

# BOARDING ESTABLISHMENT HOME BOARDING LICENCE CONDITIONS

## ANIMAL BOARDING ESTABLISHMENTS ACT 1963

## 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

The expectation is that the boarded cats will live in the licensee's home as family pets.

The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property.

Unless otherwise stated, these conditions apply to all buildings and areas to which cats have access and/or which are used in association with the boarding of cats. The Licensee must ensure that only a fit and proper person with relevant experience will be involved in the care of the boarded cats. Any conviction or formal cautions for any animal welfare related offence prohibits the persons from being considered as a fit and proper person.

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.

### Licence Display

1. A copy of this licence must be suitably displayed to the public in a prominent position in the boarding establishment or made available to each boarder on request.

## **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 cats accommodated at the establishment at any one time shall not exceed that specified on the licence.
4. No animals other than specified in the licence may be used in relation to the licenced activity.
5. Only cats from the same household may be boarded at any one time unless there is written consent from the other owners. Cats must not be boarded with any dog, unless they normally live together in the same household.
6. Where there is a resident dog or cat kept at the household, consent from the owners of the boarded cat must be gained following a trial familiarisation session.

## **Accommodation**

7. All reasonable precautions shall be taken to prevent illegal access to or escape of the animals.
8. The house to be used as boarding premises shall have exclusive access to the entrance from the public road.
9. As far as reasonably practicable all areas/rooms within the home to which boarded cats have access, must be kept free of any physical or chemical hazards that may cause injury to the cats.
10. There must be sufficient accommodation available within the premises to be able to keep the cats separately if required.
11. If a collection and delivery service is provided, a suitable vehicle with a cat guard or fixed and secure cage in the rear must be provided. A first aid kit, suitable for cats, must be carried in the vehicle.

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

## **Management**

12. Where the cats have access to any area it must be kept clean and kept in such a manner as to be conducive to maintenance of disease control and cat safety.
13. 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.
14. 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 route for all such waste shall comply with current waste regulations.
15. Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

## **Health and Welfare/Disease Control**

16. All cats shall have an adequate supply of suitable food as directed by the client.
17. Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily.
18. Clients must be encouraged to provide each cat with its own bedding, bowls, grooming materials and environmental enrichment apparatus including activity towers and scratching posts etc. These items must be cleaned regularly to prevent cross- infection. The Licensee, however, should also be able to provide extra clean bedding material. Where these items are provided by the Licensee, they must be maintained in a clean condition.
19. Airtight containers must be provided for the storage of dry foods. Uncooked food and the remains of opened tins must be stored in appropriate conditions
20. 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.
21. 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.

22. Proof must be provided 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 manufacturer instructions. A record that this proof has been supplied must be kept on site throughout the period that the cat is boarded.
23. Advice from a veterinary surgeon must be sought in case 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.
24. A well-stocked first-aid kit suitable for use on cats must be available and accessible on site.
25. The Licensee must be registered with a veterinary practice that can provide 24 hours help and advice. The clients own veterinary practice must be known and consulted if necessary.

### **Isolation and Contagious Disease Outbreak**

26. Cats showing signs of any disease or illness shall be isolated from any other cats until veterinary advice is obtained. There must be adequate accommodation within the licensed premises to facilitate effective separation of any sick animal.
27. The Licensee must report to the Licensing Authority as soon as practicable and not later than on the next working day if a cat develops an infectious disease.
28. Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. The Licensing Authority will specify the quarantine period after consultation with the Veterinary Surgeon.
29. The Licensee must report to the Licensing Authority any death of a boarded cat on the premises. The Licensee must make arrangements for the body to be stored at a veterinary surgeon's premises until the owners return.

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

## **Supervision**

30. A fit and proper person with relevant experience must always be present to exercise, supervise and deal with any emergency whenever cats are boarded at the premises.

## **Exercise**

31. Cats must not be allowed outside unless with the owners written permission.
32. A double door system must be employed so that no cat has direct access to any external door in regular use.
33. Cats must wear a collar and identity tag during their time in boarding. The tag must display the address and telephone number of the boarding premises.
34. The Licensing Authority must be informed on the next working day if a cat is lost.

## **Fire Safety & Other Emergency Precautions**

35. All heating & electrical appliances must be regularly maintained and of such construction as to constitute no risk of fire.
36. Consideration needs to be given to the location of 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.
37. 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 and brought to the attention of those involved in the home boarding arrangements. The emergency evacuation plan should be practiced periodically. The Licensee must have suitable prior arrangements for the temporary boarding of cats in the event that the licensed premises is rendered uninhabitable.
38. The domestic premises must have interlinked heat and fire alarms, a heat detector in the kitchen area and a carbon monoxide alarm located in any room with a carbon fueled appliance.
39. All doors to rooms must be kept shut at night.

## **Register of Animals**

40. A register must be kept of all cats boarded. The information kept must include the following:
  - Date of arrival
  - Name of cat, any identification system such as microchip number, tattoo
  - Description, breed, age and gender of cat
  - 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 cat's veterinary surgeon
  - Anticipated and actual date of departure
  - Proof of current vaccinations, medical history and requirements
  - Health, welfare nutritional and exercise requirements
41. 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.
42. 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.
43. If medication is to be administered, this must be recorded on the register.
44. Where records are computerised, a back-up copy must be kept.