



East Cambridgeshire District Council

Animal Licensing Policy

Effective date: TBC

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1 INTRODUCTION

East Cambridgeshire District Council ('the Council') is responsible for licensing a number of activities relating to the welfare of animals under a number of different Acts of Parliament. This legislation is aimed at protecting animals, and makes it an offence for any person to possess, own or keep animals in order to carry out certain businesses, or have possession of certain animals within the District, without first being licensed by the Council.

1.1 LICENCES ISSUED BY EAST CAMBRIDGESHIRE DISTRICT COUNCIL

- Animal Boarding Establishment licences
- Dog Breeding licences
- Dangerous Wild Animal licences
- Horse Riding Establishment licences
- Pet Shop licences
- Zoo licences

1.2 THE LEGISLATION

1.2.1 Various pieces of legislation exist that gives the Council the power to regulate animal establishment licensing:

Animal Boarding Establishments Act 1963
Breeding of Dogs Act 1973 and 1991
Breeding and Sale of Dogs (Welfare) Act 1999
Dangerous Wild Animals Act 1976
Pet Animals Act 1951 and Pet Animals Act 1951 (Amendment) Act 1983
Riding Establishments Act 1964 and 1970
Zoo Licensing Act 1981
Animal Welfare Act 2006

1.2.2 It should be noted that the Performing of Animals (Regulation) Act 1925 is the responsibility of Cambridgeshire County Council Trading Standards, not the Council, and will therefore, not be covered as part of this policy. Queries about animal performances should be directed to Trading Standards. Information can be obtained via www.eastcambs.gov.uk.

1.2.3 Livery yards, circuses, dog shows and similar do not require licensing and so do not form part of this Policy. Livery yards are currently being considered for local authority licensing and should this become a requirement in the future, this Policy will be amended accordingly.

1.2.4 Each piece of legislation covers its own application process, including veterinary inspections where necessary, rights of appeal and offences. This Policy sits beneath the various controlling legislation, and seeks to provide a framework for implementing the requirements of the controlling legislation.

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

1.3 THE ANIMAL WELFARE ACT 2006

- 1.3.1 The Animal Welfare Act 2006 (the 'Act') came into force on 6th April 2007, consolidating much of the existing animal health and welfare legislation. It introduced a 'duty of care' on people to ensure the needs of any animal for which they are responsible are met. A person does not have to be the owner of the animal for the 'duty of care' to apply.
- 1.3.2 It also creates a new offence of failing to provide for the needs of animals in your care, increases the penalties for animal abuse, and allows the courts to disqualify a person from being in charge of animals.
- 1.3.3 The Act also placed a responsibility on numerous enforcement agencies to ensure the Act is observed. The Council is one of these enforcement agencies.
- 1.3.4 The Act permits the Department for the Environment, Food and Rural Affairs (DEFRA) to pass regulations that may repeal or amend any of the primary licensing Acts or create new forms of licences. DEFRA have not presently decided to pass any further regulations but this policy shall be reviewed and updated as soon as possible should DEFRA do so.
- 1.3.5 The Act also made it unlawful to sell or transfer ownership of an animal to a person under the age of 16 unless they are accompanied by a person over 16 years of age, or they have consent of a parent or guardian.
- 1.3.6 The Act enabled "Codes of Practice" to be created. These codes of practice apply to anyone who owns or is responsible for the type of animal covered by the specific code and not just those holding licences. Failing to comply with any code of practice is not an offence, but failing to comply with them may be relied upon to establish liability, and compliance with them may be relied upon to negate liability. For these reasons, it is essential that applicants and licence holders observe them.

2 LICENSING OF ANIMAL ESTABLISHMENTS

The legislation listed in section 1.2.1 of this Policy sets out the individual application requirements and standards the Council must be satisfied of before it can grant a licence. Each of the Acts permits the Council to devise and implement licence conditions that the Council feels are necessary or expedient to ensure the requirements of the individual Acts are upheld. Each piece of legislation details its own general objectives of licence conditions, however, the common principle is protecting the welfare of animals.

2.1 PRINCIPLES OF LICENSING

- 2.1.1 When carrying out its functions in accordance with the legislation listed in section 1.2.1 the Council will seek to promote the following objectives:
- Animal welfare ('the five needs')
 - Public safety
 - Prevention of nuisance (where legally permitted)
 - Integration with other relevant strategies and legal requirements
 - Pro-active enforcement, and positive relationships.

2.2 'THE FIVE NEEDS'

2.2.1 Section 9 of the Animal Welfare Act 2006 introduced five overarching principles of animal welfare, known as the 'five needs'. It is the duty of any person responsible for an animal to ensure that each of these five needs are met.

The 'five needs' are:

- a) the need for a suitable environment;
(by providing an appropriate environment, including shelter and a comfortable resting area)
- b) the need for a suitable diet;
(by ready access, where appropriate, to fresh water and a diet to maintain full health)
- c) the need to be able to exhibit normal behaviour patterns;
(by providing sufficient space, proper facilities and the company of an animal of its own kind, where appropriate)
- d) any need to be housed with, or apart from, other animals; and
(by providing the company of an animal of its own kind, where appropriate)
- e) the need to be protected from pain, suffering, injury and disease.
(by prevention or rapid diagnosis and treatment, and ensuring conditions and treatment which avoid mental suffering)

2.3 PUBLIC SAFETY

In addition to the danger to the welfare of animals by unlicensed or irresponsible animal owners there is also a danger that may arise to members of the public. For instance, the effect of diseases affecting animals, or harmful bacteria stemming from poor hygiene could spread and affect other members of the public, and their animals.

Additionally licence holders that permit members of the public onto their premises have a duty to ensure that they do not put them at risk of illness or injury. Public safety will therefore, be a paramount consideration by the Council at all times.

To protect both the licence holder and members of the public who visit licensed premises, all licence holders will be required to have in place appropriate public liability insurance for the type of business they run. Proof of this will need to be supplied to the Licensing Authority.

2.4 PREVENTION OF NUISANCE

Nuisance can arise from noise and odours, and applicants will need to demonstrate how they will control these two factors when applying for a licence.

Where legally permitted by the Acts mentioned in section 1.2.1 of this policy, the Council will:

- refuse to grant a licence where the granting of the application appears not to be in the public interest on the grounds of nuisance.
- impose suitable conditions to ensure that no unacceptable nuisance is created from

- the activities of the licence holder.
- use the powers contained in the Environmental Protection Act 1990, as part of any enforcement action, where considered necessary.

2.5 INTEGRATION WITH OTHER RELEVANT STRATEGIES AND LEGAL REQUIREMENTS

There are a number of different areas that may affect or be affected by licence holders or potential licence holders under the primary licensing Acts, and where necessary these will be considered by the Council in carrying out its functions under the Animal Welfare Act 2006.

In addition to being licensed to carry out certain activities a licence holder and their premises may need to comply with other legislation such as planning and building regulations. Where the appropriate permissions or consents are not in place, or where they are being breached, the Council may take enforcement action which could lead to the closure of such premises. The subsequent effect on the welfare of the animal(s) could be damaging, therefore, the Council will not grant a licence where the appropriate planning permissions or building control consents are not in place.

Under Section 17 of the Crime and Disorder Act 1998, local authorities must have regard to the likely effect of the exercise of their functions, and do all that they can to prevent crime and disorder in their area. This Policy has regard to the likely impact of such licences on related crime and disorder in the District.

This Policy should be read in conjunction with, and without prejudice to, other existing National and European Union legislation, such as the Human Rights Act 1998 and the Equalities Act 2010.

Applicants in rented accommodation are also required to seek permission from their private landlord or housing association prior to submitting an application.

2.6 PRO-ACTIVE ENFORCEMENT and POSITIVE RELATIONSHIPS

By developing this policy, the Council has taken a positive step in the control and regulation of activities requiring a licence under the legislation contained in section 1.2.1. Part of the process of adopting this policy involved a 12 week consultation with existing licence holders, veterinary surgeons, trade bodies, and bodies concerned with the welfare of animals. An objective of this policy is to maintain positive relations with all involved in the welfare of animals, and any person who holds a licence, or any person who approaches the Council for a licence.

The Council will carry out its regulatory responsibilities in a fair, consistent, transparent and proportionate manner based upon evidence received or obtained, or risk assessments that justify action to be taken.

The Licensing Authority will always seek to work with licence holders and applicants to promote animal welfare prior to considering legal recourse.

3 APPLYING FOR A LICENCE

Each licence type has its own application process and requirements that the Council need to take into consideration before granting a licence. Details on how to apply for a licence can be found on the Council's website, and the requirements are also listed on the specific application forms which are also available from the Council's website.

4 GRANTING OR REFUSING A LICENCE

Each of the Acts mentioned in section 1.2.1 states clearly the criteria which the Council must be satisfied of before any licence is granted. Where the relevant Licensing Officer is not satisfied that the relevant legal requirements are met, or where an Environmental Health Officer of the Council or Veterinary Surgeon has raised concerns that the legal requirements or standards are not met or they are unlikely to be met, the applicant for the licence will be notified. The applicant will have the opportunity to address these matters in the hope of satisfying the relevant criteria.

If the relevant Licensing Officer of the Council feels that the application should be refused they will submit a report to the Environmental Services Manager to determine the matter. The appeal procedures applicable to each application vary, and applicants will be advised of their rights when notified of such refusal.

5 CONDITIONS OF LICENCE

The Council's licence conditions will be based wherever practicable on existing model standard conditions, codes of best practice, and industry standards produced by organisations such as, but not limited to;

- a) Chartered Institute of Environmental Health;
- b) Local Government Regulation (formally Local Authorities Co-Ordinators of Regulatory Services (LACORS));
- c) Local Government Association;
- d) British Veterinary Association;
- e) National Trade Associations.

In promoting the Council's four licensing principles, existing model standard conditions, codes of best practice and industry standards will be considered to be a minimum standard and additional conditions required to promote the 'five needs' may be imposed as necessary.

Where a licensed establishment falls below the standard expected during the currency of the licence, the Licensing Authority may commence formal action in order to ensure animal welfare is not compromised.

6 ADVICE FOR NEW APPLICANTS

- 6.1 New applicants are advised to contact the Council's Licensing Officers at their earliest opportunity, preferably before an application is made. This allows the Officers to provide advice, as well as clarifying any areas of uncertainty.
- 6.2 Unless legislation states otherwise, licences will be effective from 1st January until 31st December each year, or from the date of grant until the 31st December that

same year. The Council is aware that the Animal Welfare Act 2006 promotes a move towards longer licence periods of up to three years, and this policy will be updated accordingly should this change occur.

- 6.3 All licences that have not been renewed by their expiry date will cease to exist and trading must cease until such time as a new licence has been granted. For certain animal welfare licences, trading may continue during application period (the period between submitting an application and a licence being granted, or refused) providing the application was submitted before the expiry date.

7 COMPLAINT HANDLING

Where the Council receives a complaint regarding one of its licence holders, the matter will be investigated by Officers to ensure that animal welfare issues are not being undermined. The Council will not become involved in third party issues, but where licence failings are identified Officers will work with the licence holder to ensure the reason for the complaint does not happen again. However, if the investigation uncovers serious failings, formal action is likely to be taken to remove the licence.

8 DEPARTURE FROM POLICY

In exercising its discretion in carrying out its regulatory functions, East Cambridgeshire District Council will have regard to this Policy document and the principles set out therein.

