

LICENCE CONDITIONS

Dog Boarding (Home Boarding) Licence Conditions

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PREFACE

For the purpose of this licence the term boarding refers to the keeping of other peoples dogs in the licence holders own home.

1.0 NUMBER OF DOGS PERMITTED

- 1.1 The maximum number of dogs to be boarded at any one time shall not exceed the number stated on the licence. This number to be agreed by the Veterinary Surgeon on initial inspection and any subsequent inspections undertaken. This number excludes the licence holders' own dogs.
- 1.2 Excluding the licence holders dogs, only dogs from the same household may be boarded at any one time, unless the dog owners give written consent.
- 1.3 No animals other than dogs are to be boarded/temporarily cared for within the licensed facilities without the written approval of the Local Authority.

2.0 GENERAL CONDITIONS

- 2.1 Any dog-boarding activities should be in accordance with appropriate planning consents for the property.
- 2.2 Each dog shall wear a visible tag bearing the name, address and telephone number of the Licensee for the duration of the stay.
- 2.3 Dogs and equipment shall not be placed or kept in such a position to cause obstruction in case of fire or other emergency.
- 2.4 Any vehicles used by the establishment for the transportation of dogs must be regularly serviced and kept clean. During transportation, dogs should be carried in cages of adequate size. All vehicles must be secure.
- 2.5 Measures must be taken to keep the establishment free of rodents, insects and other pests.
- 2.6 All dogs must be visited at suitable intervals.

3.0 ACCOMMODATION

- 3.1 Dogs will at all times be kept in accommodation that is adequate in size. Where dogs are kept in cages within the house, these must be of sufficient size for the dog to lie down, stand up and turn around comfortably, and allow the dog to defecate away from the sleeping area. These size guidelines are adequate for short periods only and

should not be regarded as suitable for permanent accommodation. Such cages should be used principally for sleeping quarters and animals should not be confined to them for long periods of the day. In the cages have to be used during the day, it is recommended they are used for 2-3 hours in any one day only.

- 3.2 Accommodation provided for dogs must be to the satisfaction of the Licensing Authority with particular regard to construction, size, fixtures and fittings, temperature, ventilation and cleanliness.
- 3.3 All excreta and soiled material shall be removed as often as necessary and at least daily from all living and exercise areas.
- 3.4 The accommodation and ancillary establishment shall be maintained so as to prevent odour or nuisance to occupiers and users of adjacent premises.
- 3.5 Suitable bedding equipment must be provided which allows the dogs 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 must be maintained in a clean, parasite-free and dry condition
- 3.6 All areas in which the dogs run freely must have a suitable and adequate fence to secure the site from possible escape and to prevent unauthorised access. Doors, gates and fencing must not have any projections liable to cause injury to dogs.
- 3.7 Natural and artificial lighting of rooms used by dogs must be sufficient to allow the proper use and cleaning of them.
- 3.8 The accommodation and ancillary establishment shall be maintained in a state of cleanliness conducive to maintenance of disease control and animal comfort.
- 3.9 The floors of all living/sleeping compartments shall be kept as clean and dry as possible.
- 3.10 Suitable cleansing between boarding must be achieved. A protocol for which must be drawn up and approved at the time of inspection by the Veterinary Surgeon.

4.0 FOOD AND WATER SUPPLIES

- 4.1 All animals shall have an adequate supply of wholesome drinking water available at all times.
- 4.2 All animals shall be adequately supplied with suitable food.

- 4.3 Eating and drinking vessels must be cleaned or disposed of after each feed and re-usable vessels must be capable of being easily cleaned and disinfected.
- 4.4 The food preparation area and equipment shall be maintained in a clean and sound condition and kept vermin free at all times. Refrigeration facilities shall be provided where fresh meat is used. All bulk supplies of food shall be kept in vermin proof containers.

5.0 WASTE DISPOSAL

- 5.1 Facilities must be provided for the proper disposal of all waste material in a manner approved of by the Authority. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious disease and the final disposal route for all such waste must be incineration.
- 5.2 Animal faeces, bedding etc is defined as clinical waste, and as such is subject to controls when disposed of by removal from the licensed premises. Where it is intended to dispose of the material other than on the premises, the licensee should contact the Waste Collection Officer or contractor for advice. Where the material is to be collected by the local authority waste refuse service, it must be placed in the correct clinical waste bags and placed out for collection on the correct day.

