

## **REPORT ON THE LICENSING REQUIREMENTS FOR DOG DAY CARE ESTABLISHMENTS**

### **1 Purpose**

- 1.1 To inform Members of the Licensing Committee of the requirements for licensing dog day care establishments and agree standard licensing conditions and fees.

### **2 Recommendations/for decision**

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| 2.1 | For Members to understand the licensing requirements in respect to dog day care establishments; and |
| 2.2 | To agree standard licensing conditions and fees for dog day care establishments.                    |

### **3 Supporting information**

- 3.1 Historically the Council's licensing service have licensed kennels and catteries under the Animal Boarding Establishments Act 1963 ('the Act'). However in recent years it has become apparent that home boarding is rising in popularity and as, in most cases it is 'in connection with a business' (as described by the Act) they too require licensing. In this respect the licensing service have adopted standard conditions produced by LACORS a few years ago and currently licence around 50 home boarders.
- 3.2 Over the last year or two there have been a number of enquiries from individuals proposing to set up a dog day care facility on a much larger commercial scale in purpose built premises. Such a business would require a licence under the Act. However neither our current standard conditions for animal boarding or home boarding are entirely appropriate for this kind of operation.
- 3.3 In respect to licensing requirements the Act has regard to the nature of the accommodation, including construction, size, number of occupants, temperature, lighting, ventilation and cleanliness; the availability of food, drink and bedding; the control and spread of infectious disease; protection of animals in case of fire; and various documentation requirements. Further, the Animal Welfare Act 2006 introduced '5 freedoms' in respect to animal welfare: freedom from hunger and thirst; freedom from discomfort; freedom from pain, injury and disease; freedom to behave normally; and freedom from fear and distress.
- 3.4 Following a recent enquiry and in anticipation that such a business will eventually operate in the Vale, a set of conditions were drawn up based on existing conditions for commercial kennels, home boarding and on conditions from other local authorities who have experience of licensing similar operations. The first draft was sent to one of the Council's designated vets, the individual who had made the enquiry and the Environmental Health Team. Arising from the feedback attached as Appendix 1 are a proposed set of standard conditions designed for a dog day care establishment.

- 3.5 The Council are also required to determine a fee for a dog day care establishment based on the recovery of delivering the service. It is anticipated that determining a new application and subsequent renewal would incur the same amount of work as involved with a commercial boarding establishment. Members will recall that all fees for animal related licences were agreed last year. It is recommended therefore that the fee for a new application be £450, which includes the vet costs and the renewal be £110.
- 3.6 Once agreed these will form part of our standard conditions. Should the Council issue a licence for a dog day care establishment these conditions will be applied and must be adhered to. The licensing service will monitor their effectiveness and should they require amending a report will be brought back to this committee for approval.

#### **4 Options considered**

- 4.1 None

#### **5 Reasons for Recommendation**

- 5.1 To support the needs of local businesses.

#### **6 Resource implications**

- 6.1 Costs will be recovered by the proposed fees.

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Background Documents          CIEH Model Conditions

## Licence Conditions for Commercial Day Care for Dogs

### **1. INTRODUCTION**

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs.
- 1.2 The Licence holder must ensure that the business has any necessary permission under planning legislation and if the licence holder does not own the premises, written consent must be obtained from the land owner.
- 1.3 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.
- 1.4 No dog registered under the Dangerous Dogs Act 1991 must be accepted for boarding.  
Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for boarding.
- 1.5 Entire males and bitches in season or bitches due to be in season, must not be boarded together or boarded with resident dogs. Puppies under 6 months of age must not be boarded with other dogs including resident dogs.
- 1.6 The number of dogs permitted to be boarded at any time will be displayed on the licence. This will be determined by the suitability of the premises including size, available space and staff/supervision levels.
- 1.7 The permitted hours of trade will be displayed on the licence.
- 1.8 In addition to conditions imposed by licence the licensee must comply with any applicable duties imposed by other legislation e.g. health and safety and nuisance control.
- 1.9 All 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.

### **2. LICENCE DISPLAY**

- 2.1 A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, on or about the premises or made available to each boarder.

### **3. NUMBERS OF ANIMALS**

- 3.1 The maximum number of dogs to be kept at any one time is ##
- 3.2 Resident dogs must not be allowed to mix with dogs in day care without prior consent from the owner of any dogs being boarded.

### **4. GENERAL CONSTRUCTION**

- 4.1 The construction must be such that the security of the dog is ensured.
- 4.2 The premises must provide appropriate shelter and an environment which provides protection from temperature and weather extremes. Dogs must have freedom to move to a cooler or warmer place when necessary.
- 4.3 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 Authority.
- 4.4 Where wood has been used in existing construction it must be smooth and treated to render it impervious. Only products which are not toxic to dogs may be used. Wood should not be used

in exposed construction of walls, floors, partitions, door frames or doors in the dog kennelling area.

- 4.5 Fencing materials must be secure and safe.
- 4.6 All internal surfaces used in the construction of walls, ceilings, floors, partitions, doors and door frames are to be durable, smooth and impervious, capable of being easily cleaned. There must be no projections or rough edges liable to cause injury.
- 4.7 Junctions between vertical and horizontal sections should be covered. If impractical in existing premises, all joints must be sealed.
- 4.8 Partition walls between rest/sleeping areas must be of solid construction to a minimum height of 1.2m (4ft).
- 4.9 Internal shared exercise areas must be covered with a non slip, non permeable and cushioned material. Any gaps in the material used must be sealed.
- 4.10 There must be an equal number of comfortable rest/sleeping areas provided at all times for the number of dogs present each day. Sleeping areas must be so insulated as to prevent extremes of temperature.

There must be sufficient space available to separate the dogs if required.

