



AYLESBURY VALE DISTRICT COUNCIL

Democratic Services

Please ask for: Alice Fisher; afisher@aylesburyvaledc.gov.uk;
Switchboard: 01296 585858
Text Relay Prefix your telephone number with 18001
25.8.16

LICENSING COMMITTEE

A meeting of the **Licensing Committee** will be held at **10.00 am** on **Monday 5 September 2016** in **The Olympic Room, Aylesbury Vale District Council, The Gateway, Gatehouse Road, Aylesbury, HP19 8FF**, when your attendance is requested.

Contact Officer for meeting arrangements: Alice Fisher; afisher@aylesburyvaledc.gov.uk;

Membership: Councillors: J Brandis (Chairman), M Hawket (Vice-Chairman), P Cooper, A Harrison, A Huxley, S Lambert, T Mills, G Powell, S Renshell, B Russel and Sir Beville Stanier Bt (ex-Officio)

AGENDA

1. APOLOGIES

2. TEMPORARY CHANGES TO MEMBERSHIP

Any changes will be reported at the meeting.

3. MINUTES (Pages 3 - 8)

To approve as a correct record the Minutes of the meeting held on 4 July 2016 attached as an Appendix.

4. DECLARATIONS OF INTEREST

Members to declare any interests.

5. ANIMAL LICENSING POLICY (Pages 9 - 94)

To consider the attached report.

Contact Officer: Peter Seal 01296 585605

This page is intentionally left blank

Licensing Committee

4 JULY 2016

PRESENT: Councillor J Brandis (Chairman); Councillors M Hawkett (Vice-Chairman), P Cooper, A Huxley, S Lambert, T Mills, G Powell, S Renshell and B Russel

APOLOGIES: Councillor Sir Beville Stanier Bt

1. TEMPORARY CHANGES TO MEMBERSHIP

There were none.

2. MINUTES

RESOLVED –

That the minutes of the meetings held on 9 and 18 May 2016 be approved as correct records.

3. REVIEW OF TAXI AND PRIVATE HIRE LICENSING POLICY

The Council's current policy on taxi and private hire had been last reviewed in 2010. Over the years it had been subject to various specific changes resulting from decisions made by Licensing Committee often arising from a change of law and practice or a specific request. Examples included changes to advertising on vehicles, the introduction of the penalty point system for enforcement and more recently an updated policy on criminal behaviour and unacceptable behaviour.

In recent years the Council has undergone a number of significant changes particularly in respect to the introduction of new technology. This had in turn been reflected in the administration of licences. In this respect alone the Council's policy required updating. The taxi licensing team had also implemented changes, in consultation with the Chairman of Licensing Committee without formally updating the policy. For example, arrangements in relation to medicals and driver competency.

All operators were contacted and informed of the Council's intention to undertake a review. They were advised that this was an opportunity to revisit some of the standards and conditions imposed by our current policy and to take a view as to whether some should be relaxed and others tightened. Although views on any aspect of the Council's policy would be welcomed, they were specifically sign posted on the following.

- Existing vehicle conditions, age limits, types of vehicle and signage;
- Operator licences;
- Driver application process, including medicals, knowledge test and English language tests; and
- Enforcement, including penalty points system and policy on criminal conduct.

Following consultation with the trade, 25 responses were received and these were attached as an appendix to the report. It was noted that many of the comments were irrelevant in the context of shaping policy and either criticise or praise the current service. However, some comments were perhaps worthy of further consideration. Examples being a re-consideration of the current rules on age limits, rules relating to licensed operators, English language testing and the design of hackney carriages.

It was also noted that a number of drivers staged a spontaneous protest on 3 June 2016 arising from a joint police and licensing enforcement initiative. With the help of a small number of key operators the protest was short lived and uneventful. However they were once again asked to put their various grievances in writing. Also attached as an appendix to the report was a letter from the Private Hire Association.

In 2012 the Law Commission published a draft Taxi and Private Hire Bill and Members contributed during the consultation. Unfortunately this piece of much needed work to provide National standards and conditions never reached fruition. However, at that time the scourge of child sexual exploitation had not been revealed to the extent that it now occupied policy making and regulatory decisions. It was speculated that if a new bill were to be published it would not merely attempt to update historic legislation but focus on a whole range of different priorities.

During 2015 the Casey Report had been published criticising Rotherham Borough Council's corporate failure to protect young and vulnerable people. In response AVDC's licensing service carried out a thorough review of its own procedures and policies and found them to be significantly superior to arrangements in Rotherham at that time.

As recently as May 2016 Mary Ney, Commissioner of Rotherham Borough Council produced an update for the Local Government Chronicle and this was also attached as an appendix to the report. In respect to her comments relating to the 'fit and proper' test, AVDC already met the more stringent arrangements only recently introduced by Rotherham and relationships and intelligence sharing with partners is enviable by neighbouring authorities.

However Rotherham had introduced additional initiatives. Examples were BTEC certificate training, safeguarding training, insisting that drivers subscribe to the Disclosure and Barring Service online update service which notified the Council of any changes to criminal records and perhaps more controversially the installation of cameras in taxis.

From the comments received from the trade to date, it was suspected that any additional burdens placed on them would not be received well. The Council's licensing services had always endeavoured to work with the trade whilst not compromising public safety. At this stage Members were not asked to make any specific decisions but provide a general steer as to what should form part of the Council's revised policy. A new draft would be drawn up and brought back to Licensing Committee in September 2016.

Members welcomed the opportunity to comment on the replies received following consultation with the trade and the other documents attached to the report.

The idea of having CCTV in all Hackney Carriages and private hire cars was welcomed in principle; however Members acknowledged that not all drivers would welcome it. Members also queried how footage would be monitored, how long it could be kept for and how much benefit it would give to drivers and passengers. Before any decision could be made regarding CCTV, officers were asked to investigate further and report back at a later date.

With regards to the age of vehicles, although Members acknowledged that there were many older executive type vehicles on the market that could be used as private hire vehicles they had concerns about the amount of mileage a vehicle clocked up in a year and the eventual wear and tear to a vehicle. Although lease hire vehicles were an option for drivers this had been looked into and could prove problematic for drivers. It was acknowledged that passenger safety was paramount.

Members were also concerned that a number of Hackney Carriage and Private Hire vehicles were already starting to deteriorate and needed replacing in the near future.

Members also referred to the responses regarding medicals. Suggestions in the responses to the consultation included less medicals for those under 45 years of age or for medicals to match those of bus drivers. Officers reported that because of issues in the past when drivers would go to their own GP for a medical, the Council had recently agreed that drivers can go to any GP as long as they are registered with a practice.

Unfortunately, due to one company operating a low fixed price system some years ago, many other drivers and operators had had to lower their fares in order to compete. The public now expected the low charges and many drivers were finding it hard to make a living. The Council had no control over fares charged by private hire vehicles only those of Hackney Carriages. Any overcharging by Hackney Carriages was dealt with by enforcement.

There was concern that the penalty points system had in some cases been too vigorous, with drivers incurring penalty points for quite minor "offences" such as damage to a vehicle caused by a customer. However, there was a right of appeal and in a number of cases the Licensing Manager had removed the penalty points. The system would be reviewed in due course.

A number of respondents to the consultation had complained about the length of time it took to get through on the phone to officers. This had been reviewed and calls would in future go direct to the Licensing team. The team would also be increasing its number of staff.

Members felt that although there were very good sat-nav. and smart phone systems in place, all drivers should undergo some form of knowledge test and English language test.

It was also felt that all drivers should be made aware of Safeguarding issues and undergo some form of training. Bucks County Council had introduced training for their drivers. However, officers would need to investigate types of training and report back on this.

RESOLVED –

That Members noted the report and the comments made by the trade, the policy developments recently introduced by Rotherham Metropolitan Borough Council and agreed the changes identified above to be included in a future policy for Aylesbury Vale District Council.

4. REVIEW OF DELEGATIONS RELATING TO TAXI AND PRIVATE HIRE LICENSING MATTERS

In 2010 the Licensing Committee agreed to authorise the Licensing Manager, in consultation with the Chairman of Licensing Committee to have the delegated power to refuse applications and suspend and revoke existing licences. This had been introduced to afford greater flexibility and speed in respect to this aspect of decision making. In practice it had worked effectively and successfully. Decisions to impose a regulatory sanction had been sound and robust and, to date, never overturned on appeal.

Nevertheless the process of refusing, suspending and revoking a licence could be time consuming, particularly if the decision was subsequently subject to appeal. On those occasions the Licensing Manager, as the officer responsible for the decision, became

the key witness for the Council. Effectively the Licensing Manager had to prepare a detailed statement and pull together all relevant evidence and attend court.

In recent years with a changing climate in taxi licensing the use of regulatory sanctions had increased. In addition the Deregulation Act introduced in October 2015 had significantly changed the rules relating to cross border hiring and as a consequence Aylesbury's taxi licensing service had seen a five-fold increase in driver applications between April 2015 and April 2016.

In order to meet this very significant demand the taxi licensing team had had to increase its administrative and enforcement resources and structure itself effectively to ensure an efficient processing service but also one that is robust and strict. In order to meet the demand, the delegated power to refuse, suspend and revoke licences needed to be extended to more officers.

It was proposed that these powers be delegated to the existing Taxi Licensing Officers, of which there were currently two. In practice their decision making would be in conjunction with the Licensing Manager to ensure consistency and a level of experience to the decision and, in the case of more controversial decisions the Licensing Manager would undoubtedly lead. However this would ensure that the taxi licensing team had sufficient resources and resilience.

RESOLVED –

1. That the Licensing Officers and the Licensing Manager be authorised, in consultation with the Chairman, or in his/her absence, the Vice-Chairman of the Licensing Committee, to refuse applications for, or suspend or revoke existing hackney carriage and private hire licences.
2. To authorise the Licensing Manager to further delegate the authority to refuse suspend or revoke hackney carriage and private hire licences in consultation with the Chairman or Vice-Chairman of the Licensing Committee.

5. THE INTRODUCTION OF AN ADDITIONAL CONDITION TO THE STREET TRADING CONSENT HELD BY PAULA'S PETALS

Under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 Aylesbury Vale District Council had designated certain areas of Aylesbury town centre as 'Consent Streets'. The effect of this was that in order for a trader to trade in those areas lawfully, a Street trading Consent was necessary. Such a system was designed to control itinerant traders as trading without consent was illegal.

Over the years since the establishment of the consent streets trading pitches had been designated for both daytime and evening trading.

A long standing pitch held by the florist, Mrs P Clarke trading as Paula's Petals was situated in the Market Square adjacent to the Clock Tower and on non-market days provided colour and interest to the square. On market days, although continuing to trade under the auspices of a Street Trading Consent Paula's Petals traded alongside market traders who are under the management and control of the Town Centre Manager and Market Manager.

The Town Centre Manager took control of the market during the latter part of 2012 and had made significant changes. The terms and conditions for market traders had been re-written to address issues such as attitude and behaviour and stricter controls introduced in respect to the sale of products. Market traders were now authorised to trade under licences which they have to display and thus demonstrate to the public that

they have been vetted and were under strict management. In addition new stalls and covers had been provided and the layout of the market re-designed to permit fairness and make it more aesthetically pleasing.

The Tuesday 'bric-a-brac' market had been replaced by a vintage and craft market. Paula's Petals had been trading in the Market Square for many years under the authority of a street trading consent, rather than the rules and regulations covering market traders. Such an arrangement was appropriate as she traded six days a week as opposed to the four days that the market traded. However as far as the general public were concerned and indeed other market traders Paula's Petals was, on the face of it, another market trader on market days.

Mrs Clarke had co-operated with the various changes to the market introduced in recent years. However the Town Centre Manager had suggested that on market days the day to day management of this particular street trading pitch came under the control of the Market Manager. Although not subject to the same terms and conditions applied to market traders, it would enable the Market Manager to exercise an element of control and flexibility necessary when managing a market. It would also improve the general trade relations as the current inconsistent management of market traders and Paula's Petals had caused some resentment in the past.