Notwithstanding the existence of this policy, each application will be considered on its own merits. Where an applicant is able to demonstrate that a minor departure from the requirements set out in this policy, (based on their own individual circumstances), would still achieve the licensing principles, the Environmental Services Manager may authorise a licence to be issued accordingly.

Where it is necessary for the Council to depart substantially from this policy, clear and compelling reasons for doing so will be given. The Environmental Services Manager may authorise a departure from the policy in accordance with this section if he/she considers it necessary in the specific circumstances, and he/she will advise members at the next available Licensing Committee.

9 AMENDMENTS TO THE POLICY

Any significant amendment to this Policy will only be implemented after further consultation with the trade and the public. All such amendments to this Policy will be undertaken in accordance with the Council's Constitution.

For the purpose of this section, any significant amendment is defined as one that:

- a) is likely to have a significant financial effect on licence holders, or
- b) is likely to have a significant procedural effect on licence holders, or
- c) is likely to have a significant effect on the community.

Any minor amendments to this Policy may be authorised by the Environmental Services Manager and undertaken in accordance with the Council's Constitution. For the purpose of this section, any minor amendment is an amendment not defined as significant in Section 11.1 of this Policy.

10 DEFINITIONS

TERM	DEFINITION
Authorised Officer	any Officer of the Council authorised under the Council's Scheme of Delegation as contained within the Constitution
Council	East Cambridgeshire District Council
the 'Act'	The Animal Welfare Act 2006
Environmental Services Manager	The current post holder, (or their equivalent following any subsequent restructure), or any nominated person authorised by the Council's Scheme of Delegation
Policy	East Cambridgeshire District Council's Animal Licensing Policy
DEFRA	Department for Environment, Food and Rural Affairs
LACORS	Local Authorities Co-ordinators of Regulatory Services
PTIA	Pet Trade Industry Association (now known as the Pet Care Trust)
CIEH	Chartered Institute Of Environmental Health
AWF	Animal Welfare Foundation
RSPCA	Royal Society for the Prevention of Cruelty to Animals

APPENDIX 1 – ANIMAL BOARDING ESTABLISHMENT CONDITIONS

Standard Conditions applicable to Animal Boarding Establishments

General

These Standard Conditions will apply to all licences unless disapplied or varied by the Environmental Services Manager.

The granting of a licence for an Animal Boarding Establishment shall not be deemed to convey any approval or consent which may be required under any enactment by law, order or regulation other than the Animal Boarding Act 1963 (as amended).

Standard Conditions

- 1A Standard Conditions relating to Dog Boarding Establishments
- 2A Standard Conditions relating to Cat Boarding Establishments
- 3A Standard Conditions relating to Home Boarding of Dogs
- 4A Standard Conditions relating to Home Boarding of Cats
- 5A Standard Conditions for Dog Day Crèches

1A Standard Conditions relating to Dog Boarding Establishments

1 GENERAL

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or are used in association with the boarding of dogs.
- 1.2 Use of the term 'kennel' refers to combined sleeping and individual exercise areas.
- 1.3 The licence holder must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.

2 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.

3 CONSTRUCTION

3.1 GENERAL

- 3.1.1 The establishment must, at all times, be constructed 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 all relevant departments of the Council, e.g. Licensing, Planning, Building Control, etc.
- 3.1.2 Where wood has been used in existing construction it must be smooth and properly treated (i.e. applied in accordance with manufacturers' instructions) to render it impervious. Wood should not be used in exposed construction of walls, floors, partitions, or doors in the dog kennelling area. Wooden door frames are permitted if the wood is smooth and properly treated (i.e. in accordance with manufacturers'

instructions) with impervious material. There must be no projections liable to cause injury.

- 3.1.3 Fencing material must be secure and safe, and a minimum of 180cm high
- 3.1.4 Sleeping areas of kennels must be so insulated as to prevent extremes of temperature.
- 3.1.5 The construction of the kennels must be such that the security of the dog is ensured, both in terms of prevention of escape and in terms of safety and wellbeing.
- 3.1.6 All exterior wood must be properly treated (i.e. in accordance with manufacturers' instructions) against wood rot e.g. tanalised. 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 with 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 in accordance with manufacturers' instructions.
- 3.2.2 Junctions between vertical and horizontal sections should be covered using smooth impervious material capable of being easily cleansed. 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).

3.3 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 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 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 CEILING

- 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 from dogs 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 gauge) 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, for example windows that can be opened and are accessible to dogs must be suitably protected to prevent escape.

3.7 DRAINAGE

3.7.1 The establishment must be connected to mains drainage, or a Council approved sewage disposal system.

3.8 LIGHTING

3.8.1 Adequate lighting must be provided to exercise and sleeping areas to ensure the welfare of the dog. Where practicable, this must be natural light during daylight hours, however, a combination of natural and artificial light is acceptable.

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 localised draughts in the bedding area.

3.10 MAINTENANCE

3.10.1 Maintenance and repair of the whole establishment must be carried out as necessary to ensure continued compliance with all licence conditions.

4 NUMBERS OF ANIMALS

4.1 NUMBER OF DOGS PERMITTED

4.1.1 The maximum number of dogs to be kept at any one time is _____.

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 the written approval of the Council.

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

4.2 KENNEL SIZE, LAYOUT AND EXERCISE FACILITIES

- 4.2.1 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 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.

5 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 (where specified by the dog's owner).
- 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 dependant 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 of 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, 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 clinical waste must be incineration. If incineration is to be provided onsite, all necessary steps must be taken to prevent any associated nuisance.
- 5.3.6 Measures must be taken to minimise the risks to the dogs' health 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 a 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 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 by the dog's owner that dogs boarded or resident have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagiae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with 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 cases 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, as advised by a veterinary surgeon, 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, for example a 'dog grasper', must be kept on site.
- 5.6.6 The Council must be informed of the death of any boarding dog on the premises by the end of the next working day. The licence holder must make arrangements for the body to be stored at a veterinary surgeon's premises, or suitable storage facility on the premises, until the owners return.

5.7 ISOLATION

- 5.7.1 Isolation facilities must be provided.
- 5.7.2 In all licensed 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 a minimum 5m (15ft).
- 5.7.3 Adequate precautions to prevent the spread of infectious disease between the isolation and other kennels must be undertaken, for example separate equipment for use in the isolation area.
- 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:
 - a) date of arrival;
 - b) name of dog;
 - c) any identification system such as microchip number or tattoo;
 - d) description, breed, age and gender of dog;
 - e) name, address and telephone number of owner/keeper;
 - f) name, address and telephone number of contact person while boarded;
 - g) name, address and telephone number of dog's veterinary surgeon;
 - h) anticipated and actual date of departure;
 - i) 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 of the Council easy access to such information.
- 5.8.3 Where records are computerised, a backup 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 (e.g. 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 with relevant experience must always be available 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.
- 5.10.2 Dogs must be visited/checked 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 on where dogs are to be evacuated to (where practicable without endangering human life), 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 the dogs.
- 5.11.6 Precautions must be taken to prevent any accumulation of materials which may present a risk of fire.
- 5.11.7 There must be adequate means of raising an alarm in the event of a fire or other emergency.

2A Standard Conditions relating to Cat Boarding Establishments

1 GENERAL

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which cats have access and/or are used in association with the boarding of cats.
- 1.2 Use of the term 'unit' relates to combined sleeping and individual exercise areas.
- 1.3 The licence holder must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.

2 LICENCE DISPLAY

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

3 CONSTRUCTION

3.1 GENERAL

- 3.1.1 The establishment must, at all times, be constructed and operated in accordance with an approved plan, to be attached to the licence. The plan must include a floor plan of the cattery showing the position of all pens, entrances to and exits from the cattery, and any emergency exits. Before carrying out any alterations, plans must be submitted to and approved by all relevant departments of the Council, e.g. Licensing, Planning, Building Control, etc.
- 3.1.2 All units must be built on concrete base with a damp proof membrane to Building Regulation standards. This should have a minimum fall of 1 in 80. (see 3.3.2)
- 3.1.3 All exterior wood must be smooth and properly treated (i.e. applied in accordance with manufacturers' instructions) against wood rot. There must be no projections or rough edges liable to caused injury. Only products which are not toxic to cats may be used.
- 3.1.4 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.
- 3.1.5 Sleeping areas of units must be constructed so as to prevent extremes of temperature using appropriate insulating materials and providing a means of ventilation appropriate to prevailing weather and temperature during the different seasons of the year.
- 3.1.6 Fencing material must be secure and safe. Dividing wire mesh must be no less than 1.6mm in diameter with the holes in the mesh being no more than 25mm in diameter.
- 3.1.7 Both the design and construction of a boarding cattery must be such that safety and security of the cat, from both escape and theft, is ensured.
- 3.1.8 All areas to which cats have or may gain free access to, for example sleeping and exercise areas, security corridors and reception offices, must be roofed.

3.2 WALLS

- 3.2.1 The walls with which cats may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used, they must be sealed to be smooth, impervious and be resealed in accordance with the manufacturer's instructions.
- 3.2.2 Junctions between vertical and horizontal sections should be covered using smooth impervious material capable of being easily cleansed. If impractical in existing premises, all joints must be sealed.
- 3.2.3 Sneeze barriers must be provided where the gap between units is less than 625mm. These can be of half height where cats are not provided with any off ground shelving or similar, but where such shelving is provided a full height barrier must be provided of sufficient width (at least 469mm) to prevent contamination by sneezing by any cat using such shelving.

3.3 FLOORS AND CONCRETE BASES

- 3.3.1 The concrete base and floors of all buildings and units must be of smooth, impervious materials, capable of being easily cleansed and must incorporate a damp proof membrane.
- 3.3.2 Floors of all units and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids. (see 3.1.2)

3.4 CEILINGS AND ROOFING

- 3.4.1 Ceilings must be capable of being easily cleansed and disinfected.
- 3.4.2 All exercise areas and the safety passage should be covered with mesh or impermeable material. If impermeable material is used, a proportion of it must be translucent or clear such that it allows the area to be illuminated by natural daylight.

3.5 DOORS

- 3.5.1 Unit doors must be strong enough to resist impact and scratching from cats and must be fitted to be capable of being effectively secured.
- 3.5.2 Where metal edging is used, this must not present a risk of injury to the cat.
- 3.5.3 Adequate constructional precautions must be taken to prevent and control the spread of infectious disease particularly by droplet infection.

3.6 WINDOWS

- 3.6.1 All windows which pose a security risk either from escape or theft must be designed and maintained to function in such a way that makes them secure at all times.

3.7 DRAINAGE

- 3.7.1 Kitchens and toilets etc must be connected to a drainage system that is a mains or equivalent system that meets building regulations at the time of construction/installation.

3.8 LIGHTING

- 3.8.1 Adequate light must be provided to exercise and sleeping areas to ensure the welfare of the cat. Where practicable, this must be natural light during daylight hours, however, a combination of natural and artificial light is acceptable.
- 3.8.2 Adequate supplementary lighting must be provided to illuminate the area that cats have access to throughout the establishment.

3.9 VENTILATION

- 3.9.1 Ventilation subject to weather conditions must be provided to all interior areas without the creation of localised draughts in the sleeping area.

3.10 MAINTENANCE

- 3.10.1 Maintenance and repair of the whole establishment must be carried out as necessary to ensure continued compliance with all licence conditions.

