

# WORTHING BOROUGH COUNCIL

## ANIMAL BOARDING ESTABLISHMENTS

### ACT 1963

#### STANDARD LICENCE CONDITIONS

#### DOG BOARDING ESTABLISHMENTS

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## **1. INTRODUCTION**

Local Authorities issue licences to proprietors of boarding kennels under the provisions of The Animal Boarding Establishments Act 1963. The licence can stipulate a number of conditions to secure the following objectives:

- i) The dogs are kept in accommodation suitable in respect of construction, size, temperature lighting, ventilation and cleanliness;
- ii) That dogs are adequately supplied with suitable food and drink, and are visited at suitable intervals;
- iii) That dogs are kept secure;
- iv) That reasonable precautions are taken to prevent the spread of infectious diseases;
- v) That appropriate steps be taken in the event of an emergency;
- vi) That a suitable consistent level of management is maintained.

### **1.1 APPLICATION OF CONDITIONS**

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.

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

## **2. LICENCE DISPLAY**

The principal legislation dealing with Animal Boarding Establishments is the Animal Boarding Establishments Act 1963 which addresses the areas to be covered by the licence relating to animal welfare and management. It is essential that consumers and those responsible for premises management are aware of the licence conditions.

- 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 laid out and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the Licensing Officer of the Local Authority.

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

3.1.3. Fencing material must be secure and safe.

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

- 3.1.5. The construction must be such that security of the dog is ensured.
- 3.1.6 All exterior wood must be properly treated 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**

- 3.2.1. The 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, they must be sealed so as to be smooth, impervious and be resealed as necessary.
- 3.2.2. Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, these joints must be sealed.
- 3.2.3. Partition walls between kennels must be of solid construction to a minimum height of 1.2m (4ft).
- 3.2.4 In new construction, in exercise runs the lower section of partitions in adjoining runs must be of solid construction.

## **3.3. FLOORS**

- 3.3.1. Floors of all buildings, individual exercise areas and kennels, must be of smooth, impervious materials, capable of being easily cleansed and in new kennels must incorporate a damp proof membrane.
- 3.3.2. Floors of all kennels and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids.
- 3.3.3 In new construction floors must be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel.
- 3.3.4 Communal exercise areas must be suitably drained but need not comply with conditions 3.3.1 and 3.3.2.

## **3.4. CEILINGS**

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

## **3.5. DOORS**

- 3.5.1. Kennel doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
- 3.5.2. Where metal bars and frames are used, they must be of suitable gauge (approximately 10-14) with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury to the dog.

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

### **3.6 WINDOWS**

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

### **3.7 DRAINAGE**

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

### **3.8. LIGHTING**

3.8.1. During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this must be natural light.

3.8.2. Adequate supplementary lighting must be provided throughout the establishment.

### **3.9. VENTILATION**

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

### **3.10 MAINTENANCE**

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

## **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..... (To be determined by the Local Authority).

4.1.2. Each dog must be provided with a separate kennel except that dogs from the same household may share a kennel of adequate size with 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 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 Local Authority.

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

## **4.2 KENNEL SIZE, LAYOUT AND EXERCISE FACILITIES**

- 4.2.1. For new kennels each kennel must be provided with a sleeping area of at least 1.9 sq m (20 sq ft).
- 4.2.2. Suitable bedding must be provided which allows the dog to be comfortable and which is capable of being easily and adequately cleaned and sanitised. Such equipment must be sited out of draughts. All bedding material must be maintained in a clean, parasite-free and dry condition
- 4.2.3 For new kennels each kennel must be provided with an exercise area of at least 2.46 sq m (26 sq ft) (for dogs up to 24 inches high at 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.
- 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 condition of the dog and dependent on veterinary advice.

### **5.3 CLEANLINESS**

- 5.3.1. All kennel, corridors, common area, 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 such waste must be incineration.
- 5.3.6. Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

#### **5.4. FOOD AND WATER SUPPLIES**

- 5.4.1. All dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily.
- 5.4.2. Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must be maintained in 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 also be provided for staff use.
- 5.5.4. Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

#### **5.6. DISEASE CONTROL AND VACCINATION**

- 5.6.1. Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst dogs, staff and visitors.

- 5.6.2. Proof must be provided that dogs boarded or resident have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. 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 manufacturers instructions. A record that this proof has been supplied must be kept on site throughout the period that the dog is boarded.
- 5.6.3. Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.
- 5.6.4. A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 5.6.5 A suitable range of muzzles of varying sizes and a suitable dog catching device, must be kept on site.

## **5.7. ISOLATION**

- 5.7.1. Isolation facilities must be provided.
- 5.7.2. In existing facilities these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main kennels. This must be a minimum of 5m (15ft). (See also temperature control).
- 5.7.3. Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels, must be provided.
- 5.7.4. Hands must be washed after leaving the isolation facilities before visiting the other kennels.

## **5.8. REGISTER**

- 5.8.1. A register must be kept of all dogs boarded. The information kept must include the following:
- Date of arrival
  - Name of dog, any identification system such as microchip number or 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.
  - Health, welfare and nutrition requirements.
- 5.8.2. The register must be kept readily available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information.

5.8.3. Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

## **5.9. IDENTIFICATION OF KENNELS**

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

## **5.10 SUPERVISION**

5.10.1. A fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.

5.10.2. Dogs must be visited at regular intervals, as necessary for their health, safety and welfare.

## **5.11 FIRE PRECAUTIONS**

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

5.11.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions as to where dogs are to be evacuated to in the event of a fire or other emergency.

5.11.3 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.

5.11.4 All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of kennels.

5.11.5 Heating appliances must not be sited in a location or manner where they may prevent a risk of fire, or risk to dogs.

5.11.6 Precautions must be taken to prevent any accumulation, which may present a risk of fire.

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