

BOARDING ESTABLISHMENT (KENNELS / CATTERIES) LICENCE CONDITIONS

ANIMAL BOARDING ESTABLISHMENTS ACT 1963

CODE OF PRACTICE FOR THE WELFARE OF DOGS 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 dogs will live in the licensee's home as family pets.

On the scale proposed for the Home Boarding of Dogs planning permission will not be required as it is considered that there is no significant change from domestic use. However should the Council receive complaints about noise, odour or similar nuisance by a neighbour then the matter of planning approval may have to be reviewed.

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 dogs have access and/or which are used in association with the boarding of dogs. The Licensee must ensure that only a fit and proper person with relevant experience will be involved in the care of the boarded dogs. Any conviction or formal cautions for any animal welfare related offence prohibits the persons from being considered as a fit and proper person.

No dog registered under the Dangerous Dogs Act 1991 can be accepted for home boarding.

Dog hybrids registered under the Dangerous Wild Animal Act 1976 (eg. Wolf Hybrids) are not to be accepted for home boarding.

Entire males and bitches in season or bitches due to be in season during the boarding, must not be boarded together.

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 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.
5. Only dogs from the same household may be boarded at any one time unless there is written consent from the other owners. Dogs must not be boarded with any cat, 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 dog must be gained following a trial familiarisation session.

Accommodation

7. Accommodation provided for animals must in all respects, be suitable as regards construction, size of quarters, exercising facilities, temperature, lighting, ventilation and cleanliness.
8. All animals accommodated at the premises must be provided with suitable bedding material, and must be given adequate exercise.

9. All reasonable precautions shall be taken to prevent illegal access to or escape of the animals.
10. The house to be used as boarding premises shall have exclusive access to the entrance from the public road.
11. As far as reasonably practicable all areas/rooms within the home to which boarded dogs have access, must be kept free of any physical or chemical hazards that may cause injury to the dogs.
12. There must be sufficient accommodation available within the premises to be able to keep the dogs separately if required.
13. 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

Management

14. A written training policy must be prepared for any staff involved in the care of the boarded dogs. Training records should show that there has been a systematic training of staff.
15. Where the dogs have access to any area it 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.
16. All excreta and soiled material must be removed from all areas used by dogs at regular intervals and more if necessary and stored in a manner as to avoid nuisance to neighbours.
17. All bedding areas must be kept clean and dry.
18. 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 route for all such waste shall comply with current waste regulations.
19. Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

Health and Welfare/Disease Control

20. All dogs shall have an adequate supply of suitable food as directed by the client.
21. 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.
22. 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 Licensee, however, should also be able to provide extra clean bedding material.
23. 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.
24. 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
25. All bulk supplies of food shall be kept in vermin proof containers.
26. 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.
27. 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.
28. Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis, Leptospirosis 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. All boarded and resident dogs must be treated for external parasites eg ticks and worms as necessary.
29. 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.

30. A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
31. 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

32. Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There must be adequate accommodation within the licensed premises to facilitate effective separation of any sick animal.
33. The Licensee must report to the Licensing Authority as soon as practicable and not later than on the next working day if a dog develops an infectious disease.
34. 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.
35. The Licensee must report to the Licensing Authority any death of a boarded dog 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 Dogs

Supervision

36. A fit and proper person with relevant experience must always be present to exercise, supervise and deal with any emergency whenever dogs are boarded at the premises.
37. Dogs must be visited at regular intervals, as necessary for their health, safety and welfare, and must not be left unattended for longer than 3 hours at a time and then not on a regular basis.
38. Only persons aged 16 years or over are permitted to be in charge of the dog(s) in a public place.

Exercise

39. 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 with their owner has given written permission.
40. There must be access to a suitable outside area. The outside area must be for the exclusive use by the homeowner only (not shared with other residents). The area must be kept clean, secure and safe. Fencing must be adequate to prevent escape. Gates must be secure and able to be locked.
41. 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.
42. The Licensing Authority must be informed immediately and not later than the next working day if a dog is lost.

Fire Safety & Other Emergency Precautions

43. All heating & electrical appliances must be regularly maintained and of such construction as to constitute no risk of fire.
44. Appropriate steps must be taken for the protection of animals in case of fire or other emergency.
45. Consideration needs to be given to the location of 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.
46. 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 home 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 in the event that the licensed premises is rendered uninhabitable.
47. Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The premises must have at least two working smoke detectors located at the top and bottom of the staircase, or other appropriate location.
48. All doors to rooms must be kept shut at night.

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.