This proposal had been set out in writing to Mrs Clarke and she had been given the opportunity to comment.

It was therefore recommended that an additional condition be added to the existing consent conditions for this particular pitch as follows:-

"During Market Days the Consent Holder will comply with any reasonable request made by the Market Manager in respect to both compliance with the conditions of their consent and any alteration of the trading area to ensure its compatibility with the overall Market. Failure to comply with any reasonable request of the Market Manager will be construed as a breach of the Street Trading Consent. In any event the Consent Holder must comply with all Aylesbury Vale District Council policies". A copy of the current conditions attached to the Street Trading Consent were attached to the report as an appendix.

Members commented on other traders who had either been granted consent in the past to trade from Market Square or had pitches close to the market.

RESOLVED –

That a new condition, as set out in paragraph 3.7 of the report and outlined above, be added to the street trading consent held by Mrs P Clarke, trading as Paula's Petals which would effectively enable the Market Manager to ensure compliance on market days.

This page is intentionally left blank

REPORT ON THE INTRODUCTION OF AN ANIMAL LICENSING POLICY

1 Purpose

- 1.1 For Members to consider and agree an animal licensing policy that consolidates existing procedures and updates some standard conditions attached to licences.

2 Recommendations/for decision

- | | |
|-----|---|
| 2.1 | That the Licensing Committee agree the Animal Licensing Policy attached as Appendix 1 incorporating the changes as set out in the schedule of responses attached as Appendix 2 and any other changes agreed by the Committee; and |
| 2.2 | To defer a decision in respect to paragraph 3.3 of the draft policy until officers have carried out an impact assessment on existing licensed businesses. |

3 Supporting information

- 3.1 The Council's licensing services are responsible for licensing a number of animal related businesses. These include kennels and catteries, riding establishments, pet shops, businesses involving the breeding of dogs, the keeping of 'dangerous wild animals' and zoos. Although each type of licence is determined by its own legislative background there are similarities in the licensing regime for each. Furthermore the Animal Welfare Act 2006, although not fully enacted at this time also consolidates a common approach to all animal related businesses.
- 3.2 Although not a legal requirement in the same way as with alcohol licensing or the licensing of gambling premises, it is considered good practice and helpful to consolidate the current structures and procedures in relation to animal related licences. The opportunity has also been taken to update all standard conditions consistent with current Codes of Practice and industry standards and, of course acknowledge the current and future impact of the Animal Welfare Act 2006.
- 3.3 Attached as Appendix 1 is a draft Animal Licensing Policy. The policy sets out the law and principles of licensing, incorporating the overarching nature of the Animal Welfare Act 2006. It then sets out the requirements for each type of licence, with the standard conditions appended to the policy.
- 3.4 In respect to the animal boarding establishments (kennels and catteries) the proposed standard conditions follow the latest recommendations from the Chartered Institute of Environmental Health. However a number of the existing licensed kennels and catteries are long standing businesses and would not be able to meet the new conditions, at least immediately . They have however been satisfactorily inspected by a veterinary surgeon and Council officers in the past and not considered a threat to animal welfare. The draft policy proposes an exemption for existing businesses with the caveat that any alteration should meet the new standards and should the business

be sold or change hands the licensee will be given 5 years to bring the establishment in line with the new standards.

- 3.5 However during the consultation there has been some opposition to this suggestion as it creates two standards and does not achieve the objective of improving conditions across the Vale within a reasonable period of time. Whilst it is accepted that some established businesses will be affected adversely by the introduction of the new conditions, particularly in relation to the size of enclosures, this has to be balanced against the need to ensure all licensed premises comply with current industry standards. Standards that in themselves have gone through a formal consultation process. It is recommended to Members that a transitional period is introduced for those premises that cannot immediately meet all the new conditions, after which time all businesses must be compliant. In order to determine a reasonable and fair time to ensure full compliance with the new conditions for those businesses that cannot immediately comply it is proposed that officers undertake an impact assessment and bring a recommendation back to Licensing Committee. In the meantime paragraph 3.3.4 of the draft policy will be re-drafted to give a timescale for the work to be carried out to ensure full compliance.
- 3.6 Although strictly speaking not a licensing requirement the policy proposes that riding establishments have safeguarding procedures in place given the close contact between riding teachers and children. The Riding Establishments Acts do stipulate a suitability requirement but this only relates to qualifications and/or experience in relation to horses.
- 3.7 The draft policy was posted on the Council's website and all existing licensees contacted and invited to comment. Five representations were received. Attached as Appendix 2 is a schedule of responses to the draft licensing policy. The schedule identifies the respondent who made the comment and sets out, in their own words their observation. It then appraises the comment, having regard to the law and best practice. In the case of comments made by Susan Halbach and Deborah Hosein, additional advice was also taken from one of the veterinary surgeons the licensing services regularly use. Finally the schedule indicates if and how the draft policy should be amended. As Mrs Halbach made a number of suggestions her representation is attached in full as Appendix 3 so that it does receive conscientious consideration.

4 Options considered

- 4.1 An Animal Licensing Policy is not a statutory requirement at this time but with changes in animal welfare legislation and more expected it is considered good practice.

5 Reasons for Recommendation

- 5.1 As set out in 4.1.

6 Resource implications

- 6.1 Fees have been set for the full cost recovery of the service.

Contact Officer	Peter Seal 01296 585083
Background Documents	None



AYLESBURY VALE DISTRICT COUNCIL

Animal Licensing Policy

2016

DRAFT

CONTENTS

Section		Page Number
Introduction		4
1.1	The Policy	4
1.2	The Law	4
Licensing Principles		5
2.1	Background	5
2.2	Animal Welfare Act 2006	5
2.3	Principles of Licensing	5 and 6
2.4	Existing Codes of Best Practice/ Model Standard Conditions	6
2.5	Advice for New Applicants	6
2.6	Licence Duration	6
2.7	Application format	6 and 7
Section 3	Animal Boarding Establishments	7
3.1	Licensing Requirements	7
3.2	Types of Animal Boarding	7 and 8
3.3	Existing Licence Holders	8
Section 4	Riding Establishments	8
4.1	Licensing Requirements	8
4.2	Licence Conditions	9
4.3	Safeguarding	9
Section 5	Pet Shops	10
5.1	Licensing Requirements	10
5.2	Licensing Conditions	10
Section 6	Dangerous Wild Animals	10
6.1	Licensing Requirements	10 and 11
6.2	Licensing Conditions	11
Section 7	Dog Breeding Establishments	11
7.1	Licensing Requirements	11 and 12
7.2	Licensing Conditions	12
Section 8	Zoos	12
8.1	Licensing Requirements	12 and 13
8.2	Licensing Conditions	13
Section 9	Departure From Policy	13 - 14

Section 10	Enforcement	14
Section 11	Amendments to this Policy	14 - 15
Appendices		
A	Licence Conditions for Catteries	16 - 23
B	Licence Conditions for Kennels	24 - 32
C	Licence Conditions for Home Boarding	33 - 37
D	Licence Conditions for Dog Day Care	38 - 44
E	Licence Conditions for Riding Establishments	45 - 46
F	Licence Conditions for Pet Shops	47 - 55
G	Licence Conditions for Dangerous Wild Animals	56 - 58
H	Licence Conditions for Dog Breeding Establishments	59 - 63
I	Licence Conditions for Zoos	64 - 65

INTRODUCTION

1.1 The Policy

DEFRA state that animal establishment licensing currently comprises the fourth largest group of business licenses issued by local authorities after premises, taxi and gambling licenses. This document states Aylesbury Vale's District Council's policy on the regulation of animal establishments.

1.2 The Law

1.2.1 A variety of legislation gives the local district authority the power to regulate animal establishment licensing:

Animal Boarding Establishments Act 1963
Breeding of Dogs Act 1973 and 1991
Breeding and Sale of Dogs (Welfare) Act 1999
Dangerous Wild Animals Act 1976
Pet Animals Act 1951 and Pet Animals Act 1951 (Amendment) Act 1983
Riding Establishments Act 1964 and 1970
Zoo Licensing Act 1981

1.2.2 There are many types of animal related businesses that do not currently require a licence – examples include livery yards, dog walkers, dog groomers and similar. For this reason they do not form part of this Policy.

1.2.3 The Animal Welfare Act 2006 came into force on 6th April 2007. This Act consolidated much of the existing animal health and welfare legislation. It introduced a duty of care on people to ensure the needs of any animal for which they are responsible are met. It also creates a new offence of failing to provide for the needs of animals in your care, increases the penalties for animal abuse and allows the courts to disqualify a person from being in charge of animals.

1.2.4 It should be noted that DEFRA have now completed a consultation on the proposal to introduce new secondary legislation under the Animal Welfare Act 2006. If these proposed changes take place, this policy will be amended accordingly.

1.2.5 Each piece of legislation covers its own application process, including veterinary inspections where necessary, rights of appeal and offences. This Policy does not seek to depart from these provisions in any way and so makes no reference to provisions contained within the legislation.

1.2.6 This Policy should be read in conjunction with, and without prejudice to other existing National and European Union legislation, such as the Human Rights Act 1998 and Disability Discrimination Act 1995.

1.2.7 Under Section 17 of the Crime and Disorder Act 1998, local authorities must have regard to the likely effect of the exercise of their functions on, and do all that they can to prevent crime and disorder in their area. This Policy has regard to the likely impact of such licences on related crime and disorder in the District.

1.2.8 Under this Council's Constitution and scheme of delegations, the authority to grant animal licenses has been delegated to the Licensing Manager, who may further delegate as

appropriate. Matters of policy making and the setting of fees are decisions made by the Council's Licensing Committee.

2. LICENSING PRINCIPLES

2.1 Background

The legislation listed in section 1.2.1 of this Policy allows the local authority acting as the licensing authority, to devise and implement licence conditions. Each piece of legislation details its own general objectives of licence conditions; however, the common principle is protecting the welfare of animals.

2.2 Animal Welfare Act 2006

2.2.1 This Act is now the primary piece of legislation controlling the welfare of animals in England. It has established that reasonable welfare standards must be maintained whilst unifying all animal welfare legislation, including responsibilities falling to other enforcement agencies.

2.2.2 As an enabling Act, it allows secondary legislation to be implemented in respect of welfare regulations. It should be noted that DEFRA are reviewing existing animal licensing legislation with a view to introducing a single Animal Establishment licence for boarding establishments, pet shops, riding establishments and dog breeding. This could also include promoting or requiring the use of agreed Model Conditions across all local authorities and the possibility of licensing establishments currently not covered by existing legislation. (DEFRA consultation 2016).

This would then mean that most animal licensing would fall under the remit of this Act.

2.3 Principles of Licensing

2.3.1 Existing legislation requires licence conditions to ensure acceptable animal welfare standards. The Animal Welfare Act 2006 introduces five overarching principles of animal welfare, known as the "five needs". These are contained within section 9 of the Act.

2.3.2 In order to allow for possible changes to legislation following the DEFRA consultation, the Council's current Policy will be based on the "five needs" of the Animal Welfare Act.

The "five needs" are:

- a) **The need for a suitable environment** – this should include an appropriate shelter and a comfortable resting area.
- b) **The need for suitable diet** – providing free access, where appropriate, to fresh water and a diet to maintain full health.
- c) **The need to be able to exhibit normal behaviour patterns** – providing sufficient space, proper facilities and the company of an animal of its own kind, where appropriate.
- d) **Any need to be housed with, or apart from, other animals** – providing the company of an animal of its own kind, where appropriate.

- e) **The need to be protected from pain, suffering, injury and disease** – providing preventative treatment or urgent veterinary care where necessary and ensuring conditions and treatment which avoid mental suffering.

