boarding including the risk to or caused by	No dog biting / mauling incidents reported

APPENDIX 3

	home-boarded dogs in public places.			children who are likely to be at the premises	
Swindon Borough Council	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. No home where there are children under 10 years of age will be licensed. Only people over 16 years of age are allowed to walk home-boarded dogs in public places. Only people over 21 years of age may walk home-boarded dogs off lead with owner's prior written consent.	No children under 10	No children under 16 for dogs on lead Only people over 21 to walk home-boarded dogs off lead with owner's prior written consent.	Assessment required of the risks of home boarding including the risk to or caused by children who are likely to be at the premises	No information available
Tandridge District Council	No child under the age of 5 may be resident in the premises. No person under the age of 16 may walk a home-boarded in public places.	No children under 5	No children under 16	None	No information available
Waltham Forest Borough Council	No home boarding licensing conditions available	None	None	None	No dog biting / mauling incidents reported

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

Revised September 2010

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 and bitches in season or bitches due to be in season during the boarding, must not be boarded together or boarded with resident dogs.
- 1.7 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 maximum number of dogs to be kept at any one time is (enter number).
- 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. 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.

5.6 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.

- 5.7.4 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 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.

5.10 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.

EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING TEMPLATE (IST)

Initial screening needs to take place for all new/revised Council policies. The word ‘policy’, in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision. This stage must be completed at the earliest opportunity to determine whether it is necessary to undertake an EIA for this activity.

Name of Policy:	Home Boarding of Dogs Licensing Conditions
Lead Officer (responsible for assessment):	Lin Bagwell
Department:	Environmental Services
Others Involved in the Assessment (i.e. peer review, external challenge):	Liz Knox, Environmental Services Manager
Date Initial Screening Completed:	22 May 2015

- (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?

Proposed amendments to the Council's home boarding of dogs licensing conditions to reduce the minimum age requirement for resident children within a home boarding establishment to 5 years and to reduce the minimum age requirement to walk home boarded dogs in public places to 16 years in line with conditions adopted by other local authorities and LACORS (Local Authorities Coordinators of Regulatory Services) model licensing conditions for the home boarding of dogs.

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

Members of the public wishing to set up a business for home boarding dogs but are currently unable to apply for a licence as they have a resident child under the age of 16 years.

- (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 member of the public expressed concerns that the Council's home boarding of dogs licensing conditions 5.8.3 relating to the minimum age requirement for resident children within a home boarding establishment and 5.8.4 relating to the minimum age requirement to walk home boarded dogs in public places appear to be more stringent than other local authorities and has requested that this matter be investigated.

A survey of other licensing authorities through the Environmental Health Communications Network (EHCnet) was carried out to provide licensing condition information regarding the minimum age requirements for resident children within a home boarding establishment and the minimum age requirement to walk home boarded dogs in public places.

A survey of other licensing authorities through the Environmental Health Communications Network (EHCnet) was carried out regarding reports of any dog biting /mauling incidents involving children at licensed dog home boarding premises.

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

Ethnicity
 Gender
 Disability
 Gender Reassignment
 Pregnancy & Maternity

Age
 Religion or Belief
 Sexual Orientation
 Marriage & Civil Partnership
 Caring Responsibilities

X
X

Please explain any impact identified: 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?

Members of the public wishing to set up a business for home boarding dogs are currently unable to apply for a licence as they have a resident child under the age of 16 years.

Members of the public may put their children at risk and breach their caring responsibilities if they commercially home board dogs without a licence having been issued by the Council.

If the proposed amendments are not considered, investigations and prosecutions would need to be carried out against members of the public that are found to be commercially home boarding dogs in breach of those adopted Council licence conditions currently in place.

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

YES

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

YES

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

NO

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

NO

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

NO

If you have answered **YES** to any of the questions above, then it is necessary to proceed with a full equality impact assessment (EIA). 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 the Principal HR Officer.

Signatures:

Completing Officer: Lin Bagwell

Date: 22 May 2015

Head of Service: _____

Date: _____