4 NUMBERS OF ANIMALS

4.1 NUMBER OF CATS PERMITTED

- 4.1.1 The maximum number of cats to be kept at any one time is _____.
- 4.1.2 Each cat must be provided with a separate unit except that cats from the same household may share a unit of adequate size with the written consent of the cats' owner.
- 4.1.3 Holding units may be provided for temporarily boarding a cat for not more than 24 hours. The floor area must be a minimum of 1.11 sq.m. Holding units must have a minimum height of 900mm.
- 4.1.4 No animals other than cats are to be boarded within the licensed facilities without the written approval of the Council.
- 4.1.5 Where stray or rescue cats are accepted by the cattery they must be kept in a separate area sufficiently away from boarded cats to prevent the transmission of disease. Separate equipment must be provided for the care of stray or rescue cats. Once such cats have received veterinary screening, been properly vaccinated, neutered or spayed, and found to have no transferable conditions they may be integrated into the boarding cattery where absolutely necessary.

4.2 UNIT SIZE, LAYOUT AND EXERCISE FACILITIES

- 4.2.1 Each unit must have a sleeping area and an adjoining exercise area, which is exclusive to that unit.
- 4.2.2 Each unit must be provided with a sleeping area of at least 0.85 sq.m. for one cat, 1.5 sq.m. for two cats, or 1.85 sq.m. for up to four cats.

Units may be designated as suitable for a specific number of cats, greater than 4, at the discretion of the Council.

- 4.2.3 Units must have a minimum internal height of 1.8m.

- 4.2.4 The height of the sleeping area must be at least 91cm in existing buildings and 122cm in new buildings.
- 4.2.5 Each unit must be provided with an exercise area of at least 1.7 sq.m. for a single cat, 2.23 sq.m. for two cats, or 2.79 sq.m. for up to 4 cats.
- 4.2.6 Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.
- 4.2.7 Exercise areas must not be used as sleeping areas. Where the sleeping area is raised above floor level by at least 600mm, the area below the sleeping area can be included as part of the exercise area.
- 4.2.8 Access to the exercise area from the sleeping area must be direct and voluntary.

5 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 UNIT

- 5.2.1 Heating facilities must be available in the unit to ensure the cat's welfare.
- 5.2.2 There must be some part of the sleeping area where the cat is able to enjoy a temperature of at least 10°C (50°F).
- 5.2.3 In isolation units there should be a means of maintaining the temperature at a level suitable for the conditions of the cat or as determined by veterinary advice.

5.3 CLEANLINESS

- 5.3.1 All units, 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 of disease control and cat comfort.
- 5.3.2 Each occupied unit must be inspected and cleansed of all excreta and soiled material from all areas used by cats at least daily and more often if necessary.
- 5.3.3 Suitable bedding must be provided which allows the cat to be comfortable and which is capable of being easily and adequately cleaned and disinfected.

Such equipment must be sited out of draughts. Bedding material must be checked daily and maintained in a clean, parasite-free and dry condition.
- 5.3.4 Suitably sited litter trays, which are easy to clean and impermeable, must be provided at all times. These must be cleansed, and all excreta and soiled materials must be removed, at least once a day and as necessary at any time during the day if found to be unduly soiled. A suitable material for litter must be provided.
- 5.3.5 Each unit must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.

- 5.3.6 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of cats with infectious diseases. The final deposit route for all clinical waste must be incineration by a method that meets local authority and other waste disposal regulations.
- 5.3.7 Measures must be taken to minimise the risks to the cats' health from rodents, insects and other pests within the establishment.

5.4 FOOD AND WATER SUPPLIES

- 5.4.1 All cats must be adequately supplied with suitable food. At least two meals a day must be offered at approximately 8 hours apart. Wholesome water must be available at all times and changed regularly, as a minimum once per day.
- 5.4.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected and must be maintained in a clean condition.

5.5 KITCHEN FACILITIES

- 5.5.1 Facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the cats. These should be separate from any facilities used to prepare food for human consumption.
- 5.5.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and processes adopted that ensure no food contamination occurs.
- 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 be provided for staff use; it would be acceptable for this to be provided in combination with staff toilet facilities.
- 5.5.4 Where appropriate and necessary, containers must be provided for the storage of foods and shall be so constructed and kept in such order, repair and condition as to be proofed against insects and other pests or contamination.

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 cats, staff and visitors.
- 5.6.2 Proof must be provided by the cat's owner that cats boarded or resident have current vaccinations against Infectious Feline Enteritis, feline respiratory disease and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturers instructions. A record that this proof has been supplied must be kept on-site throughout the period that the cat is boarded.
- 5.6.3 Advice must be sought from a veterinary surgeon in any cases where a cat shows any signs of disease, injury or illness. Where any cat is sick or injured, any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.
- 5.6.4 A well stocked first-aid kit, as advised by a veterinary surgeon, suitable for use on cats must be available and accessible on site.

5.6.5 The Council must be informed of the death of any boarding cat on the premises by the end of the next working day. The licence holder must make arrangements for the body to be stored at a veterinary surgeon's premises, or suitable storage facility on the premises, until the owners return.

5.7 ISOLATION

5.7.1 Isolation facilities must be provided for accommodating cats that are identified as having any infectious or contagious condition.

5.7.2 These isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main units. This must be a minimum 3 metres. See also temperature control section which is also applicable, unless overridden by veterinary advice.

5.7.3 Feeding and drinking vessels and food preparation utensils used for cats in isolation should be cleansed and sterilised separately to those of the other boarding cats. Full barrier nursing should be practised, including the use of disposable coveralls where appropriate, and in all situations the highest hygiene standards must be observed, for example hands must be washed after leaving the isolation facilities before visiting any other units.

5.8 REGISTER

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

- a) date of arrival;
- b) name of cat;
- c) any identification system such as microchip number or tattoo;
- d) description, breed, age and gender of cat;
- e) name, address and telephone number of owner/keeper;
- f) name, address and telephone number of contact person while boarded;
- g) name, address and telephone number of cat's veterinary surgeon;
- h) anticipated and actual date of departure;
- i) health, welfare and nutrition requirements;
- j) immunisation/vaccination.

5.8.2 The register must be kept readily available for a minimum of a 24 month rolling period and kept in such a manner as to allow an Authorised Officer of the Council easy access to such information.

5.8.3 Where records are computerised, a backup 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 UNITS

5.9.1 Each unit must be clearly marked (e.g. numbered) and a system in place which ensures that relevant information about the cat in that unit is readily available.

5.10 SUPERVISION

5.10.1 A fit and proper person must always be available to carry out regular reviews during the day to ensure the cats' welfare and be contactable to deal with emergencies whenever cats are boarded at the premises. This person must not have any

conviction or formal Cautions for any animal welfare related offence.

5.11 FIRE PRECAUTIONS

- 5.11.1 Appropriate steps must be taken for the protection of the cats in case of fire or other emergencies.
- 5.11.2 An emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on where cats are to be evacuated to (where practicable without endangering human life), 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 installed and maintained such that they meet the appropriate standards at the time of installation. There must be a residual current circuit breaker system on each block of units.
- 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 the cats.
- 5.11.6 Precautions must be taken to prevent any accumulation of materials which may present a risk of fire.
- 5.11.7 There must be adequate means of raising an alarm in the event of a fire or other emergency.

3A Standard Conditions relating to Home Boarding of Dogs

1 GENERAL

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or are used in association with the boarding of dogs.
- 1.2 Applicants should consult the Council's Planning Department to determine whether or not planning permission will be needed to carry on the business of home boarding of animals.
- 1.3 The licence holder 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 Animals Act 1976 are not to be accepted for home boarding.
- 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 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 boarded at any one time is _____*.
- 3.2 Only dogs from the same household may be boarded at any one time, unless approval is given by the Council, and the following additional requirements are followed:
 - a) specific written consent of each owner showing confirmation that they are content for their dogs to be boarded with others is given and retained.
 - b) a mandatory, trial (documented) familiarisation session for all dogs prior to stay.
 - c) separation of dogs from different households in secure areas is ensured if the dogs are not being supervised.

- d) the dogs are fed separately to minimise the likelihood of dispute and aggression.
- 3.3 Dogs must not be boarded with any cat, unless they normally live together in the same household.
- 3.4 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.
- 3.5 The licence holder 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. The use of any outbuilding, garage or shed will not be permitted, and will not be taken into account when considering the maximum number of dogs to be permitted.
- 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 separate the dogs, if necessary.
- 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 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, 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 Council.
- 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 disposal 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 licence holder, 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's 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 cases 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, as advised by a veterinary surgeon, suitable for use on dogs must be available and accessible on site.
- 5.5.5 The licence holder must be registered with a veterinary practice that can provide 24-hour help and advice. The client's 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. Careful consideration must be given to the usage instructions and recommendations issued with the 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 licence holder must inform the Council 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 Council as agreed with their authorised veterinary surgeon.
- 5.6.4 The Council must be informed of the death of any boarding dog or injury of any boarding dog on the premises by the end of the next working day. In the event of the death of an animal, the licence holder must make arrangements for the body to be stored at a veterinary surgeon's 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:
 - a) date of arrival;
 - b) name of dog;
 - c) any identification system such as microchip number or tattoo;
 - d) description, breed, age and gender of dog;
 - e) name, address and telephone number of owner/keeper;
 - f) name, address and telephone number of contact person while boarded;
 - g) name, address and telephone number of dog's veterinary surgeon;
 - h) anticipated and actual date of departure;
 - i) proof of current vaccinations, medical history and requirements;
 - j) health, welfare and nutrition requirements.
- 5.7.2 Such a register is to be available for inspection at all times by an Authorised Officer of the Council or a veterinary surgeon.
- 5.7.3 The register must be kept readily available for a minimum of two years and kept in such a manner as to allow an Authorised Officer of the Council easy access to such information.

- 5.7.4 If medication is to be administered, this must be recorded.
- 5.7.5 Where records are computerised, a backup 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 offences.
- 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 three hours at a time and then not on a regular basis.
- 5.8.3 No home where there are children under five years of age will be licensed.
- 5.8.4 Only persons over sixteen 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 the owner's written permission is given.
- 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 if a boarding dog is not on a lead.
- 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, as well as the owner's details.
- 5.9.6 The Council must be informed by the next working day if a dog is lost.

5.10 FIRE 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 licence holder 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 two working smoke detectors located at the top and bottom of the staircase or other appropriate locations, and a carbon monoxide alarm (if a boiler or open flame heating system is present).
- 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 as 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 five 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 Council.

4A Standard Conditions relating to Home Boarding of Cats

1 GENERAL

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which cats have access and/or are used in association with the boarding of cats.
- 1.2 Applicants should consult the Council's Planning Department to determine whether or not planning permission will be needed to carry on the business of home boarding of animals.
- 1.3 The licence holder must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.
- 1.4 Entire males and queens in season must not be boarded with other cats. Kittens under 6 months of age must not be boarded with any other cats, unless it is their mother.

2 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 premises or made available to each boarder.