2.4 Existing Codes of Best Practice/Model Standard Conditions

2.4.1 In promoting the principle of best practice, the Council's licence conditions will be based wherever practicable on existing model standard conditions. Codes of best practice and industry standards produced by organisations such as, but not limited to:

- a) Chartered Institute of Environmental Health
- b) Local Authorities Co-Ordinators of Regulatory Services (LACORS)
- c) Local Government Association
- d) British Veterinary Association
- e) National Trade Associations

2.4.2 In promoting the Council's licensing principles, existing model standard conditions, codes of best practise and industry standards will be considered to be a minimum standard. Licence conditions will continue to be reviewed and amended in order to ensure that the "five needs" are promoted.

2.5 Advice for New Applicants

2.5.1 New applicants are advised to contact the Council's Licensing Team at their earliest opportunity, preferably before an application is made. This allows the officers to provide advice, as well as clarifying any areas of uncertainty.

2.5.2 The Council can also provide guidance in relation to other legal requirements of a new licence holder, for example, planning permission or building control approval. Applicants can then be directed to the appropriate Council Department for guidance.

2.6 Licence Duration

2.6.1 Unless legislation states otherwise, licenses will be effective from 1st January until 31st December each year.

2.6.2 Applicants who apply mid year will still be required to pay the full application fee and their licence will only be effective until 31st December of that year.

2.6.3 All licences that have not been renewed by their expiry date will cease to exist and trading must cease until such time as a new licence has been granted. In the case of individuals keeping animals, such as under the Dangerous Wild Animals Act, the individual will be committing an offence in keeping the animal without a valid licence.

2.7 Application format

2.7.1 All applications must be made on the Council's prescribed application form. This may be in a paper format or for some licences an online application.

2.7.2 Each application must be accompanied by the prescribed application fee. An application will not be considered as duly made until the prescribed application fee has been received.

2.7.3 Where veterinary inspections are required in order to determine an application, the veterinary surgeon's fee will normally be included in the licence fee. However, with regard to Dangerous Wild Animal and Zoo licences, it is accepted that due to the nature of these applications the vet fee can not be estimated in advance and may vary considerably between individual applications, dependent on the species or number of animals to be checked. In these circumstances the vet fee will be charged separately.

2.7.4. Fees for animal licences will be reviewed regularly to ensure that the costs of determining a licence application are covered.

3. ANIMAL BOARDING ESTABLISHMENTS

3.1 Licensing Requirements

The Animal Boarding Establishments Act 1963 regulates the licensing of boarding kennels and catteries. The boarding of animals other than cats and dogs is not currently regulated.

A licence is required where the provision of accommodation for cats and dogs is the main activity of a business. Dog walkers who also offer day care/boarding may also require a licence. Veterinary surgeons temporarily accommodating a sick or injured cat or dog are not considered to be operating a boarding establishment. Animal rescue centres do not require a licence either.

Other than exceptional circumstances, any new animal boarding establishment that does not meet the Council's licensing conditions will not be granted a licence.

3.2 Types of Animal Boarding

This council licenses three types of animal boarding establishment, reflecting the change in demand for different styles of boarding accommodation for pets.

3.2.1 Commercial Catteries and Kennels – these are the traditional style of animal boarding establishment. These premises are subject to licence conditions detailed in Appendices A and B. These conditions are based upon the CIEH Model Standard conditions and are considered the minimum requirement for an establishment.

3.2.2 Home Boarding - boarding dogs at home will also require a licence if payment is received and it occurs regularly. This is known as "Home Boarding" and separate fees and licence conditions, based on LACORS Home Boarding Establishments apply to these types of premises and are detailed in Appendix C. A Home Boarding licence is required even if dogs are only accommodated during the day and do not stay at the premises overnight. DEFRA has stated that home boarding of cats should be discouraged and the Council support this view. The Council do not, however, propose to prohibit the home boarding of cats and will consider each individual application on its own merits, taking into account the "Five needs" outlined in the Animal Welfare Act 2006 (detailed in section 2.3.2 of this policy).

3.2.3 Commercial Dog Day Care – the Council has set conditions for this type of premises, often called “Doggy Day Care”, detailed in Appendix D. These establishments will be subject to the same fees and vet inspections as a commercial kennels or cattery. As the name suggests, this type of establishment does not include overnight boarding. The Council do not currently licence any commercial dog day care premises, but with an increase in enquiries it is anticipated that applications will be made in the near future.

3.3 Existing Licence Holders

3.3.1 It is acknowledged that the Council currently licenses long standing animal boarding establishments that do not meet the national model standard conditions. This decision has been based on the licence holder’s ability to demonstrate to Council Officers and a veterinary surgeon that they can provide acceptable welfare standards.

3.3.2 Existing establishments undergoing refurbishment or the building of additional accommodation have been required to build any new accommodation to the national model standards.

3.3.3 In order to ensure trading fairness and consistent requirements across the district, any existing boarding establishment that does not meet the current licence standards, in particular with reference to size requirements of individual enclosures for catteries and kennels, will only continue to be licensed if it meets the following criteria:

- The existing licensee remains as owner and operator of the boarding establishment
- The existing dimensions and standards of care are maintained
- The size standards outline in Appendix A for catteries and Appendix B for kennels will apply if the units accommodating animals are changed, added to, extended or rebuilt. The new standards will not apply merely following the repair and /or maintenance of the existing units
- The boarding establishment meets all other requirements of the licence conditions in all other respects.

3.3.4 In the case of any establishment that qualifies for the exemption under section 3.3.3 above, upon the sale of the business by the existing owner, the new owner will have a period of five years during which the exemption in 3.3.3 continues. At the end of the five year period, no exemption would apply.

4. RIDING ESTABLISHMENTS

4.1 Licensing Requirements

The Riding Establishments Acts 1964 and 1970 regulate the licensing of horse riding establishments. A licence is required where payment is received to ride a horse, with or without instruction in riding.

4.1.1 The legislation requires an independent veterinary inspection of the horses and premises prior to the issuing of any licence. The veterinary surgeon must be an approved member of the Riding Establishment Inspectorate as maintained by the Royal College of Veterinary Surgeons and the British Veterinary Association. The Council will nominate the

veterinary surgeon for each inspection and make the appropriate arrangements. The cost of the inspection is included in the licence fee paid on application for a licence.

4.1.2 Any additional or replacement horses added to the riding school during the year of licence must be checked by the Council's nominated vet. The cost of this additional inspection will be the responsibility of the licence holder. An additional fee may also be payable to the Council if the number of horses specified on the licence will be altered.

4.1.3 The nominated veterinary surgeon may require a further inspection of a horse or horses by the establishment's own veterinary surgeon to establish that the horse is fit for use in the riding school. Any horse referred in this way by the nominated veterinary surgeon must not be used in the riding school until approved for this purpose by the establishment's own veterinary surgeon.

4.1.4 It is an offence for a person to operate a riding establishment for horses without first obtaining a licence from the Council.

4.2 Licence Conditions

4.2.1 Any riding establishment licence issued by the Council will be subject to the licence conditions detailed in Appendix E of this Policy.

4.3 Safeguarding

Aylesbury Vale District Council licence a significant number of Riding Establishments ranging from large equestrian centres to smaller premises with only a few horses. Many licensed riding establishments work closely with Riding For The Disabled and local schools to provide lessons for children and vulnerable adults. Other establishments arrange pony parties for small children and even therapeutic horsemanship (equine facilitated learning) for vulnerable clients through horse riding and caring for horses.

With this comes an increasing need for safeguarding and it is noted that several licensed riding schools already have safeguarding measures in place with criminal checks being carried out on staff.

The British Equestrian Federation states that "Any organisation, establishment or individual providing riding or horse management opportunities must do so with the highest possible standard of care". Although outside the scope of the licensing regime, all riding establishments must have safeguarding policies as they are carrying out a regulated activity. This policy should include criminal record checks, staff training and documented procedures. Licence holders can obtain further guidance from the British Equestrian Federation and the British Horse Society who have produced a Safeguarding Equestrian Sport Policy and can assist with carrying out criminal record checks.

5. PET SHOPS

5.1 Licensing Requirements

The Pet Animals Act 1951 and Pet Animals Act 1951 (Amendment) Act 1983 regulate the licensing of pet shops. The Animal Welfare Act 2006 must also be considered as it applies to those responsible for animals including pet vendors.

5.1.1 A pet shop is simply defined as a business, including private dwellings, selling animals as pets. This can include sales via the internet. The term animal in this context applies to all vertebrates. Consequently, the sale of fish, amphibians, reptiles, birds and mammals all fall within the scope of the legislation.

5.1.2 In order to determine the application, a Council Officer will need to carry out an inspection of the premises. In exceptional circumstances, the Council may wish to appoint a veterinary surgeon, or a suitably qualified or nationally recognised expert, to inspect the premises in conjunction with a Council Officer. The cost of any veterinary or expert inspection will be the responsibility of the applicant/licence holder.

5.1.3 Whilst current legislation does not prevent this, in the interests of animal welfare, the Council will strongly discourage the sale of cats, dogs or exotic mammals in pet shops.

5.1.4 It is an offence for a person to operate a pet shop without first obtaining a licence from the Council.

5.2 Licence Conditions

Any pet shop licence issued by the Council will be subject to the licence conditions detailed in Appendix F of this Policy.

5.2.1 These conditions have been based on the Chartered Institute of Environmental Health model conditions for Pet Vending 2013. These most recent CIEH conditions take into account a wide range of relevant legislation including Pet Animals Act 1951, Breeding of Dogs Act 1973, Animal Welfare Act 2006, Regulations regarding the transportation of animals and CITES (Convention on International Trade in Endangered Species of Flora and Fauna).

5.2.2 These conditions represent a basic minimum standard considered necessary to ensure the health, safety and welfare of animals in pet shops.

6. DANGEROUS WILD ANIMALS

6.1 Licensing Requirements

Dangerous Wild Animals Act 1976 (as amended) regulates the licensing of dangerous wild animals. A licence is required where an individual or a business wishes to keep an animal included on the Schedule Of Dangerous Wild Animals maintained and published by DEFRA.

6.1.1 The legislation applies to business enterprises such as an ostrich farm; however, it does not apply to dangerous wild animals kept in a zoo or a circus. The legislation applies to

all individuals that wish to keep a dangerous wild animal at home, for example, a venomous snake.

6.1.2 In order to determine an application, an independent veterinary inspection of the animals and premises is required prior to the issuing of a licence. The veterinary surgeon must have suitable experience of dangerous wild animals. The Council will nominate the veterinary surgeon for each inspection and make the appropriate arrangements. Due to the variety of species and numbers of animals included on a Dangerous Wild Animals licence, the cost of any veterinary inspection will be the responsibility of the applicant/licence holder and charged in addition to the licence fee. A licence will not be issued where the veterinary surgeon recommends refusal and if additional inspections by a vet are felt to be necessary they will be carried out at the applicant's expense.

6.1.3 To obtain a licence, the applicant must demonstrate that suitable accommodation and care can be provided, and that the keeping of the animal(s) would not endanger public safety or create a public nuisance.

6.1.4 It is an offence for a person to keep a dangerous wild animal without first obtaining a licence from the Council.

6.1.5 License for Dangerous Wild Animals will be issued for a period of two years.

6.2 Licence conditions

6.2.1 Any dangerous wild animal licence issued by the Council will be subject to the conditions detailed in Appendix G of this Policy.

6.2.2 In addition, the Council will apply species specific licence conditions based on guidance given by the veterinary surgeon that has carried out the inspection or alternatively by any suitably qualified expert.

6.2.3 This means that each dangerous wild animal licence issued by the Council may have unique conditions applied to it.

7. DOG BREEDING ESTABLISHMENTS

7.1 Licensing Requirements

The Breeding of Dogs Acts 1973 and 1991 and Breeding and Sale of Dogs (Welfare) Act 1999 regulate the licensing of commercial dog breeders. In addition, the Animal Welfare Act 2006 must be taken into account as it applies to anyone responsible for an animal.

7.1.1 The Breeding and Sale of Dogs (Welfare) Act amended the definition of a breeding establishment. Past references to requiring a licence only if five litters per establishment per year were bred was amended to a statement that a licence would be required in an establishment breeding less than five litters, where dogs are bred for sale as a business.

