

BOARDING ESTABLISHMENT (KENNELS / CATTERIES) LICENCE CONDITIONS

ANIMAL BOARDING ESTABLISHMENTS ACT 1963

CODE OF PRACTICE FOR THE WELFARE OF DOGS SCOTLAND 2010

CODE OF PRACTICE FOR THE WELFARE OF CATS SCOTLAND 2010

(Although the Code does not have legislative effect, it is intended to promote and give examples of good practice. Failure to comply with a provision of this Code, whilst not an offence in itself, may be relied upon as tending to establish liability where a person has been accused of an offence under Part 2 of the Act.)

GENERAL CONDITIONS

Licence Display

1. A copy of this licence must be suitably displayed to the public in a prominent position in the boarding establishment.

Insurance

2. The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.

Use, Number and Type of Animal

3. The number of animals accommodated at the establishment at any one time shall not exceed [].
4. No animals other than specified in the licence may be used in relation to the licenced activity.

Accommodation

5. Accommodation provided for animals must in all respects, be suitable as regards construction, size of quarters, exercising facilities, temperature, lighting, ventilation and cleanliness.
6. Walls should be built from bricks, mortar or breeze blocks. If wood is used in existing construction it must be smooth and treated to render it impervious.
7. Each kennel must contain a sleeping area which is 1.5 times the width of the dog curled up, 2 times the length of the dog curled up, and at least 15cm taller than the dog sat up.
8. The requirements for catteries are similar to those of kennels except that allowances must be made for the increased prevalence of respiratory disease and increased climbing agility.
9. All animals accommodated at the premises must be provided with suitable bedding material, and must be given adequate exercise.
10. Exercise facilities shall be provided as follows:
 - Dogs: All small runs must be paved or surfaced in such a way as to allow adequate cleansing and disinfection. Grass runs are only allowable in paddocks large enough to prevent the ground from becoming unduly fouled or trodden and the entrance and inside perimeter should be paved or surfaced with suitable material.
 - Cats: Cat compartments where there is inadequate room for exercise should be serviced by a fully paved and securely enclosed exercise area of adequate size.
11. The sleeping accommodation should be maintained at an adequate temperature and draught and damp should be excluded.
12. The accommodation should be lighted by a source of daylight with adequate supplementary artificial light to allow the proper working and cleaning of the compartments.
13. Ventilation should be adequate to maintain the atmosphere of the sleeping quarters of the animals clean and draught free.

14. The accommodation and ancillary establishment, kitchen, corridors, runs, etc., should be maintained in a state of cleanliness conducive to maintenance of disease control and animal comfort. All excreta and soiled material should be removed at least once daily and more often if necessary from all living compartments and exercise areas. The floors of living compartments must be kept clean and dry.
15. All reasonable precautions shall be taken to prevent illegal access to or escape of the animals.
16. If a collection and delivery service is provided, a suitable vehicle with a dog guard or fixed and secure cage in the rear must be provided.

Guidance: Please follow the advice listed in the Code of Practice for the Welfare of Dogs & Cats

Health and Welfare/Disease Control

17. Suitable food and drink must be provided for all animals. 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.
18. All bulk supplies of food must be kept in rat-proof containers.
19. Whilst animals are boarded at the establishment, there must always be someone resident at the premises, and all animals must be visited at suitable intervals.
20. All reasonable precautions must be taken to prevent and control the spread among the animals and people of infectious diseases, pathogens and parasites, including the provision of adequate isolation facilities.

Guidance: Please follow the advice listed in the Code of Practice for the Welfare of Dogs & Cats

Management

21. A fit and proper person should always be present to exercise supervision and deal with emergencies. In case of absence of the responsible resident, the licensee shall appoint a responsible person residing within reasonable distance of the premises to have custody of a duplicate key. The name and address and telephone number of such person shall be displayed in legible characters on the front door, or windows of the premises and be notified to the local fire brigade and police.
22. A written training policy must be prepared for any staff involved in the care of the boarded dogs/cats. Training records should show that there has been a systematic training of staff.
23. All areas in use by dogs and cats 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.
24. Facilities should be provided for the collection of all used bedding and cat litter and other waste material which should be disposed of by a registered waste contractor or other suitable nuisance free arrangement.
25. Feeding utensils should be satisfactorily cleaned or disposed of after each feed. A kitchen must be provided for preparing the animals' food and must be kept clean and vermin-free at all times. Refrigeration facilities must be provided where fresh meat is used. All bulk supplies of food must be kept in rat and mouse proof containers.
26. All excreta and soiled material must be removed from all areas used by dogs and cats at regular intervals and more if necessary and stored in a manner as to avoid nuisance to neighbours.
27. All bedding areas must be kept clean and dry. Cats must be provided at all times with a sanitary tray.
28. 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/cats with infectious diseases. The final route for all such waste shall comply with current waste regulations.
29. Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

Fire Safety & Other Emergency Precautions

30. Appropriate steps must be taken for the protection of animals in case of fire or other emergency.
31. All heating & electrical appliances must be regularly maintained and of such construction as to constitute no risk of fire.
32. A written 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 boarding arrangements and displayed on the premises. The emergency evacuation plan must be practiced periodically and a record kept of the occasions and a review made as to the effectiveness of the procedure. The Licensee must have suitable prior arrangements for the temporary boarding of dogs/cats in the event that the licensed premises is rendered uninhabitable.
33. Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer.

Register of Animals

34. A register must be kept of all dogs boarded. The information kept must include the following:
 - Date of arrival
 - Name of dog, any identification system such as microchip number, tattoo
 - Description, breed, age and gender of dog
 - Name, address and telephone number of owner or keeper
 - Name, address and telephone number of a contact person whilst boarded
 - Name, address and telephone number of dog's veterinary surgeon
 - Anticipated and actual date of departure
 - Proof of current vaccinations, medical history and requirements
 - Health, welfare nutritional and exercise requirements
35. Such register to be available for inspection at all times by an Officer of the local authority, veterinary surgeon or veterinary practitioner authorised under Section 2(1) of the Animal Boarding Establishments Act, 1963.

36. The register must be retained, kept readily available for a period of not less than 2 years and kept in such a manner as to allow an authorised officer easy access to such information.
37. If medication is to be administered, this must be recorded on the register.
38. Where records are computerised, a back-up copy must be kept.
39. A register must be kept containing a description of any animals received into the establishment, date of arrival and departure, and the name and address of the owner, such register to be available for inspection at all times by an Officer of the local authority, veterinary surgeon or veterinary practitioner authorised under Section 2(1) of the Animal Boarding Establishments Act, 1963.

Inspection of the Premises

40. The Licensee shall permit any Officer of the local authority, veterinary surgeon or veterinary practitioner authorised by them, to enter the premises at all reasonable times and inspect the premises and any animals found thereon or anything found therein.
41. Washing and lavatory facilities must be available for staff.