3 NUMBERS OF ANIMALS

- 3.1 The maximum number of cats to be kept at any one time is _____.
- 3.2 Only cats from the same household may be boarded at any one time, unless approval is given by the Council, and the following additional requirements are followed:
 - a) specific written consent of each owner showing confirmation that they are content for their cats to be boarded with others is given and retained.
 - b) a mandatory, trial (documented) familiarisation session for all cats prior to stay.
 - c) separation of cats from different households in secure areas is ensured if the cats are not being supervised.
 - d) the cats are fed separately to minimise the likelihood of dispute and aggression.
- 3.3 Cats must not be boarded with any dog, unless they normally live together in the same household.
- 3.3 Where there is a resident cat or dog kept at the household, written consent from the owners of the boarded cat must be gained following a trial familiarisation session.
- 3.4 The licence holder 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 Cats must live in the home as family pets. There must be no external construction of buildings, cages or runs. The use of any outbuilding, garage or shed will not be permitted, and will not be taken into account when considering the maximum number

of cats to be permitted.

- 4.2 There must be adequate space, light, heat and ventilation for the cats.
- 4.3 As far as reasonably practicable, all areas/rooms within the home to which boarded cats have access must have no physical or chemical hazards that may cause injury to the cats.
- 4.4 There must be sufficient space available to be able to keep the cats separately if required.
- 4.5 If a collection and delivery service is provided, a suitable vehicle with a cat cage must be provided.

5 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 CLEANLINESS

- 5.2.1 All areas to which the cats have access, including the kitchen, 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 cat comfort.
- 5.2.2 Suitably sited litter trays which are easy to clean and impermeable must be provided at all times. These must be emptied and cleansed at least once a day and as necessary at any time during the day if found to be unduly soiled. A suitable material for litter must be provided.
- 5.2.3 All excreta and soiled material must be removed from all areas used by cats at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Council.
- 5.2.4 All bedding areas must be kept clean and dry.
- 5.2.5 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 cats with infectious diseases. The final disposal route for all such waste shall comply with current waste regulations.
- 5.2.6 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 cats 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 cat with its own bedding, bowls,

grooming materials, etc.. These items must be cleaned regularly to prevent cross-infection. The licence holder, 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 after each meal and each cat 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 cats, staff and visitors.
- 5.5.2 Proof must be provided that cats boarded or resident have current vaccinations against infectious feline enteritis, feline respiratory 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 cat is boarded.
- 5.5.3 Advice from a veterinary surgeon must be sought in cases of signs of disease, injury or illness. Where any cat is sick or injured, any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.
- 5.5.4 A well stocked first-aid kit, as advised by a veterinary surgeon, suitable for use on cats must be available and accessible on site.
- 5.5.5 The licence holder must be registered with a veterinary practice that can provide 24-hour help and advice. The client's own veterinary practice must be 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 cats. 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 Cats showing signs of any disease or illness shall be isolated from any other cats

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 licence holder must inform the Council on the next working day if a cat 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 Council as agreed with their authorised veterinary surgeon.
- 5.6.4 The Council must be informed of the death of any boarding cat, or injury of any boarding cat on the premises by the end of the next working day. The licence holder must make arrangements for the body to be stored at a veterinary surgeon's premises until the owners return.

5.7 REGISTER

- 5.7.1 A register must be kept of all cats boarded. The information kept must include the following:
 - a) date of arrival;
 - b) name of cat;
 - c) any identification system such as microchip number or tattoo;
 - d) description, breed, age and gender of cat;
 - e) name, address and telephone number of owner/keeper;
 - f) name, address and telephone number of contact person while boarded;
 - g) name, address and telephone number of cat's veterinary surgeon;
 - h) anticipated and actual date of departure;
 - i) proof of current vaccinations, medical history and requirements;
 - j) health, welfare and nutrition requirements.
- 5.7.2 Such a register is to be available for inspection at all times by an Authorised Officer of the Council or a veterinary surgeon.
- 5.7.3 The register must be kept readily available for a minimum of two years and kept in such a manner as to allow an Authorised Officer of the Council easy access to such information.
- 5.7.4 If medication is to be administered, this must be recorded.
- 5.7.5 Where records are computerised, a backup 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 cats are boarded at the premises. This person must not have any conviction or formal cautions for any animal welfare related offences.
- 5.8.2 Cats must be visited at regular intervals as necessary for their health, safety and welfare, and must not be left unattended for longer than three hours at a time and then not on a regular basis.

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

5.9 EXERCISE

5.9.1 Cats must not be allowed outside unless they are on leads unless the owner's written permission is given.

5.9.2 A double door system must be employed so that no cat has direct access to any external door in regular use.

5.9.3 Cats 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.

5.9.4 The Council must be informed on the next working day if a cat is lost.

5.10 FIRE PRECAUTIONS

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

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

5.10.3 Careful consideration needs to be given to the sleeping area for cats 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 cats 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 licence holder must have suitable arrangements for the temporary boarding of cats 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 two working smoke detectors located at the top and 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 cat must be left in a room with loose or trailing cables or wires.

5.10.8 All heating appliances must be as 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 five 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 Council.

5A Standard Conditions relating to Dog Day Crèches

1 GENERAL

- 1.1 Applicants should consult the Council's Planning Department to determine whether or not planning permission will be needed to carry on the business of day boarding of animals.
- 1.2 The licence holder must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.

2 INTRODUCTION

- 2.1 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 day care boarding of dogs.
- 2.2 No dog registered under the Dangerous Dogs Act 1991 must be accepted for day care boarding.
- 2.3 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for day care boarding.
- 2.4 Entire males and bitches in season or bitches due to be in season or bitches due to be in season during boarding, including resident dogs, must not be boarded together.
- 2.5 Puppies must not be boarded with other dogs until completion of a full course of inoculations.

3 LICENCE DISPLAY

- 3.1 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.

4 NUMBERS OF ANIMALS

- 4.1 The maximum number of dogs to be boarded at any one time is _____*.

5 CONSTRUCTION

- 5.1 All materials used in the construction of walls, floors, partitions, doors and door frames to be made durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.
- 5.2 The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 5.3 There must be adequate space, light, heat and ventilation for the dogs.
- 5.4 All areas/rooms within the premises to which boarded dogs have access must have no physical or chemical hazards that may cause injury to the dogs.

- 5.5 There must be sufficient space or facilities available on the premises to be able to separate the dogs, if required.
- 5.6 There must be separate kennelling for at least 50% of the capacity of day boarded dogs. These kennels shall be at least 2.5m², and comprise of a sleeping area, an area for defecating (which is secure and can be accessed voluntarily), and which shall be constructed so as to comply with the Council's conditions for dog boarding establishments.

6 MANAGEMENT

6.1 TRAINING

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

6.2 CLEANLINESS

- 6.2.1 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.
- 6.2.2 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 Authorised Officer of the Council.
- 6.2.3 All bedding areas must be kept clean and dry.
- 6.2.4 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.
- 6.2.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

6.3 FOOD AND WATER SUPPLIES

- 6.3.1 All dogs shall have an adequate supply of suitable food as directed by the client.
- 6.3.2 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.
- 6.3.3 Suitable bedding, bowls, grooming materials etc must be provided. These items must be cleaned regularly to prevent cross-infection.
- 6.3.4 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.

6.4 KITCHEN FACILITIES

- 6.4.1 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.
- 6.4.2 All bulk supplies of food shall be kept in vermin proof containers.
- 6.4.3 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.
- 6.4.4 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 be provided for staff use.

6.5 DISEASE CONTROL AND VACCINATION

- 6.5.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 6.5.2 Proof must be provided that dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) and Canine Parvovirus, kennel cough and other relevant diseases as specified by the Local Authority from time to time. 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.
- 6.5.3 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.
- 6.5.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site. All staff must be trained in animal first aid.
- 6.5.5 The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The client's own veterinary practice must be known and consulted if necessary.
- 6.5.6 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in dogs. Written records must be maintained of all routine and emergency treatment for parasites given to the dogs whilst at the premises.
- 6.5.7 The premises shall be treated for fleas and parasites with an effective product as necessary.
- 6.5.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

6.6 ISOLATION AND CONTAGIOUS DISEASE OUTBREAK

- 6.6.1 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 isolation of any sick animal.

- 6.6.2 The Licensee must inform the Council without delay if a dog develops an infectious disease.
- 6.6.3 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new dogs are admitted. This period will be specified by an Authorised Officer of the Council with advice from a veterinary surgeon.
- 6.6.4 The Council must be informed of the death of any boarding dog, or injury of any boarding dog on the premises by the end of the next working day. The Licensee must make arrangements for the body to be stored at a veterinary surgeon's premises until the owners return unless directed otherwise by the owner or their representative.

6.7 REGISTER

6.7.1 A register must be kept of all dogs boarded. The information kept must include the following:

- Date and time 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
- Details of any treatment administered whilst the dog is being boarded. If any dog is involved in an incident which gives rise to concern for the animals welfare, even if no injury is visible or apparent, the owner must be notified of the incident in writing and any follow up advice given.
- Health, welfare nutrition and exercise requirements
- Copy of written consent from the owner to their dog having contact with other dogs
- Date of the last season of any entire bitch

6.7.2 Such a register is to be available for inspection at all times by an Authorised Officer of the Council and/or a veterinary surgeon.

6.7.3 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.

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

6.7.5 Where records are computerised, a backup copy must be kept. The register must also be available to members of staff of the establishment at all times.

6.8 SUPERVISION

6.8.1 A fit and proper person with relevant experience must always be available 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.

- 6.8.2 There shall be one such person present in any shared exercise area when dogs are being exercised. There shall be a ratio of no less than one person for every 5 dogs in the area.
- 6.8.3 Dogs must not be left unattended at any time.
- 6.8.4 The staff/licensee of the property must be aware of the location of the dogs in the property at all times.
- 6.8.5 A thorough assessment and introduction session must be carried out for all dogs prior to them interacting with existing day boarders, the record of this to be retained and available to staff at all times

6.9 EXERCISE

- 6.9.1 Dogs must be exercised in accordance with their owner's wishes. When dogs are taken off the premises, they must be kept on leads unless with the owners prior written permission.
- 6.9.2 Shared exercise areas must be kept clean at all times, with dog faeces cleared away immediately. The Council reserves the right to make it a condition of the licence that exercise areas are covered to reduce noise outbreak where it is deemed necessary.
- 6.9.3 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 double and able to be locked.
- 6.9.4 If there is a pond at the premises, it must be suitably protected so as to prevent access by dogs.
- 6.9.5 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.
- 6.9.6 The Council and the 101 Service shall be informed without delay if a dog is lost. The Council number to call is 01353 665555.
- 6.9.7 Any internal shared exercise areas must be covered with a non slip, non permeable material, and regularly cleaned. Any gaps in the material used must be sealed.
- 6.9.8 Shared exercise areas shall allow at least 100ft² (10ft*10ft) of space per dog.

6.10 FIRE/EMERGENCY PRECAUTIONS

- 6.10.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 6.10.2 Careful consideration needs to be given to the resting area for dogs to ensure that they can be easily evacuated in the event of a fire or other emergency, without putting the occupiers of the property at risk.
- 6.10.3 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 operation 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 are rendered uninhabitable.

6.10.4 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The premises must have smoke detectors in appropriate locations.

6.10.5 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.

6.10.6 All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or unsealed oil appliances. Any other freestanding appliances must be kept in a safe, secure manner and should not be easily knocked over by boarding dogs.

6.11 TRANSPORT OF ANIMALS

6.11.1 If a collection or delivery service is provided, a suitable vehicle with a dog guard, cage or other suitable restraint must be used.