7.1.2 Guidance from the Chartered Institute of Environmental Health states that a person is presumed to be carrying out the business of breeding dogs for sale where, they breed and

sell more than two litters in a 12 month period, or during any 12 month period, five or more litters are born to his or her bitches which are:

- Kept by him at any premises during any period of 12 months
- Kept by any relative of his at those premises
- Kept by him elsewhere
- Kept by any person under a breeding arrangement with him.

7.1.3 The occasional or hobby breeder does not normally require a licence.

7.1.4 Restrictions are also placed on breeding bitches to ensure that they are not mated if they are less than one year old, do not give birth to more than six litters in their lifetime and do not give birth to more than one litter in a twelve month period.

7.1.5 Prescribed breeding records must be kept and made available to council inspectors and veterinary surgeons authorised by the Council.

7.1.6 It is an offence for a person to operate a dog breeding establishment without first obtaining a licence from the Council.

7.2 Licence Conditions

7.2.1 Any dog breeding establishment licence issued by the Council will be subject to the licence conditions detailed in Appendix H of this Policy.

7.2.2 These conditions have been based on the Chartered Institute of Environmental Health's model conditions published in January 2014.

7.2.3 Save for exceptional circumstances, any dog breeding establishment that does not meet the Council's licensing conditions as detailed in Appendix H of this Policy will not be granted a licence.

8. ZOOS

8.1 Licensing Requirements

The Zoo Licensing Act 1981 regulates the licensing of zoos.

8.1.1 A licence is required for an establishment where wild animals are kept for exhibition to which members of the public have access, with or without charge for admission, on more than seven days in any period of twelve consecutive months.

8.1.2 The wide scope of this definition means that licensed zoos can range from a traditional urban zoo or safari park to a small specialist collection such as an aviary or butterfly collection.

8.1.3 The Act does not apply to circuses or to pet shops which are covered by separate legislation.

8.1.4 A licensed zoo must be able to demonstrate compliance with a broad range of issues, including but not limited to, feeding, environment, conservation/education and public safety.

8.1.5 A new zoo licence, if granted, will have a duration period of four years. Upon renewal, the licence will run for a period of six years.

8.1.6 Prior to licensing a new zoo, the Council will contact the Animal and Plant Health Agency (APHA) to arrange an inspection by a veterinary surgeon who is a Secretary of State nominated inspector. A licence will not be granted where the nominated inspector recommends refusal.

8.1.7 Under the Act, dispensations can be granted to smaller zoos. In order for this to happen the Council must apply to the APHA, on the zoo's behalf, for a dispensation under the Zoo Licensing Act. If granted, dispensation status will be reviewed from time to time to ensure it is still suitable. These dispensations ensure that inspections are kept at a reasonable level for the size of the establishment, without in any way weakening the establishment's obligation to achieve acceptable standards of animal welfare.

8.1.8 Any licensed zoo will be subject to a schedule of annual inspections broken down into Periodical and Informal inspections. The APHA must select veterinary surgeons from the list of Secretary of State nominated inspectors to carry out any periodical inspection. The zoo will be required to carry out a prescribed audit prior to a periodical inspection. Informal inspections are carried out by a Council inspector and must take place in any calendar year when a periodical inspection has not taken place.

8.1.9 The cost of any inspection carried out by Secretary of State Inspectors will be the responsibility of the applicant/licence holder.

8.1.10 It is an offence for a person to operate a zoo without first obtaining a licence from the Council.

8.2 Licence Conditions

8.2.1 Any zoo licence issued by this Council will be subject to the licence conditions detailed in Appendix I of this Policy. These conditions have been based on the Secretary Of State's Standards of Modern Zoo Practice. All inspectors of zoos must have regard to these standards

8.2.2 Following a periodical inspection, a Secretary of State nominated inspector may require that additional conditions are attached to the licence.

9. DEPARTURE FROM POLICY

9.1 In exercising its discretion in carrying out its regulatory functions, Aylesbury Vale District Council will have regard to this Policy document and the principles it sets out.

9.2 Notwithstanding the existence of this Policy, each application will be considered on its own merits based on the licensing principles detailed in Part 2 of this Policy. Where an applicant is able to demonstrate that a minor departure from this Policy, based on their own or where necessary by the veterinary surgeon carrying out an inspection, the Licensing Manager may authorise a licence to be issued accordingly.

9.3 Where it is necessary for the Council to depart substantially from this Policy, clear and compelling reasons for doing so will be given. The Licensing Manager may authorise a departure from the Policy in accordance with this section if he/she considers it necessary in the specific circumstances and in consultation with the Chairman of the Council's Licensing Committee or in their absence the Vice Chairman.

10. ENFORCEMENT

10.1 It is recognised that well-directed enforcement activity by the Council benefits not only the public but also responsible members of the trade.

10.2 In exercising its enforcement powers, the Licensing Authority will have regard to the principles that regulatory activities should be carried out in a way which is transparent, accountable, proportionate and consistent and targeted only at cases in which action is needed. Regard will also be had to the Regulator's Code in formulating the authority's enforcement policies and standards.

This can be summarised as follows:

- Publish an enforcement policy
- Consider impact of regulatory sanctions on economic progress
- Take cost/benefit approach to regulatory intervention
- Keep regulatory interventions under review with view to considering whether removal/ reduction would be appropriate
- Target efforts by taking risk assessment approach
- Incentivise and reward businesses for good levels of compliance
- Ensure inspectors can interpret and apply legal requirements and enforcement policies fairly and consistently
- Inform businesses when considering formal enforcement action (except for serious/urgent cases)
- Ensure sanctions and penalties are proportionate, directed at change of behaviour and deter non-compliance
- Enforce and apply sanctions in a transparent manner
- Provide clear reasons for enforcement actions
- Measure outcomes

10.3 The responsibility for the overall supervision of animal licensing lies with the Licensing Manager.

11. AMENDMENTS TO THIS POLICY

11.1 Any significant amendment to this Policy will only be implemented after further consultation with the trade and the public. All such amendments to this Policy will be undertaken in accordance with the Council's Constitution.

For the purpose of this section, any significant amendment is defined as one that:

- Is likely to have a significant financial effect on the licence holders, or

- Is likely to have a significant procedural effect on licence holders, or
- Is likely to have a significant effect on the community

11.2 Any minor amendments to this Policy may be authorised by the Licensing Manager and undertaken in accordance with the Council's Constitution. For the purposes of this section, any minor amendment is an amendment not defined as significant in section 11.1 of this Policy.

Appendix A

CONDITIONS SUBJECT TO WHICH THE ANIMAL BOARDING LICENCE IS GRANTED FOR A CATTERY

1 INTRODUCTON TO CONDITIONS

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which cats have access and/or which are used in association with the boarding of cats. Use of the term 'unit' relates to combined sleeping *and* individual exercise areas.
- 1.2 It is the Licensee's responsibility to check whether any planning permission is required for the use of the premises as a cattery or before making any material alterations to an existing cattery.
- 1.3 The Licensing Authority must be informed as soon as possible if a cat goes missing from the cattery, and in any case no later than the next working day.
- 1.4 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.

2. LICENCE

- 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.
- 2.2 The maximum number of cats to be kept at any one time is ##.

ENVIRONMENT

3.0 General

- 3.1 All new units must be built on a concrete base with a damp proof membrane to Building Regulation standards. This should have a minimum fall of 1 in 80.
- 3.2 The cattery must be constructed of materials that are robust, safe and durable and be well maintained in good decorative order and repair.
- 3.3 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 cattery area. All exterior wood must be smooth and properly treated against wood rot. Only products which are not toxic to cats may be used.
- 3.4 All internal surfaces used in the construction of walls, floors, partitions, door and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.
- 3.5 Sleeping areas of units must be so insulated as to prevent extremes of temperature.
- 3.6 Wire mesh/fencing materials must be secure and safe.
- 3.7 The construction must be such that security of the cat is ensured with an enclosed area (corridor or lobby) outside the cat unit to minimise risk of escape.
- 3.8 All areas to which cats have free access must be roofed.

- 3.9 The walls with which cats 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 and impervious, and resealed as necessary.
- 3.10 Junctions between vertical and horizontal sections should be covered. If impractical in existing premises, these joints must be sealed.
- 3.11 Full length sneeze barriers must be provided where the gap between units is less than 625 mm (2ft).
- 3.12 The concrete base and floors of all buildings and units must be of smooth impervious materials, capable of being easily cleansed. In new catteries, this must incorporate a damp proof membrane.
- 3.13 Floors of all units and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids. Any drain covers in areas where the cats have access must be designed and located to prevent toes/claws from being caught.
- 3.14 Drains should be such that contamination does not pass between units.
- 3.15 There must be a safe, secure, waterproof roof over all of the cat units (sleeping accommodation and run) and the safety corridor. For the run, materials used must be capable of filtering UV light and providing adequate shade. Ceilings must be capable of being easily cleansed and disinfected.
- 3.16. Doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
- 3.17 Where metal edging is used, this must not present a risk of injury to the cat.
- 3.18 Adequate constructional precautions must be taken to prevent and control the spread of infectious disease particularly by droplet infection.
- 3.19 All windows which pose a security risk must be escape proof at all times.
- 3.20 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.
- 3.21 Adequate supplementary lighting must be provided throughout the establishment.
- 3.22 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the sleeping area.
- 4.0 Unit Size, Layout And Exercise Facilities**
- 4.1 Each cat must be provided with a separate unit except that cats from the same household may share a unit of adequate size with the written consent of the cats' owner.
- 4.2 Each unit must be clearly marked (e.g. numbered), and a system in place which ensures that relevant information about the cat in that unit is readily available.

- 4.3 Holding units may be provided for temporarily boarding a cat for not more than 12 hours. Existing holding units must be a minimum of 1m in each dimension. Holding units must not be located in the reception area.
- 4.5 Existing units must provide the following separate sleeping and exercise areas (where different, dimensions for penthouse style units are shown in brackets **NB height of sleeping area for penthouse is 1m**):

	Minimum Sleeping Area	Smallest dimension must be a minimum of	Minimum Height	Minimum Exercise Area	Smallest dimension must be a minimum of
One cat	0.85m ²	0.9m e.g. 0.9m x 0.95m	1.8m	1.65m ²	0.9m e.g. 0.9x 1.85m
Up to two cats	1.5m ² (1.1m ²)	1.2m eg 1.2m x 1.25m	1.8m	2.2m ²	0.9m eg 1.2m x 1.85m
Up to four cats	1.9m ² (1.7m ²)	1.2m e.g. 1.2m x 1.6m (0.9m)	1.8m	2.8m ²	1.2m e.g. 1.2m x 2.35m

- 4.6 New build units (including replacement or additional units added to an existing cattery) must provide the following sleeping and exercise areas (where different, dimensions for penthouse style units are shown in brackets **NB height of sleeping area for penthouse is 1m**):

	Minimum Sleeping Area	Smallest dimension must be a minimum of	Minimum Height	Minimum Exercise Area	Smallest dimension must be a minimum of
Up to two cats	1.5m ² (1.1m ²)	1.2m eg 1.2m x 1.25m (0.9m)	1.8m	2.2m ²	0.9m eg 1.2m x 1.85m
Up to four cats	1.9m ² (1.7m ²)	1.2m e.g. 1.2m x 1.6m (0.9m)	1.8m	2.8m ²	1.2m e.g. 1.2m x 2.35m

Please note: Penthouse accommodation measurements for the exercise run must be taken from the front of the sleeping area, not from underneath. The sleeping box must be 0.9m off the ground to enable effective cleaning.

- 4.7 Units may be designated as suitable for a specific number of cats, greater than 4, at the discretion of the licensing authority.
- 4.8 Suitable bedding must be provided which allows the cat to be comfortable and which is capable of being easily and adequately cleaned and disinfected. Such equipment must be sited out of draughts. Bedding material should be checked daily and must be maintained in a clean, parasite-free and dry condition.
- 4.9 In new construction, each unit must be provided with an exercise area of at least 1.7sq.m (18sq.ft) for a single cat; 2.23sq.m (24sq.ft) for two cats; 2.78sq.m (30sq.ft) for up to 4 cats.
- 4.10 Units must open onto secure corridors or other secure areas so that cats are not able to escape the premises.