6.0 EXERCISE

- 6.1 All dogs must be given adequate exercise and walked at least daily, or as agreed by the dog owner.
- 6.2 Where exercise is provided off the premises, all dogs must remain strictly on leads.
- 6.3 Where exercise is provided off the premises, arrangement must be made to immediately clean up any faeces deposited by the dogs and to dispose of any matter appropriately.
- 6.4 A range of muzzles of varying sizes should be available.

7.0 DISEASE CONTROL AND VACCINATION

- 7.1 An up to date record of vaccination against Canine Distemper, Infectious Canine Hepatitis, Leptospirosis and Canine Parvovirus and other relevant diseases must accompany boarded dogs. Dogs must have had their last vaccination at least four weeks before the first date of boarding or in accordance with manufacturer's instructions.
- 7.2 Evidence of recent broad spectrum de-worming, flea and tick control must be provided for dogs being cared for.

- 7.3 Dogs showing signs of disease or illness shall be isolated from any other dogs until veterinary advice is obtained.
- 7.4 Where a dog suffers injury, illness or shows symptoms of illness or disease, the advice of a Veterinary Surgeon must be sought. No fees arising from the consultation with the Veterinary Surgeon will be borne by West Somerset District Council.
- 7.5 Any instructions for treatment which have been given by a Veterinary Surgeon must be strictly followed
- 7.6 Any medication prescribed by a Veterinary Surgeon must be stored appropriately and administered according to their instructions.
- 7.7 A well-stocked first aid kit suitable for use on dogs must be available and accessible on site.
- 7.8 Adequate precautions must be taken to prevent and control the spread of infectious diseases and parasites, including fleas and ticks, amongst dogs.
- 7.9 A suitable veterinary disinfectant should be regularly used on surfaces and equipment used by the dogs.

8.0 REGISTER

- 8.1 A register must be kept of all dogs boarded at the premises and the information kept must include the following: -
- Date of arrival.
 - Name of dog, and any other identification mark such as microchip number, tattoo or tag
 - 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 cared for
 - Name, address and telephone number of dog's Veterinary Surgeon
 - Anticipated and actual date of arrival and departure
 - Health, welfare and nutrition requirements
 - Vaccination and worming details
 - Date of last season if a bitch.
- 8.2 The register and associated records must be kept available for a minimum of 24 months and be kept in such a manner as to enable an authorised officer to easily access such information.

9.0 SUPERVISION

- 9.1 A fit and proper/responsible person aged 18 or over shall at all times be present or within reasonable distance from the premises to give advice,

exercise, supervision and deal with emergencies whenever dogs are being cared for at the premises. Proper care shall be afforded to the dogs in order to protect their health, safety and welfare.

- 9.2 Anyone supervising the care of the animals must have knowledge in animal welfare, cleanliness and hygiene, feeding and food preparation, disease control, health and safety, emergency procedures and the recognition and treatment of sick animals.

10.0 FIRE PRECAUTIONS

- 10.1 All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system fitted.
- 10.2 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs. Dogs must not have direct access to open flame heating devices.
- 10.3 The Licensee shall ensure that a responsible person shall at all times be in, or within a reasonable distance from, the premises for the purposes of giving warning and taking other necessary steps in the event of a fire or other emergency. An adequate and accessible supply of water and sand/or an efficient fire extinguisher must always be available on the premises and the positions clearly marked.
- 10.4 An emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include an instruction as to where the dogs are to be evacuated to in the event of a fire or other emergency.
- 10.5 Precautions must be taken to prevent any accumulation, which may present a risk of fire.

11.0 LIABILITY INSURANCE

- 11.1 The Licensee shall provide adequate and suitable public liability insurance (and where appropriate, Employees Liability Insurance). A copy of the current certificate must be displayed.

12.0 LICENCE DISPLAY

- 12.1 A copy of the licence and conditions must be suitably displayed to the customers in a prominent position.

13.0 POWERS OF ENTRY

- 13.1 The authorised officer of the Licensing Authority can, at any reasonable time have a right of entry into the premises for the purpose of carrying into effect any of the relevant statutory provisions. To enable these

provisions to be carried out, the appointed officer may take any other persons authorised by the Council that may be considered necessary.