Standard Conditions relating to Dangerous Wild Animal licences

1 GENERAL

- 1.1 These Standard Conditions will apply to all licences unless disapplied or varied by the Environmental Services Manager.
- 1.2 The granting of a licence for a Dangerous Wild Animal shall not be deemed to convey any approval or consent which may be required under any enactment by law, order or regulation other than the Dangerous Wild Animals Act 1976 (as amended).

2 STANDARD CONDITIONS

- 2.1 While any animals are being kept under the authority of this licence;
- (i) the animal shall be kept by no person other than the person specified in the licence,
 - (ii) the animal shall normally be held at such premises as specified in the licence,
 - (iii) the animal shall not be moved from those premises except for veterinary treatment or with the written consent of the Council
 - (iv) the licence holder shall hold a current insurance policy which insures him/her, and any other person entitled to keep the animal under the authority of this licence, against liability for any damage which may be caused by the animal, the terms of such policy being satisfactory in the opinion of the Council,
 - (v) the public liability insurance required in (iv) above shall provide cover to a minimum of ten million pounds. This figure may be reduced according to the number and species of animals, however, a minimum cover of ten million pounds is required unless stated otherwise on the licence.
- 2.2 The species and number of animals of each species which may be kept under the authority of this licence shall be restricted to those specified in the Schedule of Animals attached to the licence.
- 2.3 The licence holder shall, at all reasonable times, make available the licence to any person entitled to keep any animal under the authority of the licence.
- 2.4 Any change in species, or increase in numbers of a species, will only be permitted if written consent of the Council is first obtained and the Schedule of Animals attached to the licence is amended by the Council.

3 SPECIAL CONDITIONS

Given the unique nature of these establishments, the Council may impose specific special conditions relating to the individual premises based on the species and number of each species kept. These conditions would be imposed in consultation with a specialist veterinary surgeon, or other recognised expert, and attached to the licence as a Schedule of Special Conditions.

APPENDIX 3 – DOG BREEDING CONDITIONS

These Standard Conditions will apply to all licences unless disapplied or varied by the Environmental Services Manager.

Domestic dog breeders, that is, those who engage in the small scale breeding of dogs from within a normal domestic house will only be subject to sections 3.1, 5.1, 5.4, 5.6, 5.8 to 5.16, and 6 in their entirety, and sub-section 4.1.1 of these conditions.

The granting of a licence for a Dog Breeding Establishment shall not be deemed to convey any approval or consent which may be required under any enactment by law, order or regulation other than the Breeding of Dogs Act 1973 (as amended).

Standard Conditions relating to Dog Breeding Establishments

1 GENERAL

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or are used in association with the breeding of dogs.
- 1.2 Use of the term 'kennel' refers to combined sleeping and individual exercise areas.
- 1.3 The licence holder must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.
- 1.4 No dog or puppy shall be sold, or have their ownership transferred to a person under the age of 16, unless that person is accompanied by a person over the age of 16, or a parent or guardian has provided written consent.
- 1.5 No puppy under 8 weeks of age shall be sold to a member of the public.
- 1.6 The maximum number of dogs to be permitted on the premises will be determined by the available accommodation, potential litter sizes, and the effectiveness of site management. It will also include all dogs on the establishment not just those used for breeding purposes.

2 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 breeding establishment.

3 CONSTRUCTION

3.1 GENERAL

- 3.1.1 Dogs must at all times be kept in accommodation suitable as respects construction, size of quarters, numbers of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness.
- 3.1.2 Dogs kept in domestic premises must have free access to more than one room and every dog must be provided with continual access to a comfortable, dry, draught-free, clean and quiet place to rest.

- 3.1.3 Dog crates, where used (and whilst not acceptable as permanent housing) must be of sufficient size to allow each dog to be able to sit and stand at full height, step forward, turn around, stretch and lie down in a natural position and wag its tail without touching the sides of the crate and to lie down without touching another individual.

3.2 KENNEL CONSTRUCTION

- 3.2.1 Where kennels are provided, within converted outbuildings, consideration must be given to cleaning, wildlife access, vermin control, natural lighting and ventilation.
- 3.2.2 All internal surfaces used in the construction of walls, floors, ceilings, partitions, doors and door frames must be durable, smooth and impervious, easily cleaned and disinfected. Kennels must be free from hazards and there must be no projections or rough edges liable to cause injury. Sleeping areas of kennels must be insulated so as to prevent extremes of temperature.
- 3.2.3 The construction must be such that the security of the dog is ensured. Fencing material must be safe and secure. Where galvanised welded mesh is used for fencing and cages or kennels, the wire diameter should not be less than 2mm (14 standard wire gauge) excluding any covering and the mesh size should not exceed 5cm (2in).

3.3 WALLS AND PARTITIONS

- 3.3.1 Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleaned and disinfected.
- 3.3.2 Partitions between accommodations should be solid up to 120cm or higher to avoid direct nose-to-nose contact between dogs.

3.4 FLOORS

- 3.4.1 Flooring must be of a non-slip, urine-resistant material. It must be laid in a way and at a fall that avoids the pooling of liquids. Slatted or wire mesh floors must not be used.
- 3.4.2 Floors of all buildings, individual exercise areas and kennels must be of smooth, impervious materials, capable of being easily cleaned and disinfected while providing sufficient grip for the animal to walk or run without sustaining injury.

3.5 CEILINGS

- 3.5.1 Ceilings must be capable of being cleaned and disinfected.

3.6 DOORS

- 3.6.1 Kennel doors must be strong enough to resist impact and scratching and must be capable of being effectively secured.
- 3.6.2 Where metal bars and frames are used, they must be of suitable gauge (approximately 10-14 gauge) 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.
- 3.6.3 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.

3.7 WINDOWS

- 3.7.1 Windows must not pose a security risk and must be escape proof for the protection of the dog as well as the public.

3.8 DRAINAGE

- 3.8.1 The establishment must be connected to mains drainage or an approved sewerage disposal system.

3.9 LIGHTING

- 3.9.1 Adequate lighting must be provided to exercise and sleeping areas to ensure the welfare of the dog. Where practicable, this must be natural light during daylight hours, however, a combination of natural and artificial light is acceptable.
- 3.9.2 Lighting must be of sufficient standard to enable efficient working both during and after daylight hours.

3.10 VENTILATION

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

4 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.....

4.2 KENNEL DESIGN (SIZE, LAYOUT AND EXERCISE FACILITIES)

- 4.2.1 Each kennel must be of suitable size for the number of occupants, and consist of a sleeping area and a separate exercise area. Dogs must be able to walk, turn around easily, wag their tails without touching the kennel sides, and lie down without touching another dog.
- 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 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.

5 MANAGEMENT

5.1 TRAINING

- 5.1.1 Where staff are employed, a written training policy should be provided. Training of staff, whether permanent or temporary, should be demonstrated (via appropriate training records) to have been carried out on all aspects of the care of all ages of dogs and updated regularly. Staff should be adequately trained in the work they are expected to carry out.
- 5.1.2 The following are regarded as essential topics to be covered in the training programme relating to the care of dogs: Animal Health and Welfare; Cleanliness and Hygiene; Feeding and Food Preparation; Disease Prevention and Control; Recognition of Sick Animals; Dog Handling; Health and Safety; Emergency Procedures, Normal Whelping and Responsible Breeding.
- 5.1.3 Sufficient adequately trained staff must be available every day to carry out all the interactions and procedures with dogs specified in this document.

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(s).
- 5.2.2 There should be some part of the sleeping area where the dog(s) is/are able to enjoy a temperature of between 10°C -26°C. Temperature should be relevant to the type and breed of dog(s). If necessary, heating and/or automatic cooling/ventilation should be used to achieve this.
- 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 dependant 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 of 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, 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 clinical waste must be incineration. If incineration is to be provided onsite, all necessary steps must be taken to prevent any associated nuisance.
- 5.3.6 Measures must be taken to minimise the risks to the dogs' health 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. Clean water must be available at all times and changed at least daily.
- 5.4.2 Dogs must be fed a diet appropriate to their age, breed, activity level and stage in the breeding cycle.
- 5.4.3 Dogs must be fed individually with separate bowls, and eating vessels must be cleansed after each meal.
- 5.4.4 Food must be stored in vermin-proof containers and fresh food must be refrigerated.
- 5.4.5 Drinking vessels must be cleansed daily.

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 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, VACCINATION, AND WORMING

- 5.6.1 All reasonable precautions must be taken to prevent and control the spread among dogs of infectious or contagious diseases.
- 5.6.2 Licence holders must take all reasonable steps to protect the animal from pain, suffering, injury and disease. All breeding establishments must be registered with a Veterinary Practice and ensure full details are made available to the Licensing Authority.
- 5.6.3 A fully maintained first-aid kit suitable for use on dogs and puppies must be available and accessible on the premises.
- 5.6.4 The Council must be informed of any breeding bitch on the premises by the end of the next working day.

5.7 ISOLATION

- 5.7.1 Isolation facilities must be provided.
- 5.7.2 In all licensed 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 a minimum 5m (15ft).

- 5.7.3 Adequate precautions to prevent the spread of infectious disease between the isolation and other kennels must be undertaken, for example separate equipment for use in the isolation area.
- 5.7.4 Hands must be washed after leaving the isolation facilities before visiting the other kennels.
- 5.7.5 Veterinary advice must be sought for any animal with a potentially infectious disease.
- 5.7.6 Complete disinfection of the isolation facilities and equipment must be carried out once vacated.

5.8 RECORD KEEPING

- 5.8.1 Accurate records in a form prescribed by regulations must be kept at the premises and made available for inspection there by any Officer of the local authority or any veterinary surgeon, authorised by the local authority to inspect the premises.

5.9 SUPERVISION

- 5.9.1 A fit and proper person must always be present to exercise supervision and deal with emergencies. This person must not have any conviction or formal cautions for any animal welfare related offence.
- 5.9.2 Any person with responsibility for supervision should be over the age of 16.
- 5.9.3 Dogs must not be left alone for long periods and must be checked at the start and end of every working day and regularly by a member of staff at least every four hours during the day.

5.10 FIRE 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 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on where dogs are to be evacuated to (where practicable without endangering human life), in the event of a fire or other emergency.
- 5.10.3 Fire-fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.
- 5.10.4 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.
- 5.10.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to the dogs.
- 5.10.6 Precautions must be taken to prevent any accumulation of materials which may present a risk of fire.
- 5.10.7 There must be adequate means of raising an alarm in the event of a fire or other emergency.

5.11 ENVIRONMENTAL ENRICHMENT AND EXERCISE

- 5.11.1 Dogs must be provided with environmental enrichment, and the ability to have some control over their environment.
- 5.11.2 Dogs must not be kept permanently confined. Arrangements must be made for the dogs to be exercised at least twice a day.

5.12 HANDLING AND HABITUATION

- 5.12.1 Breeding dogs must be handled and examined regularly to identify changes in health, weight and behaviour, also to ensure dogs are habituated to handling by people.

5.13 WEANING PROCEDURES

- 5.13.1 Puppies must start the weaning process as soon as they are capable of ingesting food on their own. The food offered must be appropriate for the stage of development of the puppies. Puppies at weaning must initially be offered food five times a day. It must be ensured that each puppy takes the correct share of the food offered.
- 5.13.2 During lactation, the bitch must have sufficient appropriate food to satisfy the demands being made upon her.