- 4.11 There must be direct and voluntary access to the exercise area.

5.0 Temperature In Units

- 5.1 Heating facilities must be available in the unit and used according to the requirements of the individual cat.
- 5.2 There must be some part of the sleeping area where the cat is able to enjoy a temperature of at least 15°C. The cat must be able to remove itself from the source of heat.
- 5.3 There must be a policy in place for dealing with high temperatures and a means of keeping cats cool.
- 5.4 In isolation units, there should be a means of maintaining the temperature at a level suitable for the conditions of the cat and dependent on veterinary advice.

6.0 Fire Precautions And Other Emergencies

- 6.1 Appropriate steps must be taken for the protection of the cats in case of fire or other emergencies.
- 6.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions to where cats are to be evacuated to in the event of a fire or other emergency. An emergency phone list should include fire, police and vets.
- 6.3 Premises and activities must be risk assessed (including fire). These risk assessments must be recorded and relayed and understood by all staff.
- 6.4 Fire fighting equipment must be provided, maintained in good working order and easily accessible.
- 6.5 Electrical equipment must be installed in line with current legislation and maintained in a safe condition. There must be a residual current circuit breaker system on each block of units. Electrical safety certificates should be available for inspection.
- 6.6 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to cats.
- 6.7 Precautions must be taken to prevent any accumulation which may present a risk of fire.
- 6.8 There must be adequate means of raising an alarm in the event of fire or other emergency.

DIET

7.0 Food And Water Supplies

- 7.1 Cats must be fed a balanced diet suitable for their age, health status and lifestyle. The type of food, specific diet or prescription diet is usually by agreement with the owner. At least two meals a day must be offered at approximately 8 hours apart. Fresh, clean water must be available at all times and changed daily.

- 7.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected and must be maintained in a clean condition. Disposable eating dishes may be used. Joint feeding and water bowls must not be used.
- 7.3 Eating vessels must be cleansed or disposed of after each meal.
Drinking vessels must be cleansed at least once a day.
- 7.4 Water and food must be positioned well away from the litter tray (minimum of 60cm), as cats will not eat or drink if it is placed too close to a toilet site.
- 7.5 Food must be unspoilt, palatable and free from contamination. Unconsumed wet or fresh food must be removed before it deteriorates.
- 7.6 Food intake must be monitored daily and any problems recorded. Veterinary advice must be followed if feeding debilitated, underweight or ill cats, or those with specific dietary requirements.
- 8.0 Kitchen Facilities**
- 8.1 Exclusive kitchen facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the cats.
- 8.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and food contamination must be avoided.
- 8.3 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.
- 8.4 Kitchens must be connected to mains drainage or an approved, localised sewage disposal system.
- 8.5 Containers must be provided for the storage of goods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

BEHAVIOUR

9.0 Supervision

- 9.1 Cats must be visited at regular intervals and checked/inspected with due care and attention for their health, safety and welfare. Any behavioural abnormalities or changes must be noted and acted upon if necessary.

10.0 Play/Exercise

- 10.1 Cats must be able to access different levels within the unit
- 10.2 Cats must be given the opportunity for play and exercise
- 10.3 A hiding place must be provided for cats in the sleeping accommodation.
- 10.4 Cats must be provided with suitable facilities for scratching.
- 10.5 Any toys/scratching posts provided must be safe and disinfected between use for different cats, or disposed of. Items provided by the owner must be kept within the

cat's unit and used solely for that cat and returned to the owner at the end of the cat's stay.

COMPANY

11.0 Handling

- 11.1 Cats must always be handled humanely and appropriately to suit the requirements of the individual cat.

12.0 Multi-Cat Units

- 12.1 In multi-cat units, cats must be monitored and consent from the owner obtained for separating cats, should problems arise (e.g. fighting).
- 12.2 In multi-cat units, it must be ensured that some cats do not monopolise resources. There should be separate food and drinking bowls as well as adequate sleeping and hiding places.

HEALTH AND WELFARE

13.0 Monitoring

- 13.1 The licence holder or responsible person must visit cats at regular intervals (of no more than 4 hours apart during the working day), or as necessary for the individual health, safety and welfare of each cat.
- 13.2 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. This treatment should be recorded, and the owner advised when collecting the cat.
- 13.3 A fit and proper person must always be present to exercise supervision and deal with emergencies whenever cats are boarded at the premises
- 13.4 A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.

14.0 Record Keeping

- 14.1 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 or tattoo
 - Description, breed, age and gender of cat
 - 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 cat's veterinary surgeon
 - Anticipated and actual date of departure
 - Health, welfare and nutrition requirements
 - Any illness and treatment administered during the stay.
- 14.2 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.
- 14.3 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.

- 14.4 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 in accordance with the manufacturer's instructions or at the very least two weeks before the first date of boarding. A record that proof has been supplied must be kept on site throughout the period that the cat is boarded.

15.0 Disease Control

- 15.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst cats, staff and visitors.
- 15.2 No animals other than cats are to be boarded within the licensed facilities without the written approval of the local authority.
- 15.3 Where stray cats are accepted by the cattery they must be kept in a separate area away from boarded cats and handled last.
- 15.4 Isolation facilities must be provided; at least 1 per 40 animals boarded and provisions should be made for a major disease outbreak.
- 15.5 In existing catteries these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main units. This must be a minimum 3m. (10ft.). (See also temperature control.)
- 15.6 Adequate facilities to prevent the spread of infectious disease between the isolation unit and other units must be provided.
- 15.7 Hands must be washed/disinfected between handling of each cat. Kittens should be handled before adult cats and cats in isolation should be handled last to reduce the risk of spreading disease.
- 15.8 A well stocked first-aid kit suitable for use on cats must be available and accessible on site. Medicines must be stored safely and securely in a locked cupboard, at the correct temperature and used in accordance with the veterinary surgeon's instructions. Unused medication must be returned to the owner of prescribing vet.

16. Cleanliness

- 16.1 All units, corridors, common areas, 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 cat comfort.
- 16.2 Each occupied unit must be cleansed daily. All excreta and soiled material must be removed from all areas used by cats at least daily and more often if necessary.
- 16.3 Each unit must be supplied with its own dustpan, brush and scoop, to be used exclusively in and kept in that unit, until departure of the cat, and then cleaned and disinfected before re-use, or disposed of prior to the next resident.
- 16.4 All bedding areas must be kept clean and dry.
- 16.5 Suitably sited litter trays, which are easy to clean and impermeable, must be provided. 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.

- 16.6 Litter trays should be cleaned and disinfected in a separate area away from food preparation. If only one sink is available, strict protocols must be in place to ensure adequate disinfection after cleaning litter trays and before cleaning dishes.
- 16.7 Each unit must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time. Products used must be non-toxic to cats, appropriate and used within the manufacturers' guidelines.
- 16.8 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 disposal route for all such waste must be incineration.
- 16.9 Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

Appendix B

CONDITIONS SUBJECT TO WHICH THE ANIMAL BOARDING LICENCE IS GRANTED FOR DOG KENNELS

INTRODUCTION TO CONDITIONS

- 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. Use of the term 'kennel' relates to combined sleeping *and* individual exercise areas.
- 1.1 It is the Licensee's responsibility to check whether any planning permission is required for the use of the premises as a kennels or before making any material alterations to an existing kennels.
- 1.2 The Licensing Authority must be informed as soon as possible if a dog goes missing from the kennels, and in any case no later than the next working day.
- 1.3 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 Officer.

LICENCE

- 2 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.
- 2.1 The maximum number of dogs to be kept at any one time is ##.

ENVIRONMENT

General Construction

- 3 Kennels must be structurally sound and maintenance and repair of the whole establishment must be carried out regularly.
- 3.1 The kennels must be constructed of materials that are robust, safe and durable and well maintained.
- 3.2 Materials and paints/substances used in construction or maintenance must not expose dogs to harmful chemicals.
- 3.3 The kennels must be built in compliance with good building practice, on a concrete base with a damp proof membrane. Building Regulations must be adhered to.
- 3.4 There must not be any sharp edges, projections, rough edges or other hazards which present risk of injury to a dog.
- 3.5 All windows which pose a security risk must be escape proof at all times.
- 3.6 Doors must have secure latches or other closing devices.
- 3.7 All wire mesh/ fencing must be strong and rigid and kept in good repair to provide an escape and dig proof structure.

- 3.8 Where wood has been used in existing construction it must be smooth and treated to render it impervious or over-clad. 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.
- 3.9 All exterior wood must be properly treated against wood rot. Only products which are not toxic to dogs may be used.
- 3.10 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames must be durable, smooth, impervious and capable of being easily cleaned. Where concrete, building blocks or bricks are used they must be sealed so as to be smooth and impervious.
- 3.11 Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, all joints must be sealed.
- 3.12 Floors must be finished to produce a smooth, non slip, impervious surface which is easy to clean and disinfect. Holes or gaps between tiles or paving slabs are not acceptable.
- 3.13 There must be a safe, secure, waterproof roof which should cover all of the sleeping accommodation and at least 50% of the attached individual run. For the run, roof materials used must be capable of filtering UV light and providing adequate shade.
- 3.14 There must be sufficient light in the kennel unit during the day to work and observe the dogs. Where practicable this must be natural light, however, supplementary lighting must be provided throughout the establishment.

Drainage

- 4 The establishment must be connected to mains drainage or an approved, localised sewage disposal system.
- 4.1 Waste water must not run off into adjacent pens.
- 4.2 Adequate drainage must prevent pooling of liquids.
- 4.3 Floors must be laid to be minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel. Any drain covers in areas where dogs have access must be designed and located to prevent toes/claws from being caught.

Secure Area

- 5 There must be an escape proof area beyond the kennel unit to ensure that dogs are unable to escape from the premises.
- 5.1 For kennels where there are facing units accessed by an indoor corridor, the corridor must be at least 1.2M wide. There must be facility for a dog to be able to hide to avoid visual contact with other dogs.
- 5.2 There must be a securable door from which the secure area of the kennels can be viewed from the outside and this must be kept closed when not in use.

- 5.3 Kennel doors must be strong enough to resist impact, scratching and chewing. They must be fitted to be capable of being effectively secured. These doors must not be propped open.
- 5.4 Where metal bars and frames are used, they must be of suitable gauge (approximately British Standard 14 gauge) 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. Wire mesh must be a minimum of 2mm in thickness (14 gauge).
- 5.5 External doors/gates must be lockable and staff must have easy access to keys in case of emergency.
- 5.6 The secure area must not be used as an exercise area.

Dog Units

- 6 Each dog unit will consist of sleeping accommodation and an adjoining or designated individual run exclusive for the dog in that unit. Dogs from different households must not share dog units.
- 6.1 Each unit needs to be easily accessible and clearly marked with a system in place which ensures that relevant information about the dog in that unit is readily available.
- 6.2 Lights must be turned off to provide a period of darkness overnight.
- 6.3 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the bedding area.
- 6.4 Gaps or apertures must be small enough to prevent a dog's head passing through, or entrapment of any limb or body parts.
- 6.5 Doors must open inwards in order to protect the health and safety of staff and openings must be constructed such that the passage of water/waste is not impeded.
- 6.6 Insulation and temperature regulation in the kennels must aim to keep the ambient temperature in the dog sleeping accommodation above an absolute minimum of 10° C and below a maximum of 26°C. There must be a means of measuring, monitoring and recording temperatures (maximum and minimum) representative of the temperature in the sleeping area.
- 6.7 Dogs must be able to remove themselves from a direct source of heat.
- 6.8 Partition walls between units (both in sleeping and exercise areas) must be of solid construction to a height sufficient to prevent direct nose to nose contact. Where a dog poses a health and welfare risk to other dogs it should be kept in a unit with full height solid partition walls (these can be temporary).