- 4.11 If a collection and delivery service is provided, a suitable vehicle with a dog guard, cage or other suitable restraint must be used.

## **5. FLOORS**

- 5.1 Floors of all buildings must be made of smooth, impervious materials, capable of being easily cleansed and in new buildings must incorporate a damp proof membrane.
- 5.2 All floors of rest/ sleeping must be constructed and maintained in such a condition as to prevent ponding of liquids.
- 5.3 Communal exercise areas must be suitably drained.
- 5.4 Contamination must not pass between rest/ sleeping areas.

## **6. DOORS**

- 6.1 Kennel doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
- 6.2 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.
- 6.3 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.

## **7. WINDOWS**

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

## **8. DRAINAGE**

- 8.1 The establishment must be connected to mains drainage or an approved, localised sewage disposal system.

## **9.0 LIGHTING**

- 9.1 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.
- 9.2 Adequate supplementary lighting must be provided throughout the establishment.
- 10. VENTILATION**
- 10.1 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the bedding area.
- 11. CLEANLINESS**
- 11.1 All areas where the dogs have access to, 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.
- 11.2 All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Licensing Authority.
- 11.3 All bedding areas must be kept clean and dry.
- 11.4 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.
- 11.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.
- 12. FOOD AND WATER SUPPLIES**
- 12.1 All dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily.
- 12.2 Each dog must be provided with its own bowl and fed separately.
- 12.3 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.
- 12.4 Eating vessels must be cleansed after each meal.
- 12.5 Drinking vessels must be cleansed at least once a day.
- 13. KITCHEN FACILITIES**
- 13.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.
- 13.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.
- 13.3 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 be provided for staff use.
- 13.4 Containers must be provided for the storage of foods and shall be so constructed and kept in good order, repair and condition and adequately proofed against insects and other pests.

## **14. DISEASE CONTROL AND VACCINATION**

- 14.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 14.2 Proof must be provided that boarded and resident dogs have current vaccinations against kennel cough (*Bordetella/parainfluenza*), Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) 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 instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
- 14.3 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.
- 14.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 14.5 The Licensee must be registered with a veterinary practice that can provide cover during the hours that the day care facility are open. The client's own veterinary practice must also be known and consulted if necessary.
- 14.6 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Proof must be maintained of all routine and emergency treatment for parasites.
- 14.7 Indoor areas shall be regularly treated for fleas and parasites with a veterinary recommended product.
- 14.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

## **15. ISOLATION AND CONTAGIOUS DISEASE OUTBREAK.**

- 15.1 Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.
- 15.2 The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.
- 15.3 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. This period will be specified by the Licensing Authority as agreed with their authorised veterinary surgeon.
- 15.4 The Licensing Authority must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be stored at a veterinary surgeon's premises until the owners return.

## **16. REGISTER**

- 16.1 A register must be kept of all dogs boarded. The information kept must include the following:
- Date and time of arrival
  - Name of dog,
  - microchip number
  - Description, breed, age and gender of dog
  - Date of last season of any entire bitch
  - Name, address and telephone number of owner or keeper
  - Name, address and telephone number of dog's veterinary surgeon

- Anticipated time of departure
- Proof of current vaccinations, medical history and requirements
- Health, welfare nutrition and exercise requirements

- 16.2 A daily record of each dogs welfare must be kept.
- 16.3 All such records must be available for inspection at all times by an officer of the Licensing Authority or veterinary surgeon. Records should be kept for a minimum of 2 years.
- 16.4 If medication is to be administered, this must be recorded.
- 16.5 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.

## **17. SUPERVISION/ MANAGEMENT**

- 17.1 A fit and proper person with relevant experience must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. This person must not have any convictions or formal cautions for any animal welfare related offence.
- 17.2 A thorough assessment and introduction session must be carried out for all dogs prior to them interacting with existing day boarders. Records of this must be retained and available at all times.
- 17.3 Dogs must not be left unattended at any time.
- 17.4 Dogs in a shared exercise area must be supervised by a member of staff with relevant experience. Procedures should be put in place to deal with any emergency situations eg. Dog escape or dog fight. All staff should be trained in these procedures.
- 17.5 The establishment should have a hot and cold weather policy to protect dogs from extreme temperatures.
- 17.6 The staff/licensee of the premises must be aware of the location of all boarded dogs at all times.
- 17.7 Only people over 16 years of age are allowed to walk the dogs in public places.
- 17.8 A suitable range of muzzles of varying sizes and suitable dog catching devices must be kept on site.

## **18. EXERCISE**

- 18.1 Dogs must be provided with adequate exercise, in accordance with their owner's wishes. If dogs are taken off the premises, they must be kept on leads unless with the owner's written permission.
- 18.2 Shared exercise areas must be kept clean, secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be double and able to be locked.
- 18.3 Grass exercise areas are only allowed 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.
- 18.4 If there is a pond, it must be covered to avoid drowning.
- 18.5 The Licensing Authority must be informed on the next working day if a dog escapes.
- 18.6 Exercise areas must be of a sufficient size to allow dogs to run free and must be a minimum of 100M<sup>2</sup> with a shortest length of 10M
- 18.7 Outdoor exercise areas must provide an area of shelter for dogs from sun or adverse weather.

## **21 FIRE / EMERGENCY PRECAUTIONS**

- 21.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 21.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions where dogs are to be evacuated to in the event of a fire or other emergency.
- 21.3 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.
- 21.4 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.
- 21.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire or risk to dogs.
- 21.6 Precautions must be taken to prevent any accumulation which may present a risk of fire.
- 21.7 There must be adequate means of raising an alarm in the event of fire or other emergency.

## **22 MAINTENANCE**

Maintenance and repair of the whole establishment must be carried out regularly or as directed by the Licensing Officer.