5.14 TRANSPORT

- 5.14.1 Dogs and puppies being transported to and from breeding establishments must be properly supervised to ensure compliance with the obligations under the 1973 Act. All appropriate steps must be taken to ensure that the dogs will be provided with suitable food, drink and bedding material and adequately exercised when being transported to or from the breeding establishment. Bitches must not be transported in the last stages of pregnancy, ideally not from 54 days after mating, unless to a veterinary surgeon for treatment. Bitches must not be transported for 48 hours after whelping unless it is to see a veterinary surgeon for treatment.
- 5.14.2 Whenever dogs are transported they must be fit and healthy for the intended journey. Injured and/or diseased dogs must not be transported (except for minor illness or injury, as determined by trained and competent staff) unless they are being taken to a veterinary surgery.
- 5.14.3 Puppies must not be transported before eight weeks of age without their dam unless a veterinary surgeon agrees otherwise for health and/or welfare reasons, or in an emergency.

5.15 HEALTH AND WELFARE OF THE BREEDING STOCK AND LITTERS

- 5.15.1 Bitches must not be mated if they are less than one year old.
- 5.15.2 Bitches must not give birth to more than six litters of puppies each in their lifetime.
- 5.16.3 Bitches must not give birth to puppies before the end of the period of twelve months, beginning with the day on which they last gave birth to puppies.

5.16 SOCIAL CONTACT FOR DOGS AND SOCIALISATION OF PUPPIES

- 5.16.1 **Adult Dogs** - All dogs used for breeding must be kept in an environment that allows adequate social contact with both other dogs and people.

Puppies - Puppies must be handled regularly from shortly after birth for short periods (e.g. gently picking up and examining) to habituate them to human contact and to examine them for any sign of disease and to ensure they are feeding properly.

5.16.2 From 3 weeks old puppies must be habituated to events likely to be encountered in a domestic environment.

5.16.3 To learn social skills with other dogs, puppies must be maintained as a litter, or with puppies of a similar age and size.

6 WHELPING FACILITIES

6.1 There must be a separate whelping pen or room for each whelping bitch in which to whelp. There must be direct access to the whelping area for kennel personnel without disturbing the general kennel population. Once separated there must be increased social contact with humans.

6.2 Each whelping pen must be constructed of easily cleanable impervious materials. The area must be cleaned regularly and a record kept of cleaning procedures. The whelping pen must have a divider to allow the bitch to access an area where she cannot be reached by the puppies. There must be natural daylight available during daylight hours.

6.3 There must be a whelping bed raised off the floor and with sides high enough to prevent new born puppies from falling out. The bed must contain sufficient bedding to ensure a soft surface for the bitch and to enable the absorption of mess resulting from whelping. The bed must be constructed of easily cleanable impervious material and must be thoroughly cleaned and disinfected between litters. Where a bitch is whelped in a domestic environment it is acceptable for a temporary disposable covering to be used.

6.4 The whelping area must be maintained at an appropriate temperature. The bitch must be able to move away from heat spots. There should be an area maintained between 26-28 degrees Celsius. This can be achieved with a local heat source such as a heat lamp.

6.5 Bitches must be adequately supervised during whelping and records kept of:

- time of birth of each puppy
- puppies' sex, colour and weight
- placentae passed
- any other significant events.

6.6 Bitches must be allowed a minimum of four periods a day for toileting and exercise away from their puppies.

7 NEW OWNERS

7.1 A clear written procedure shall be produced that enables licence holders to be confident that customers are able to meet the animal's welfare needs prior to a sale taking place.

7.2 Documentation should also be routinely provided to purchasers of puppies, for example as a 'puppy pack', including information on the puppy's diet, worming history, five generation pedigree (where relevant), any parental or puppy health

check results, any veterinary treatment or ongoing medication, health insurance, socialisation history, and advice on ongoing care. Purchasers of puppies should also receive a puppy contract (AWF/RSPCA - <http://puppycontract.rspca.org.uk/home>), and full contact details of the breeder.

APPENDIX 4 – PET SHOP CONDITIONS

Standard Conditions relating to Pet Shop Licences

1 GENERAL

- 1.1 These Standard Conditions will apply to all licences unless disapplied or varied by the Environmental Services Manager.
- 1.2 The granting of a licence for a Pet Shop shall not be deemed to convey any approval or consent which may be required under any enactment by law, order or regulation other than the Pet Animals Act 1951 (as amended).
- 1.3 The licence holder must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.

2 LICENCE DISPLAY

- 2.1 The licence, or a copy of the licence, must be suitably displayed to the public in a prominent position.

3 ACCOMMODATION

- 3.1 Animals must at all times be kept in accommodation and environment suitable to their species with respect to situation, size, temperature, lighting, ventilation and cleanliness and not exposed to draughts. All accommodation must be kept in good repair.
- 3.2 If animals are displayed outdoors, they must have protection appropriate to their species.
- 3.3 Housing must be constructed of non-porous materials or be appropriately treated.
- 3.4 In order to control the spread of disease, and to prevent injury, animals must not be kept in housing in such a way that they can be disturbed by other animals or by the public. Signage must be in place to deter public interference.
- 3.5 All livestock for sale must be readily accessible and easy to inspect, with cages sited so that the floor of the cage is readily visible.
- 3.6 Accommodation must be cleaned as often as necessary to maintain good hygiene standards.
- 3.7 Where accommodation is on a tiered system, water, food or other droppings must not be allowed to enter the lower housing.
- 3.8 All accessories provided in the accommodation must be suitable for the species. When designing accommodation, consideration should be given to using systems which would allow removal of the animals in case of emergency. This provision would not usually apply to aquariums and ponds.
- 3.9 Accommodation in the trading area should display information on the animal, such as, where the animal is from, the type of environment they need, an indication of how

difficult upholding the “five needs” of welfare will be, and expected life-span.

4. EXERCISE FACILITIES

- 4.1 Suitable and sufficient facilities must be available, where appropriate. For puppies, where required, a covered exercise area of at least 2.46 square metres (26 sq ft) should be provided. Exercise areas should have a minimum height of 1.8 metres (6 ft) to facilitate adequate access by staff for cleaning.

5 REGISTER OF ANIMALS

- 5.1 A livestock purchase register must be maintained for all livestock. A sales register must be maintained for puppies, kittens, psittacines and species contained in the Schedule to the Dangerous Wild Animals Act 1976 (as modified). The name, address and telephone number of the purchaser should be obtained.
- 5.2 An inventory of animals shall be maintained, which takes into account all animals received, sold, and mortalities.
- 5.3 Animals under veterinary treatment must be identifiable.

6 STOCKING NUMBERS AND DENSITIES

- 6.1 The maximum numbers of animals to be stocked on the premises will be governed by the accommodation available, as stated in the stocking density lists detailed in these licence conditions. These stocking densities are provided for guidance and recommendation only.
- 6.2 No animals, other than those specified in the licence, may be stocked without prior written approval from the Council. The licence will specify each taxa permitted to be kept for sale in the licensed premises, however, in the case of reptiles the licence will specify the scientific name of each permitted species.
- 6.3 Where appropriate all animals must be housed in social groups of suitable size.

7 HEALTH, DISEASE AND ACCLIMATISATION

- 7.1 All stock for sale must be in good health and free from obvious parasitic infestation as far as can be reasonably determined without veterinary inspection.
- 7.2 Any sick or injured animal must receive appropriate care and treatment without delay. Inexperienced staff must not treat sick animals unless under appropriately experienced supervision. ‘Care and treatment’ may include euthanasia but under no circumstances may an animal be euthanized other than in a humane and effective manner. In case of doubt, veterinary advice must be sought.
- 7.3 Facilities must be provided to isolate sick animals.
- 7.4 All animals must receive appropriate inoculations where required for the species, as advised by the veterinary surgeon. Veterinary advice must be sought whenever necessary.
- 7.5 Any animal with an obvious, significant abnormality which would materially affect its quality of life, must not be offered for sale. When in doubt, veterinary advice should be sought.

- 7.6 All animals should be allowed a suitable acclimatisation period (minimum twenty-four hours) before sale.
- 7.7 All reasonable precautions must be taken to prevent the outbreak and spread of disease. No animal which is suffering from, or could reasonably be suspected of having come into contact with any other animal suffering from any infectious or contagious disease, or which is infested with parasites, shall be brought into or kept on the premises unless effectively isolated.
- 7.8 Individual litters of puppies and kittens must be kept separate from other litters.
- 7.9 All necessary precautions must be taken to prevent harbourage, or the introduction to the premises, of rodents, insects and other pests. (Rodent and insect excludes livestock for sale or for feeding).

8 FOOD AND DRINK

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

9 FOOD STORAGE

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

10 OBSERVATION

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

11 EXCRETA AND SOILED BEDDING

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

12 TRANSPORTATION

- 12.1 When receiving stock, the licence holder must make every effort to ensure that it is transported in a suitable manner. It is recommended to record the registration number of vehicles transporting livestock.
- 12.2 Any livestock received or consigned shall be transported according to the regulations laid down in current legislation, such as the Welfare of Animals (Transport) Order 1997. For air transportation, the IATA live animals regulations must be followed as a minimum legal standard.

13 TRANSPORTATION CONTAINERS

- 13.1 When receiving animals, the licensee must make reasonable effort to ensure that they are transported in a suitable manner.
- 13.2 Any animals received or consigned shall be transported according to the regulations laid down in current legislation.
- 13.3 Animals must be transported or handed to purchasers in suitable containers,

14 SALE OF LIVESTOCK

- 14.1 No mammal shall be sold unweaned or, if weaned, at an age at which it should not have been weaned.
- 14.2 In the case of non-mammals, they must be capable of feeding themselves.
- 14.3 No animal shall be sold or have their ownership transferred to a person under the age of 16, unless that person is accompanied by a person over the age of 16, or a parent or guardian has provided written consent.
- 14.4 A clear written procedure shall be produced that enables licence holders to be confident that customers are able to meet the animal's welfare needs prior to a sale taking place.

15 DANGEROUS WILD ANIMALS

- 15.1 When dangerous wild animals are kept, the cages must be of a secure construction appropriate to the species. A fine wire mesh, glass or plastic safety barrier must be incorporated into the cage system. Additional safety measures may be necessary for venomous species where wire mesh could be breached by elongated fangs or jets of venom.
- 15.2 The Council must be notified in the event that the pet shop wishes to offer for sale, for the first time, any animal on the Schedule to the Dangerous Wild Animals Act . Before being permitted to stock animals on the Schedule to the Dangerous Wild Animals Act, the licence holder must demonstrate a sound knowledge and experience of the species they want to stock. Although it is acknowledged that there is an exemption contained within the Act in relation to pet shops, it is recommended that consideration should be given to complying with any special requirement(s) specified in the Act for the safe accommodation or care of the animal.
- 15.3 In the case of the Council allowing the premises to stock venomous species, the licence holder must ensure that:

- (i) the species are correctly identified;
- (ii) the enclosure is suitable for that particular species both in respect of safety and husbandry;
- (iii) the case is labelled with the full and current species' scientific name using the correct zoological nomenclature; and
- (iv) procedures are in place in the eventuality of an escape or envenomation of any person. Such procedures should include details of establishments or persons with expertise in venomous sting/bite management, and details of hospitals with the necessary expertise and the appropriate anti-venoms in stock.
- v) only suitably trained members of staff handle, clean, or otherwise look after the animals.

15.4 Licence holders selling animals on the Schedule to the Dangerous Wild Animals Act should inspect the purchaser's licence to keep such an animal prior to allowing the animal to leave the premises. The licence holder must also inform the Council of the name and address of the purchaser within 7 days of the purchase taking place.