Sleeping area

- 7 Within the sleeping unit, a dog must be able to sit and stand at full height, stretch and wag its tail without touching the sides. The floor area must be a minimum of twice that required for the dog to lay out flat and also be a minimum of 1.9m². For two or more dogs sharing, the total area must be at least the sum of that required for each dog.

7.1 Units must be a minimum height of 1.8m to facilitate adequate access for kennel staff.

7.2 Suitable bedding equipment 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 and changed between dogs.

7.3 A dog must not be left without bedding at any time unless instructed by the dog's owner. If a dog chews or destroys its bedding, it must be replaced with an alternative.

External Run (in addition to and not including the sleeping area)

8 Each unit must be provided with an exercise area of at least 2.46m² (for dogs up to 60cm high at the shoulder) or 3.34m² 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. This area must not be used as the primary sleeping/bedding area.

Outdoor Exercise areas (separate from dog units)

9 Dogs must be monitored whilst in outdoor exercise areas.

9.1 Exercise areas must not be used by more than one dog at any time unless they are from the same household or prior written consent has been obtained from owners. The owner must stipulate what mixing is to take place i.e. whether it is mixing with dogs selected by the proprietor or with named dogs only. A thorough assessment and introduction session must be carried out for all dogs prior to them interacting with existing boarders. Records of this must be retained and available at all times.

9.2 Shared exercise areas must be kept clean, secure and safe. Fencing must be adequate to offer security to prevent escape and safe. Gates must be double and able to be locked.

9.3 Exercise areas must be cleared of all potential hazards between dogs. Faeces must be picked up between dogs/occupancy and at least daily to prevent roundworm and other parasites from being established.

9.4 Exercise areas must have adequate drainage. Where the area is grass, surface ponding of water must not occur and as a minimum the entrance should be paved or surfaced with suitable material.

9.5 Equipment such as tunnels, platforms and toys must be safe and maintained in a safe and clean condition.

9.6 Informed written consent from owners must be obtained to enable a dog to be walked outside the kennel facility.

9.7 Holding kennels may be provided for temporarily kennelling a dog for not more than 12 hours. Holding kennels, if provided, must comply with conditions as required for main kennels. Holding kennels must be a minimum area of 2.3sq.m (25sq.ft).

Fire Precautions And Other Emergencies

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

- 10.1 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions to where dogs are to be evacuated to in the event of a fire or other emergency. An emergency phone list should include fire, police and vets.
- 10.2 Premises and activities must be risk assessed (including fire). These risk assessments must be recorded and relayed and understood by all staff.
- 10.3 Fire fighting equipment must be provided, maintained in good working order and easily accessible.
- 10.4 Electrical equipment must be installed in line with current legislation and maintained in a safe condition. There must be a residual current circuit breaker system on each block of units. Electrical safety certificates should be available for inspection.
- 10.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.
- 10.6 Precautions must be taken to prevent any accumulation which may present a risk of fire.
- 10.7 There must be adequate means of raising an alarm in the event of fire or other emergency.

DIET

Food And Water Supplies

- 11 Dogs must be fed a balanced diet suitable for their age, health status and lifestyle. Diet and frequency of feeding should be agreed with the dog's owner. Fresh, clean water must be available at all times and changed daily.
- 11.1 One feeding bowl must be provided per dog
- 11.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected and must be maintained in a clean condition. Disposable eating dishes may be used
- 11.3 Eating vessels must be cleansed or disposed of after each meal.
- 11.4 Drinking vessels must be cleansed at least once a day.
- 11.5 Food must be unspoilt, palatable and free from contamination. Unconsumed wet or fresh food must be removed before it deteriorates.
- 11.6 Food intake must be monitored daily and any problems recorded. Veterinary advice must be sought for any dog that has not eaten for 24 hours. If there are specific concerns advice should be sought earlier. Dogs displaying significant weight loss/gain during their stay must be evaluated by a vet and treated as necessary. Veterinary advice must be followed if feeding debilitated, underweight or ill dogs, or those with specific dietary requirements.

Kitchen Facilities

- 12 Exclusive kitchen facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.

- 12.1 Refrigeration facilities must be provided, and steps should be taken to minimise the risk of cross-contamination such as when handling raw foods.
- 12.2 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.
- 12.3 Kitchens must be connected to mains drainage or an approved, localised sewage disposal system.
- 12.4 Containers must be provided for the storage of goods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

BEHAVIOUR

- 13 The behaviour of individual dogs must be monitored on a daily basis and changes in behaviour and evidence of stress, fear, pain and anxiety must be recorded and acted upon. Those struggling to cope must be given extra consideration as should long stay dogs.
- 13.1 Procedures, management and the kennel construction must contribute towards avoiding exposure to excessive/continuous noise.
- 13.2 Any equipment used to walk dogs must be correctly fitted and used. Items must be removed when the dog is returned to the kennel and kept in an easily accessible location. Items specific to a particular dog must be identified as such.
- 13.3 All dogs must received toys and / or feeding enrichment unless veterinary advice suggests otherwise. The kennel must obtain the owner's written consent and discuss the provision of toys with the owner. Toys must be checked daily to ensure they remain safe.
- 13.4 Dogs need to be exercised on a daily basis away from the kennel unit. This can be on or off lead in a secure exercise area. Dogs that cannot be exercised must be provided with alternative forms of mental stimulation. This can include positive interaction with people and additional forms of toy and food enrichment.

COMPANY

- 14 Each dog must be provided with a separate kennel except that dogs from the same household may share a kennel of adequate size with the written consent of the dogs' owner.
- 14.1 For any multi-dog unit, written consent must be obtained to separate the dogs should problems arise. Dogs sharing a unit must be monitored and adequate toys, food, water bowls and bedding areas must be provided to ensure that one dog does not monopolise resources.
- 14.2 Where possible dogs must be able to avoid seeing other dogs if they choose to.
- 14.3 Dogs must receive daily beneficial human interactions appropriate to the individual dog.

- 14.4 All staff must have the competence to handle dogs correctly and be able to identify dogs that are anxious or fearful about contact. Dogs must always be handled humanely and appropriately.
- 14.5 Suitable dog handling equipment (e.g. muzzles, grasper, gauntlets) should be available for use if necessary. Staff must be adequately trained for its appropriate and safe use.
- 14.6 Harsh, potentially painful or frightening equipment (e.g. electric shock collars) must not be used by kennel staff. If such equipment is present when the dog arrives at the kennels these must be removed once the dog is in its unit. This equipment must not be used during the dog's stay at the kennels and a suitable alternative must be found.
- 14.7 When removing individual dogs from units, staff must try to minimise disturbance to other dogs.

HEALTH AND WELFARE

Records

- 15 A register must be kept of all dogs boarded. The information kept must include the following
- date of arrival
 - name of dog, microchip number
 - 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 (to include neuter status/ date of last season)
 - any illness and treatment administered during the stay
 - Consent forms e.g. for veterinary treatment, to share or separate dogs, toys/interaction preferences
 - Details of most recent vaccination
 - Record of any international travel
- 15.1 This 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. 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.

Staff Training

- 16 All staff must be adequately trained in the work they are expected to carry out and be competent in day to day boarding kennel management. Where staff are employed, whether permanent or temporary, a written training policy must be provided. A system of training for staff must be demonstrated to have been carried out.

Monitoring dogs

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

- 17.1 Dogs must be visited at regular intervals and checked/inspected with due care and attention. It is recommended that these intervals should not exceed 4 hours during the working day (between 08.00 and 18.00hrs), or as necessary for the individual requirements of each dog. Any sign of ill health or unusual behaviour must be recorded and advice sought without delay.
- 17.2 Presence or absence of faeces and urine must be monitored daily.
- 17.3 Where dogs require wiping of eyes, grooming or other cleaning regimes, these must be carried out frequently enough to keep the dog clean and comfortable providing it is safe to do so.
- 17.4 Dogs must be monitored to check if they are too hot or too cold. There must be a documented policy in place for dealing with extremes of temperature and weather conditions.

Cleaning and Disease Control

- 18 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 18.1 All units, corridors, common areas, 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.
- 18.2 There must be cleaning and disinfection routines in place for day to day management of the dogs and for ensuring dog unit and all its equipment is cleaned and disinfected effectively before a new dog comes in. Kennels of long stay dogs will require periodical thorough cleaning, disinfection and drying.
- 18.3 All bedding areas must be kept clean, dry and parasite free.
- 18.4 All toys and grooming equipment must be cleaned and disinfected between use for different dogs.
- 18.5 Products used must be non-toxic to dogs, appropriate and used within the manufacturers' guidelines.
- 18.6 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 disposal route for all such waste must be incineration.
- 18.7 Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.
- 18.8 No animals other than dogs are to be boarded within the licensed facilities without the written approval of the local authority. Where stray dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs.
- 18.9 An up to date veterinary vaccination record must be seen to ensure that dogs boarded have current vaccinations against canine parvovirus, canine distemper, infectious canine hepatitis (adenovirus) and leptospirosis. The date of the most recent vaccination must be recorded preferably with a valid until date. Certification from a veterinary surgeon of a recent protective titre test may be acceptable in individual cases

as evidence of protection against adenovirus, distemper and parvovirus. The certificate must state that it is valid for the period of the stay at the kennels. It is the decision of the licence holder whether to accept such a certificate.

- 18.10 Primary vaccination courses must be completed at least 2 weeks before boarding.
- 18.11 Owners should be advised to worm their dogs prior to boarding. Where there is evidence of parasites, the dog must be treated with an appropriate insecticide after consultation with a veterinary surgeon. Consent from the owner will be required.
- 18.12 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. This treatment should be recorded, and the owner advised when collecting the dog.
- 18.13 A well stocked first-aid kit suitable for use on dogs must be available and accessible on site. Medicines must be stored safely and securely in a locked cupboard, at the correct temperature and used in accordance with the veterinary surgeon's instructions. Any unused medications must be returned to the owner or prescribing vet.
- 18.14 Hands must be washed and disinfected between handling dogs.

Isolation

- 19 Isolation facilities must be provided and provisions should be in place for a major disease outbreak. 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 approximately 5m. (15ft.). Where isolation facilities are provided by the attending veterinary practice, a letter must be provided by the practice stating that they are prepared to provide such facilities.
- 19.1 Adequate facilities and sanitation protocols must be in place to prevent the spread of infectious disease between the isolation and other kennels.
- 19.2 Any dogs in the isolation facility must be checked regularly and unless a separate person is caring for them, they should be visited after the other dogs.

Appendix C

Licence Conditions for Home Boarding 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 Normally planning permission will not be required for the home boarding of animals on the scale proposed, however should complaints be received because of particular noise or odour problems, then the Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.
- 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 home boarding.
- 1.5 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- 1.6 Entire males and bitches in season or bitches due to be in season during the boarding, 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.
- 1.7 Licence holders have a duty under the Animal Welfare Act 2006 to ensure reasonable steps are taken to meet the welfare needs of dogs in their care. They and their employees will be held responsible for any unnecessary suffering.

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 Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog must be gained following a trial familiarisation session.
- 3.4 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.

4. CONSTRUCTION

- 4.1 Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.
- 4.2 The premises shall have its own entrance and must not have shared access, e.g. communal stairs.
- 4.3 There must be adequate space, light, heat and ventilation for the dogs.

- 4.4 As far as reasonably practicable all areas/rooms within the home to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.
- 4.5 There must be sufficient space available to be able to keep the dogs separately if required.
- 4.6 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.

5. CLEANLINESS

- 5.1 All areas where the dogs have access to, including the kitchen 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.
- 5.1 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.
- 5.1 All bedding areas must be kept clean and dry.
- 5.1 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.
- 5.1 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

6. FOOD AND WATER SUPPLIES

- 6.1 All dogs shall have an adequate supply of suitable food as directed by the client.
- 6.2 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.
- 6.3 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 bedding material.
- 6.4 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.