16 PET CARE ADVICE

16.1 Pet Care Trust pet care leaflets or other similar written instructions must be made available to customers free of charge at the time of purchase, in addition to any offer to purchase pet care books or leaflets.

16.2 Purchasers must be given proper advice on the care of the animal and, where necessary, on the maintenance and use of any accessories.

16.3 The Pet Care Trust Pet Store Manual or other appropriate reference materials must always be available for use by staff.

17 STAFF TRAINING AND LIVESTOCK KNOWLEDGE

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

17.2 In respect of new applications (not renewals), at least one member of staff working at the premises must hold the City and Guilds Pet Store Management Certificate, or some other appropriate qualification; or must be in the course of training and obtain the qualification within two years of the licence being granted.

17.3 The licence holder must formulate a written training policy for all permanent staff and will be required to demonstrate that systematic training is carried out.

18 FIRE AND OTHER EMERGENCY PRECAUTIONS

18.1 Suitable emergency precautions and written procedures must exist and be made known to all staff, including arrangements for evacuation of livestock.

18.2 Entrances and exits must be clear of obstructions at all times.

18.3 Suitable firefighting equipment must be provided, maintained, regularly serviced and sited as advised by the local Fire Protection/Fire Prevention Officer and in consultation with the Council.

- 18.4 The licence holder, or a nominated designated keyholder, must at all times be within reasonable distance of the premises and available to visit the premises in case of emergency. In normal circumstances, a reasonable distance would be interpreted as no more than twenty minutes travelling time.
- 18.5 A list of keyholders must be lodged with the local police and with the Council.
- 18.6 In the interests of animal welfare, the following notice must be displayed at the front of the shop: "In the case of an emergency, dial 999". The number of the local police station should also be displayed.
- 18.7 When pet shops are sited within other premises, the licence holder or keyholders must have access at all times to the premises containing the livestock.
- 18.8 All electrical installations and appliances must be maintained in a safe condition. It is strongly recommended that smoke and residual current detectors or other similar devices are installed.

19 TRADE ASSOCIATIONS

- 19.1 Licence holders are recommended to apply for membership of an appropriate trade association. These can be a useful source of advice on all matters relating to the running of a pet shop and the care and treatment of individual animals.

20 CATEGORIES OF ANIMALS

- 20.1 The following categories of animals may be kept in a pet shop licensed by the Council:

- (i) Dogs and cats (puppies and kittens).
- (ii) Smaller domesticated mammals e.g. rabbits, guinea pigs, gerbils, hamsters, rats, mice, chinchillas, chipmunks, ferrets.
- (iii) Larger domesticated mammals e.g. goats, pot-bellied pigs.
- (iv) Parrots, parakeets and macaws.
- (v) Other birds.
- (vi) Reptiles, e.g. snakes, tortoises, lizards.
- (vii) Amphibians. e.g. frogs, toads, newts, and salamanders.
- (viii) Fish and aquatic invertebrates.
- (ix) Other vertebrates, and mammals.

See also section 15 "Dangerous Wild Animals".

- 20.2 All other categories of animals will not be licensed for sale in a pet shop by the Council. Licence holders are also expected to comply with any relevant laws regarding endangered species.

21 STOCKING DENSITIES FOR CAGED BIRDS

Species	Length(cm)	Floor area (sq.cm) Single	Each additional Bird	Species	Length(cm)	Floor area (sq.cm) Single	Each additional bird
African Grey		1250	625	Parakeet (incl. conure, rosella and karariki)	Up to 25	1000	200
Amazon	Up to 35	1000	500		25-35	1000	250
	35-40	1250	625	Parrot (incl. caique, pronus, Senegal, Meyers)	Over 35	1400	450
Budgerigar	Over 40	2000	750		Up to 30	800	275
		650	200	30-35	1250	625	
Cockatiel		1000	250		Over 35	1500	750
Cockatoo	Up to 35	1250	625	Parrotlet		400	200
	35-40	2000	1000	Hanging Parrot		450	250
	Over 40	2750	1325	Lories and Lorikeets	Up to 22.5	800	250
Lovebird		750	200		22.5-30	1250	375
Macaw	Up to 40	1250	625	Quail	Over 30	2000	500
	40-60	2250	1000		Up to 40	450	250
	Over 60	3750	1200		40-60	650	375
Canary		650	250		Over 60	1000	500
Cardinal		1000	250	Weaver	Up to 40	650	150
Dove and Pigeon	Up to 22.5	450	250		40-60	1000	200
	Over 22.5	1250	625	Whydah (male with full tail)	Up to 40	1000	200
Finch (incl. manikin, silverbill, sparrow and waxbill)	Up to 12.5	650	100	Female and non-breeding plumage	40-60	2000	275
	12.5-17.5	750	150		See Weaver		
	Over 17.5	1000	250	Starling (incl. small mynahs)	Up to 20	1500	375
Grossbeak		1000	200	Tanager, Sugar Bird	Over 20	1000	250
Zosterops		750	100		Up to 15	1000	250
Barbet	Up to 20	1250	275	Thrush (incl. Shama)	Over 15	1000	250
Barbet Bulbil and Fruitsucker	Over 20	1400	450			1000	375
		1000	250	Toucan		3750	1000
Fairy bluebird & Oriole		1250	250	Toucanette, Aracari		2000	625
Jay & Jay Thrush (incl. Laughing Thrush)	Up to 25	1500	250	Tlouraco		2000	625
Jay & Jay Thrush (incl. Laughing Thrush) Pekin Robin & Mesia	25-35	2000	500	Barbet	Up to 20	1250	275
		1000	200	Magpie	Over 35	4000	1000

All birds must be housed in accommodation which allows the full spreading of wings.

22 STOCKING DENSITIES FOR SMALL MAMMALS

Species	Single	Min. floor area (sq.cm) each additional	Min. cage height (cm)	Species	Single	Min. floor area (sq.cm) each additional	Min. cage height (cm)
Mice	200	50	20	Guinea Pigs	700	175	20
Hamsters	300	75	20	Rabbits	2000	500	50
Gerbils	300	75	20	Rats	500	125	20

Minimum floor areas apply to young stock.

For adult stock offered for sale, the dimensions should be doubled.

For advice on the age of stock, you are advised to contact a veterinary surgeon.

NB. The range of behavioural opportunities for many of the animals listed in the above schedule will be increased by enriching the environment with such accessories as shredded paper, pieces of wood, toilet rolls, lengths of piping, etc.

The installation of shelving in rabbit cages is particularly beneficial to rabbit as they like to spend a lot of time off the cage floor.

23 STOCKING DENSITIES FOR ORNAMENTAL FISH

It is virtually impossible to determine the quantity of fish to be kept in a tank purely on weight/volume or numbers of fish/volume.

The variation in system design, husbandry techniques and types of fish involved would render any such method too simple to be useful or too complicated to be practical.

The maintenance of water quality standards is essential and is a simple but effective way to determine stocking densities.

24 STOCKING DENSITIES FOR OTHER SPECIES

Accommodation must be provided appropriate to size, age and type of species. Further advice may be obtained from organisations such as the Pet Trade and Industry Association, the Universities' Federation for Animal Welfare, The British Herpetological Society, etc.

25 SPECIFIC CONDITIONS FOR PUPPIES (in addition to the general conditions)

25.1 Puppies must be weaned before leaving the mother.

25.2 The minimum kennel size must be:

- i) For a batch of small breed puppies – max 6 pups – 1.5m² for sleeping, plus 2m² for exercise
- ii) For a batch of medium breed puppies – max 4 pups – 2m² for sleeping, plus 2m² for exercise
- iii) For a batch of large breed puppies – max 2 pups – 2m² for sleeping, plus 2m² for exercise

- 25.3 Suitable and sufficient exercise facilities must be available and accessible where appropriate.
- 25.4 Extreme temperatures must be avoided. Temperatures should not normally go below 12°C or exceed 26°C
- 25.5 General bedding must include an adequate amount of absorbent material.
- 25.6 Any soiled material must be removed at least four times a day or as required to ensure the puppy does not have to lie in a soiled area.
- 25.7 A specific lying place must be provided lined with soft material.
- 25.8 Puppies must be fed at least four times daily, at appropriate intervals.
- 25.9 Puppies must have frequent, quality contact time with staff.
- 25.10 Batches of puppies must not be mixed until they have been on the premises for seven days or have shown no sign of infectious disease for seven days.
- 25.11 Ideally, single puppies must not be left alone in a kennel, but where they are, special attention should be paid to specific human interaction. When they are mixed they should be of similar size, age and temperament and there should be good supervision of mixing.
- 25.12 There must be environmental enrichment in all kennels.

26 SPECIFIC CONDITIONS FOR CATS (in addition to general conditions)

- 26.1 Kittens must be weaned before leaving the mother.
- 26.2 The minimum pen floor area for a batch of up to 4 kittens, up to 12 weeks of age, must be 1 m², with a minimum height of 0.6m (for example, 0.6m x 1 x 1) No dimension must be less than 0.6m. Any shelving or platforms must be in addition to the minimum floor area. Each additional kitten must have 0.25m² additional floor space.
- 26.3 Extreme temperatures must be avoided. Temperatures should not normally go below 15°C or exceed 26°C.
- 26.4 Disposable or washable bedding must be provided and kept clean.
- 26.5 A litter tray and appropriate litter must be available at all times and cleaned and disinfected at least once daily with an appropriate disinfectant which is safe for use with cats and cleaned as appropriate. The disinfectant should be anti-viral and used in accordance with manufacturers' instructions, as some disinfectants are toxic to cats.
- 26.6 Kittens must be fed at least four times daily, at appropriate intervals.
- 26.7 Batches must not be mixed and if several batches are kept in one area then the pen must have solid sides.
- 26.8 Kittens must have frequent, quality contact time with staff, but must be protected from over-handling by staff or the public as they require time to rest.

26.9 There must be environmental enrichment in all cages such as toys, climbing frames and platforms.

27 SPECIFIC CONDITIONS FOR RABBITS (in addition to general conditions)

27.1 Rabbits must be correctly sexed and housed in same sex groups.

27.2 The minimum enclosure size must be:

- i) 0.4m² for up to 4 standard juvenile rabbits and a height of 0.4m.
- ii) 0.5m² for up to 2 giant breed juvenile rabbits and a height of 0.5m.

These are minimum requirements, for larger batches, larger breeds or adult rabbits the size of the pens should be adjusted pro-rata accordingly.

27.3 There must be environmental enrichment in all enclosures. A hiding place must be provided.

27.4 Extreme temperatures must be avoided. Ambient temperature should not normally go lower than 12°C or exceed 26°C.

27.5 Rabbits must be provided with a suitable substrate and bedding material in sufficient amounts.

27.6 Visibly soiled substrate and bedding must be removed daily. The pen should be thoroughly cleaned and disinfected before introducing a new animal.

27.8 If batches are mixed you must ensure all animals are free from obvious parasitic infection.

27.9 Rabbits must have a constant supply of fresh hay and water, and be offered an appropriate amount of dry food for the breed and age. Feed dishes should be suitable to ensure feed does not get contaminated by urine or faeces.

27.10 Animals must be provided with an appropriate diet and any new feeds must be introduced slowly.

28 SPECIFIC CONDITIONS FOR OTHER SMALL MAMMALS (in addition to general conditions)

28.1 All small mammals must be correctly sexed and housed in single sex groups unless a solitary species (or sold as a breeding pair).