7. KITCHEN FACILITIES

- 7.1 Airtight containers must be provided for the storage of dry foods. Uncooked food and the remains of opened tins must be stored in covered, non-metal, leak proof containers in the fridge.
- 7.2 All bulk supplies of food shall be kept in vermin proof containers.

8. DISEASE CONTROL AND VACCINATION

- 8.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 8.2 Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) and Canine Parvovirus and other relevant diseases. Primary vaccination courses must be completed at least two weeks before 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.
- 8.3 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.
- 8.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 8.5 The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The client's own veterinary practice must be known and consulted if necessary.
- 8.6 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.
- 8.7 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.
- 8.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

9. ISOLATION AND CONTAGIOUS DISEASE OUTBREAK.

- 9.1 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.
- 9.2 The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.
- 9.3 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.
- 9.4 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.

10. REGISTER

- 10.1 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, 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
 - Proof of current vaccinations, medical history and requirements
 - Health, welfare nutrition and exercise requirements
- 10.2 Such a register is to be available for inspection at all times by an officer of the Licensing Authority, veterinary surgeon.
- 10.3 The register must be kept readily available for a minimum of 2 years and kept in such a manner as to allow an authorised officer easy access to such information.
- 10.4 If medication is to be administered, this must be recorded.
- 10.5 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.

11. SUPERVISION

- 11.1 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.
- 11.2 The behaviour of individual dogs must be monitored and changes in behaviour and/or behaviours indicative of stress, fear, pain and anxiety must be recorded and acted upon. Those struggling to cope must be given extra consideration. Dogs must not be left unattended for more than 3 hours at a time and then not on a regular basis.
- 11.3 Only people over 16 years of age are allowed to walk the dogs in public places.

12. EXERCISE

- 12.1 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 the owner's written permission.
- 12.2 There must be direct access to a suitable outside area. The area / garden must only be for use by the homeowner (not shared with other residents). The area must be kept clean.
- 12.3 The exercise/garden area of the premises and any other areas to which the boarded dogs may have access must be totally 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 able to be locked.
- 12.4 If there is a pond, it must be covered to avoid drowning.
- 12.5 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.
- 12.6 The Licensing Authority must be informed on the next working day if a dog is lost.

13. FIRE / EMERGENCY PRECAUTIONS

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

- 13.2 The occupier of the property must be aware of the location of the dogs in the property at all times.
- 13.3 Careful consideration needs to be given to 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.
- 13.4 A 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/or displayed in a prominent place on the premises. The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises are rendered uninhabitable.
- 13.5 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least 2 working smoke detectors located at the top & bottom of the staircase, or other appropriate location.
- 13.6 All doors to rooms must be kept shut at night.
- 13.7 All electrical installations and appliances must be maintained in a safe condition. No dog must be left in a room with loose or trailing cables or wires.
- 13.8 All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.
- 13.9 A relative, friend or neighbour within 5 minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. These details must be made available to the Licensing Authority.

Appendix D

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.
- 1.7 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.
- 1.8 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.
- 1.9 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.
- 1.10 Licence holders have a duty under the Animal Welfare Act 2006 to ensure reasonable steps are taken to meet the welfare needs of dogs in their care. They and their employees will be held responsible for any unnecessary suffering.
- 1.11 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.
- 1.12 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.
- 1.13 The permitted hours of trade will be displayed on the licence.
- 1.14 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.
- 1.15 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. All dogs over the age of 8 weeks must be microchipped.

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. Clean 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. icterohaemorrhagiae*) and Canine Parvovirus and other relevant diseases. The primary vaccination course must have been completed at least 2 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 In order to keep dogs healthy and to avoid suffering, the licence holder must have an organised system for monitoring all dogs in their care.
- 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 The behaviour of individual dogs must be monitored on a daily basis and changes in behaviour and/or behaviours indicative of stress, fear, pain and anxiety must be recorded and acted upon. Those struggling to cope must be given extra consideration.
- 17.5 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 e.g. Dog escape or dog fight. All staff should be trained in these procedures.
- 17.6 The establishment should have a hot and cold weather policy to protect dogs from extreme temperatures. There must be some part of the premises where dogs are able to enjoy a temperature of at least 10°C (50°F). Adequate provision should also be made for hot weather, so that the ambient temperature does not rise unacceptably high (ideally less than 26°C). If necessary, heating and or/automatic cooling/ventilation should be used to achieve this.
- 17.7 The staff/licensee of the premises must be aware of the location of all boarded dogs at all times.
- 17.8 Only people over 16 years of age are allowed to walk the dogs in public places.
- 17.9 A suitable range of muzzles of varying sizes and suitable dog catching devices must be kept on site. Staff must be adequately trained for its appropriate and safe use.

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 100M² with a shortest length of 10M
- 18.7 Outdoor exercise areas must provide an area of shelter for dogs from sun or adverse weather.

19 FIRE / EMERGENCY PRECAUTIONS

- 19.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 19.2 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.
- 19.3 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.
- 19.4 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.
- 19.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire or risk to dogs.
- 19.6 Precautions must be taken to prevent any accumulation which may present a risk of fire.
- 19.7 There must be adequate means of raising an alarm in the event of fire or other emergency.

20 MAINTENANCE

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

Appendix E

CONDITIONS SUBJECT TO WHICH THE LICENCE TO KEEP A RIDING ESTABLISHMENT IS GRANTED

1. The number of horses accommodated at the establishment at any one time must not exceed ##.
2. Horses must be maintained in good health, and in all respects physically fit and, in the case of a horse kept for the purpose of its being let out on hire for riding or a horse kept for the purpose of its being used in providing instruction in riding, the horse must be suitable for the purpose for which it is kept.
3. No horse aged three years or under nor any mare heavy with foal nor any mare within three months after foaling may be let out on hire for riding or used, in return for payment, for instruction in or demonstrating riding.
4. Any riding equipment supplied for a horse let out on hire must be free from visible defect which is likely to cause suffering to the horse or accident to the rider.
5. The feet of all animals must be properly trimmed and, if shod, their shoes must be properly fitted and in good condition.
6. A horse found on inspection of the premises by an authorised officer to be in need of veterinary attention must not be returned to work until the holder of the licence has obtained at his own expense and has lodged with the local authority a veterinary certificate that the horse is fit for work.
7. No horse may be let out on hire for riding or used for providing instruction in riding without supervision by a responsible person of the age of 16 years or over unless (in the case of a horse let out for hire for riding) the holder of the licence is satisfied that the hirer of the horse is competent to ride without supervision.
8. In the case of horses maintained at grass there must be available for them at all times during which they are so maintained adequate pasture and shelter and water and supplementary feeds must be provided as and when required.
9. Horses must be adequately supplied with suitable food, drink and (except in the case of horses maintained at grass, so long as they are so maintained) bedding material, and must be adequately exercised, groomed and rested and visited at suitable intervals.
10. All reasonable precautions must be taken to prevent and control the spread among horses of infectious or contagious diseases and veterinary first aid equipment and medicines must be provided and maintained at the premises.
11. The construction of the riding establishment must be substantial, adequate to contain the animals and provided with warmth and shelter in clean and hygienic conditions. There must be convenient and safe access to stalls and boxes. Stalls must be large enough to allow the animal to lie down and get up without risk of injury. Boxes must be large enough to allow the animal to turn around.
12. Yards must provide enough space for every animal kept there.

13. Lighting must be adequate to render the use of artificial light unnecessary in daylight.
14. Ventilation must provide fresh air without draughts.
15. Drainage must be adequate to carry away liquid voided by the horses and keep the standings dry.
16. There must be provision for storage and disposal of manure and spoiled straw.
17. Adequate accommodation must be provided for forage, bedding, stable equipment and saddlery.
18. The licence holder must ensure that appropriate steps will be taken for the protection and extrication of horses in case of fire and in particular, that the name, address and telephone number of the licence holder or some other responsible person are kept displayed in a prominent position at the outside of the premises and that instructions as to action to be taken in the event of fire, with particular regard to the extrication of horses, are kept displayed in a prominent position on the outside of the premises.
19. The carrying on of the business of the establishment must at no time be left in the charge of any person under 16 years of age.
20. The licence holder must hold a current insurance policy which insures him against liability for any injury sustained by those who hire a horse from him for riding and those who use a horse in the course of receiving from him, in return for payment, instruction in riding and arising out of such hire or use of a horse and which also insures such persons in respect of any liability which may be incurred by them in respect of injury to any person caused by, or arising out of, the hire or use of a horse.
21. A register must be kept by the licence holder of all horses in his possession aged three years and under and usually kept on the premises which shall be available for inspection by an authorised officer at all reasonable times.

Appendix F

PET SHOP LICENCE CONDITIONS

1.0 LICENCE DISPLAY

- 1.1 This licence, or a copy of this licence, should be displayed to the public in a prominent position.

NB For security reasons, the licence should not display the licence holder's home address.

2.0 ACCOMMODATION

- 2.1 Animals must at all times be kept in accommodation and environment suitable to their species with respect to situation, construction, size, temperature, lighting, ventilation and cleanliness and not exposed to draughts. All accommodation must be kept in good repair.
- 2.2 If animals are displayed outdoors, they must have protection appropriate to their species.
- 2.3 Housing must be constructed of non-porous materials or be appropriately treated.
- 2.4 In order to control the spread of disease and to prevent injury, animals must not be kept in housing in such a way that they can be disturbed by other animals or the public.
- 2.5 All livestock, for sale, must be readily accessible and easy to inspect, with cages sited so that the floor of the cage is readily visible.
- 2.6 Accommodation must be cleaned as often as necessary to maintain good hygiene standards.
- 2.7 Where accommodation is on a tiered system, water, food or other droppings must not be allowed to enter the lower housing.
- 2.8 All accessories provided in the accommodation must be suitable for the species.
- NB When designing accommodation, consideration should be given to using systems which would allow removal of the animals in case of emergency. This provision would not usually apply to aquariums and ponds.*

3.0 EXERCISE FACILITIES

- 3.1 Facilities must be available where appropriate.

NB For puppies, where required, a covered exercise area of at least 2.46 square metres (26 sq. ft.) should be provided. Exercise areas should have a minimum height of 1.8 metres (6 ft.) to facilitate adequate access by staff for cleaning.

4.0 REGISTER OF ANIMALS

- 4.1 A livestock purchase register must be maintained for all livestock detailing their source and identification where appropriate.
- 4.2 A sales register must be maintained for:
- (i) Puppies;
 - (ii) Kittens;
 - (iii) Psittacines;

- (iv) Species contained in the Schedule to the Dangerous Wild Animals Act 1976 (as modified).

(This can be cross-referenced to an invoice file. The purpose of the register is to ascertain the source of livestock and for emergency contact of purchaser. The name, address and phone number of the purchaser should be obtained.)

5.0 STOCKING NUMBERS AND DENSITIES

- 5.1 No animal other than those specified in the licence may be stocked without prior written approval from the licensing authority.
- 5.2 The maximum numbers of animals to be stocked on the premises will be governed by the accommodation available, as defined by the stocking density lists detailed in the schedules to these licence conditions. These stocking densities are provided for guidance and recommendation only.
- 5.3 Where appropriate, all animals must be housed in social groups of suitable size.

6.0 HEALTH, DISEASE AND ACCLIMATISATION

- 6.1 All stock sold must be in good health and free from obvious parasitic infestation as far as can be reasonably determined without veterinary inspection.
- 6.2 Any sick or injured animal must receive appropriate care and treatment without delay. Inexperienced staff must not treat sick animals unless under appropriately experienced supervision.

NB "Care and treatment" may include euthanasia but under no circumstances may an animal be euthanized other than in a humane and effective manner. In case of doubt, veterinary advice must be sought.

- 6.3 Facilities must be provided to isolate sick animals.

NB For ornamental fish, in-line UV treatment or other sterilising devices effectively provide a means of isolating individual tanks in multiple tank systems. They must be of a proper size and maintained in accordance with the manufacturer's recommendations.