28.2 Animals must at all times be kept in suitably sized accommodation.

28.3 Animals must be provided with a suitable substrate in sufficient amounts.

28.4 Animals must be provided with a suitable bedding material in sufficient amounts.

28.5 Animals must be provided with places to hide. Accessories and enrichment should be provided, suitable to the species.

28.6 Suitable food and drink receptacles must be provided and positioned to avoid faecal contamination.

28.7 All rodents must be fed a suitable diet, ad lib and have free access to hay where required.

28.8 All rodents must be fully weaned on admission.

29 SPECIFIC CONDITIONS FOR FERRETS (in addition to general conditions)

29.1 Ferrets must be at least eight weeks old.

29.2 Ferrets must be housed with batch companions.

29.3 Ferrets must be housed in groups or pairs of either sex. Adult hobs (males) require individual accommodation.

29.4 Batches of ferrets must not be mixed.

29.5 The minimum pen floor area for a litter of up to 4 ferrets, up to 12 weeks of age, must be 1m², with a minimum height of 0.6m. No dimension must be less than 0.6m. Any shelving or platforms must be in addition to the minimum floor area. Each additional ferret must have 0.25m² additional floor space.

29.6 Sleeping quarters must be draught free and dark.

29.7 Ferrets must have suitable bedding.

29.8 Extreme temperatures must be avoided. Temperatures should not normally go below 12°C or exceed 26°C.

29.9 Ferret kibble must be provided at appropriate intervals.

29.10 Water must be supplied in both a heavy based bowl and a water bottle attached to the side of the enclosure.

30 SPECIFIC CONDITIONS FOR BIRDS (in addition to general conditions)

30.1 There must be adequate perching space for all birds at the same time. Outdoor aviaries must include sufficient sheltered and non-sheltered space. Cage size must be adequate to allow birds to open their wings fully in all directions. Cages must include appropriate environmental enrichment.

30.2 Perches must be positioned so that birds do not defecate on each other and must be of appropriate size and shape for each species.

30.3 Ambient temperature must be appropriate for the species. Extremes of temperatures must be avoided.

30.4 There must be adequate drinkers/feeders commensurate with the number of birds and these must be cleaned regularly. Bowls etc. must be positioned so that birds do not defecate in food/water.

30.5 Cages must be constructed from materials suitable to the type and size of birds. Materials must be safe to birds and in good repair.

30.6 Windproof nest boxes must be provided in all outside housing and inside where

appropriate.

30.7 Flooring must be drop-through or easily washed/hosed.

31 SPECIFIC CONDITIONS FOR REPTILES AND AMPHIBIANS (in addition to general conditions)

31.1 All reptiles must be kept in an environment suitable for each individual species. Due to the wide variety of reptile species, specific licence conditions relevant to the species stocked may be imposed by the Council on a case by case basis in accordance with the advice of a specialist veterinary surgeon or other recognised expert.

31.2 A licence to stock reptiles will not be granted until the appropriate accommodation is installed and approved by the Council, or its nominated agent, in accordance with specialist advice.

31.3 Before being permitted to stock reptiles, the licence holder must demonstrate a sound knowledge and experience of the species they intend to stock.

31.4 The sale of each individual species of reptile cannot take place unless a member of staff with the appropriate knowledge of the species to be sold is present and conducts the sale.

31.5 Any additional costs arising from specialist advice sought by the Council in connection with the sale of reptiles will be borne by the licence holder.

31.6 Enrichment must be provided appropriate to the species.

31.7 Food and water must be provided in the appropriate manner for the species.

31.8 Hygiene: enclosures must be cleaned appropriately.

31.9 Handling must be kept to a minimum at all times, and customers handling animals should be supervised and offered facilities to wash their hands afterwards.

32 SPECIFIC CONDITIONS FOR FISH (in addition to general conditions)

32.1 Water quality is a key determinant of fish welfare. To assess it, levels of ammonia and nitrite must be checked first. Only if such measurements exceed the recommended standards below, or there is an unexplained problem, is there any need to proceed further.

Cold Water Species

Free Ammonia	max 0.02mg/l
Nitrite	max 0.2mg/l
Dissolved Oxygen	min 6mg/l
Nitrate	max 50mg/l above ambient tap water

Tropical Freshwater Species

Free Ammonia	max 0.02mg/l
Nitrite	max 0.2mg/l
Dissolved Oxygen	min 6mg/l
Nitrate	max 50mg/l above ambient tap water

Tropical Marine Species

Free Ammonia	max 0.01mg/l
Nitrite	max 0.125mg/l
Nitrate	max 100mg/l
pH	min 8.1
Dissolved Oxygen	min 4.0 mg/l

- 32.2 Water quality must be checked regularly and records kept of all tests. Centralised systems must be tested weekly. 10% of individually filtered tanks or vat must be tested weekly. On aquaria or vats in which visual inspection indicates unusual behaviour or deaths, water quality inspections should be undertaken.
- 32.3 Holding systems must be cleaned and checked regularly.
- 32.4 No aquatic organisms should be exposed to excessive light or heat, or lack of adequate warmth.

APPENDIX 5 – RIDING ESTABLISHMENT CONDITIONS

Standard Conditions relating to Riding Establishment Licences

1 GENERAL

- 1.1 These Standard Conditions will apply to all licences unless disapplied or varied by the Environmental Services Manager.
- 1.2 The granting of a licence for a Riding Establishment shall not be deemed to convey any approval or consent which may be required under any enactment by law, order or regulation other than the Riding Establishment Acts 1964 and 1970 (as amended).
- 1.3 The licence holder must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance. Proof of this to be deposited with the Licensing Authority.

2 ANIMAL HEALTH AND NUMBERS

- 2.1 The number of horses to be accommodated at the establishment for the activities controlled by this licence must not exceed:
- 2.2 Horses must be maintained in good health and, in all respects, must be physically fit. In the case of a horse kept for the purpose of it being let out on hire for riding, or a horse kept for the purpose of it being used in the provision of riding instruction, the horse will be suitable for the purpose for which it is kept.
- 2.3 No horse will be used for the purpose of it being let out on hire for riding, or for the purpose of it being used in the provision of riding instruction, unless a veterinary surgeon has approved the horse to be used for such purposes.
- 2.4 No horse aged three years or under, nor any heavy with foal, nor any mare within three months after foaling, may be let out on hire for riding or used, in return for payment, for instruction in or demonstrating riding.
- 2.5 A horse found on inspection by an Authorised Officer of the Council, or a veterinary surgeon appointed by the Council, to be in need of veterinary attention must not be returned to work until the licence holder has obtained at their own expense a veterinary certificate of fitness to work and has lodged said certificate with the Council.
- 2.6 The feet of all animals must be properly trimmed and, if shod, the shoes must be properly fitted and in good condition.
- 2.7 In inclement weather, appropriate horse wear will be used to ensure the animal can maintain a suitable body temperature at any time the animal is out to pasture.

3 FOOD, ACCOMMODATION AND EQUIPMENT

- 3.1 In the case of horses maintained at grass, there must be available for them, at all times during which they are so maintained, adequate pasture, shelter and water. Supplementary feeds must be provided as and when required.

- 3.2 Horses must be adequately supplied with suitable food, drink and (with the exception of horses maintained at grass whilst they are so maintained) bedding material. Horses must be adequately exercised, groomed, rested and visited at suitable intervals.
- 3.3 There must be available at all times, accommodation for horses suitable in respect of construction, size, number of occupants, lighting, ventilation, drainage and cleanliness. These requirements must be complied with not only in the case of new buildings, but also in the case of buildings converted for the use of stabling.
- 3.4 Adequate accommodation must be provided for forage, bedding, stable equipment and saddlery.
- 3.5 All tack will be fit for purpose, and shall be checked prior to any hiring out or lesson.
- 3.6 All facilities shall have suitable fencing erected to ensure no animals can escape.
- 3.7 The construction of the riding establishment must be substantial, adequate to contain the animals, and provided with warmth and shelter in clean and hygienic conditions. There must be convenient and safe access to stalls and boxes. Stalls must be large enough to allow the animal to lie down and get up without risk of injury. Boxes must be large enough to allow the animal to turn around.
- 3.8 Yards must provide enough space for every animal kept there.
- 3.9 Lighting must be adequate to render the use of artificial light unnecessary in daylight.
- 3.10 Ventilation must provide fresh air without draughts.
- 3.11 Drainage must be adequate to carry away liquid voided by the horses and keep the standings dry.
- 3.12 There must be provision for storage and disposal of manure and spoiled straw.

4 DISEASE PREVENTION

- 4.1 All reasonable precautions must be taken to prevent and control the spread amongst horses of infectious and/or contagious diseases.
- 4.2 Veterinary first aid equipment and medicines must be provided and maintained in the licensed premises.

5 SUPERVISION

- 5.1 No horse may be let out on hire for riding, or used for the provision of riding instruction, without supervision by a responsible person of the age of no less than 16 years unless, in the case of a horse let out on hire for riding, the licence holder is satisfied that the hirer of the horse is competent to ride without supervision.
- 5.2 Appropriate steps must be taken for the protection and extrication of horses in the case of fire. The name, address and telephone number of the licence holder, or some other nominated responsible person, must be clearly displayed in a prominent position on the outside of the premises with instructions as to the action to be taken in the event of fire, with particular regard to the extrication of horses.

- 5.3 The carrying on of a business of a riding establishment shall at no time be left in the charge of any person under the age of 16 years.
- 5.4 The carrying on of a business of a riding establishment shall at no time be left in the charge of any person with any conviction or formal cautions for any animal welfare related offence.

6 MANAGEMENT

- 6.1 The licence holder must hold a current insurance policy which insures him/her against liability for any injury sustained by those who hire a horse from him/her for riding and those who use a horse in the course of receiving from him/her, in return for payment, instruction in riding and arising out of the hire or use of a horse as aforesaid and which also insures such persons in respect of any liability which may be incurred by them in respect of injury to any person caused by, or arising out of, the hire or use of a horse as aforesaid.
- 6.2 A register must be kept on the premises by the licence holder of all horses in his/her possession aged 3 years and under and shall be made available for inspection by an Authorised Officer of the Council at all reasonable times.
- 6.3 All licensed riding establishments must hold a valid five year fire inspection report undertaken by an approved inspecting authority.

Standard Conditions relating to Zoo licences

1 GENERAL

- 1.1 These Standard Conditions will apply to all licences unless disapplied or varied by the Environmental Services Manager.
- 1.2 The granting of a licence for a Zoo shall not be deemed to convey any approval or consent which may be required under any enactment by law, order or regulation other than the Zoo Licensing Act 1981 (as amended).
- 1.3 The licence holder must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance. Proof of this to be deposited with the Licensing Authority.

2 STANDARD CONDITIONS

All licences issued by the Council will be subject to DEFRA's Standards of Modern Zoo Practice as published on the DEFRA website.

As DEFRA's document is a 'live document', last updated in September 2012, it is not practical to list the document in its entirety. All establishments will be inspected by specialist veterinary surgeons using the inspection form contained within the DEFRA document having regard to the standards set by DEFRA.

As each establishment is unique, the Council may amend the standards required by DEFRA where recommended by a specialist veterinary surgeon. Unless a licence specifically states otherwise, the DEFRA Standards of Modern Zoo Practice will apply.