- 6.4 All animals must receive appropriate inoculations where required for the species, as advised by the veterinary surgeon. Veterinary advice must be sought whenever necessary.
- 6.5 Any animal with an obvious, significant abnormality which would materially affect its quality of life must not be offered for sale. When in doubt, veterinary advice should be sought.
- 6.6 All animals must be allowed a suitable acclimatisation period before sale.
- 6.7 All reasonable precautions must be taken to prevent the outbreak and spread of disease. No animal which is suffering from, or could reasonably be suspected of having come into contact with any other animal suffering from, any infectious or contagious disease, or which is infested with parasites, shall be brought into or kept on the premises unless effectively isolated.
- 6.8 Individual litters of puppies and kittens must be kept separate from other litters.
- 6.9 All necessary precautions must be taken to prevent the introduction to the premises, or harbourage, of rodents, insects and other pests.

7.0 FOOD AND DRINK

- 7.1 Animals must be supplied with adequate amounts of food and drink, appropriate to their needs, and at suitable intervals.

- 7.2 All food must be suitable for the species concerned.
- 7.3 Food and drink receptacles must be constructed and positioned to minimise faecal contamination and spillage.
- 7.4 A suitable and sufficient number of receptacles must be provided and cleaned at regular intervals.
- 8.0 FOOD STORAGE**
- 8.1 All food, excluding live foods, intended for feeding to livestock on the premises, must be stored in impervious closed containers.
- 8.2 The containers and equipment used for feeding must be kept in a clean and sound condition.
- 9.0 OBSERVATION**
- 9.1 All livestock must be attended to at regular intervals, at least once daily, appropriate to the species. It is recommended that a system of recording observation is maintained.
- 10.0 EXCRETA AND SOILED BEDDING**
- 10.1 All excreta and soiled bedding must be kept in a hygienic manner and stored in impervious containers with close fitting lids – away from direct sunlight.
- 10.2 Excreta and soiled bedding should be removed from the premises on a regular basis, at least weekly, and disposed of to the satisfaction of the appropriate local authority and in accordance with current regulations and good waste management practice.
- 10.3 All containers must be kept in a clean condition.
- 11.0 TRANSPORTATION**
- 11.1 When receiving stock, a licensee must make every effort to ensure that it is transported in a suitable manner. It is advisable (recommended) to record the registration number of vehicles transporting livestock.
- 11.2 Any livestock received or consigned shall be transported according to the regulations laid down in current legislation, such as the Welfare of Animals (Transport) Order 1997. *(For air transportation, the IATA live animals regulations must be followed, as a minimum legal standard.)*
- 12.0 TRANSPORTATION CONTAINERS**
- 12.1 Livestock must be transported or handed to purchasers in suitable containers.
- 13.0 SALE OF LIVESTOCK**
- 13.1 All stock sold must be in good health as far as can be reasonably determined without veterinary inspection.
- 13.2 No mammal shall be sold unweaned or, if weaned, at an age at which it should not have been weaned.
- 13.3 In the case of non-mammals, they must be capable of feeding themselves.
- 13.4 No animal should be sold to any person under the age of 16 years who is unknown to the retailer unless that person is accompanied by a parent or legal guardian or provides appropriate written consent. Subsequent sales to a juvenile less than 16 years (but over 12 years) of age who is known to the retailer can be carried out in the absence of a parent or legal guardian or appropriate written consent, provided that the retailer is satisfied as far as possible that:-

- (i) The parent/guardian would not object to the acquisition;
- (ii) The juvenile is sufficiently knowledgeable as to the needs, care and nature of the species acquired;
- (iii) The juvenile's intention towards the acquisition is consistent with the well-being of the animal concerned.

14.0 DANGEROUS WILD ANIMALS

- 14.1 The local authority must be notified in the event that the pet shop wishes to offer for sale any animal on the Schedule to the Dangerous Wild Animals Act. Although it is acknowledged that there is an exemption contained within the Act in relation to pet shops, an inspection by a vet authorised by the local authority must be carried out on the premises to ensure all special requirement(s) specified in the Act for the safe accommodation or care of the animal are in place. The cost of the inspection will be charged to the licence holder. This vet check will be carried out annually.
- 14.2 Licensees selling animals on the Schedule to the Dangerous Wild Animals Act must inspect the purchaser's licence to keep such an animal and inform the issuing authority of the details of the purchase.
- 14.3 When dangerous wild animals are kept, the cages must be of a secure construction appropriate to the species. A fine wire mesh, glass or plastic safety barrier must be incorporated into the cage system.

15.0 PET CARE ADVICE

- 15.1 Pet Care leaflets or other similar written instructions must be made available to customers free of charge at the time of purchase, in addition to any offer to purchase pet care books or leaflets.
- 15.2 Purchasers must be given proper advice on the care of the animal and, where necessary, on the maintenance and use of any accessories.
- 15.3 Appropriate reference materials must always be available for use by staff.
NB Further advice can be obtained from the organisations listed in Annex 1 at the back of this document.

16.0 STAFF TRAINING AND LIVESTOCK KNOWLEDGE

- 16.1 No animal should be stocked or sold unless the staff (or a member of the staff) is familiar with the care and welfare of the animals stocked and has a recognised qualification or suitable experience.
- 16.2 In respect of new applications (not renewals), at least one member of staff working at the licensed premises must hold the City and Guilds Pet Store Management Certificate, or some other appropriate qualification, or must be in the course of training and obtain the qualification within two years of the licence being granted.
- 16.3 The licensee must formulate a written training policy for all permanent staff, and will be required to demonstrate that systematic training is carried out.
NB Further advice and guidance on training can be obtained from the organisations listed in Annex 1.

17.0 FIRE AND OTHER EMERGENCY PRECAUTIONS

- 17.1 Suitable emergency precautions and written procedures must exist and be made known to all staff, including arrangements for evacuation of livestock.
NB The general maxim of "people first" is good advice.

- 17.2 There must be an effective contingency plan for essential heating, ventilation and aeration/ filtration systems, as appropriate.
- 17.3 Entrances and exits must be clear of obstructions at all times.
- 17.4 Suitable fire fighting equipment must be provided, maintained, regularly serviced and sited as approved by the local Fire Protection/Prevention Officer and in consultation with the local authority.
- 17.5 The licensee, or a designated keyholder, must at all times be within reasonable distance of the premises and available to visit the premises in case of emergency.
NB A reasonable distance would, in normal conditions, be interpreted as no more than 20 minutes travelling time.
- 17.6 A list of keyholders must be lodged with the local police and with the local authority.
- 17.7 In the interests of animal welfare, the following notice must be displayed at the front of the shop: "In the case of an emergency, dial 999". The number of the local police station should also be displayed.
- 17.8 When pet shops are sited within other premises, the licensee or keyholders must have access at all times to the premises containing the livestock.
- 17.9 All electrical installations and appliances must be maintained in a safe condition.
NB It is strongly recommended that smoke and residual current detectors or other similar devices are installed.

SCHEDULE 1 STOCKING DENSITIES - CAGED BIRDS

- 1 No species of bird shall be housed in accommodation which does not afford that species sufficient space for natural free and full wing stretching and the number of birds housed shall be such that overcrowding does not significantly reduce that freedom. Long tailed birds or birds in full plumage must be provided with properly placed perches and feeding and watering points to prevent that plumage being fouled or otherwise damaged.
Note - This refers to the provisions of the Wildlife and Countryside Act 1981, which should not be contravened, particularly section 8 of that Act.
- 2 For perching birds, a sufficient number of perches (as appropriate) must be provided at such a height that the bird can rest its head without its head touching the top and its tail the bottom of the cage.
- 3 A quality padded net should be used when catching birds in an aviary.
- 4 Minimum floor areas apply to young stock. For adult stock offered for sale, the dimensions should be doubled. For advice on the age of stock, it is advisable to contact the veterinary surgeon.

SCHEDULE 2 STOCKING DENSITIES – JUVENILE SMALL MAMMALS

No of animals	1 – 4	5	6	7	8	9	10	Minimum cage height	Minimum cage depth
Mice, hamsters, gerbils	450 sq.cm	525 sq.cm	600 sq.cm	675 sq.cm	750 sq.cm	825 sq.cm	900 sq.cm	30 cm	25 cm

Rats	675 sq.cm	785 sq.cm	900 sq.cm	1010 sq.cm	1125 sq.cm	1235 sq.cm	1350 sq.cm	30 cm	28 cm
Guinea pigs, Degus	1350 sq.cm	1570 sq.cm	1800 sq.cm	2020 sq.cm	2250 sq.cm	2470 sq.cm	2700 sq.cm	30 cm	30 cm
Rabbits up to 2kg, kittens, ferrets, chinchillas, chipmunks	2250 sq.cm	2625 sq.cm	3000 sq.cm	3375 sq.cm	3750 sq.cm	4125 sq.cm	4500 sq.cm	30 cm 90cm for chipmunks	30 cm
Puppies up to age of 12 weeks maximum	10000 sq.cm	12500 sq.cm	15000 sq.cm	17500 sq.cm	20000 sq.cm	22500 sq.cm	25000 sq.cm	Double height at shoulder minimum 50 cm	90 cm

- 1 The range of behavioural opportunities for many of the animals listed above will be increased by enriching the environment with accessories.
- 2 Raised shelving should be taken into consideration when assessing the total floor area.
- 3 Temporary (up to six days) rehousing of adult rabbits in smaller cages than specified above should be considered as acceptable.
- 4 The above recommended stocking densities are insufficient for the housing of marmosets. Marmosets must be housed in cages sufficiently large enough to allow for natural movement, such as climbing and swinging.

SCHEDULE 3 STOCKING DENSITIES - ORNAMENTAL FISH

1. It is virtually impossible to determine the quantity of fish to be kept in a tank purely on weight/volume.
2. The variation in system design, husbandry techniques and types of fish involved would render any such method too simple to be useful or too complicated to be practical.
3. The maintenance of water quality standards is essential and is a simple but effective way to determine stocking densities. Water quality testing should be carried out at least once a week in centralised systems and 10% of individual tanks should likewise be tested. Unsatisfactory test results must be recorded in a register, together with the corrective action taken. Further tests must be carried out when visual inspection of the tanks indicates the need.

WATER QUALITY CRITERIA (1mg/litre - 1ppm)

Cold Water

* Dissolved Oxygen	-min	6mg/litre	Nitrite	-max	0.2mg/litre
* Free Ammonia	-max	0.02mg/litre	Nitrate	-max	50mg/litre above ambient tap water

Tropical Fish

* Dissolved Oxygen	-min	6mg/litre	Nitrite	-max	0.2mg/litre
* Free Ammonia	-max	0.02mg/litre	Nitrate	-max	50mg/litre above ambient tap

water

Tropical Marine Species

- | | | | | | |
|--------------------|------|--------------|---------|------|---|
| * Dissolved Oxygen | -min | 5.5mg/litre | Nitrite | -max | 0.125mg/litre |
| * Free Ammonia | -max | 0.01mg/litre | Nitrate | -max | 40mg/litre. This is an absolute figure, it does not relate to ambient tap water |
- * pH (tropical marine only) -min 8.1
- * These parameters should be checked first. Only if a problem exists with these tests is it necessary to check nitrite and nitrate levels.
4. Further advice and guidance on water quality criteria can be obtained from the Ornamental Aquatic Trade Association Ltd from the address at annex 1.

SCHEDULE 4 STOCKING DENSITIES – REPTILES AND AMPHIBIANS

1. Most reptiles and amphibians are not social and may, therefore, be kept individually; Communal enclosures should not be stocked as to appear overcrowded. Provision must be made for species requiring or seeking seclusion or privacy.
2. Temperature, humidity, lighting and ventilation must be appropriate to species. Basking spots may be provided by convection or radiant heat sources (e.g. light bulb, heat mat), as appropriate to the species. Ventilation should allow sufficient change of air without jeopardising the temperature or humidity in the enclosure.
3. Substrate appropriate to the species must be present.
4. Food and water must be provided in the appropriate manner for the species. Enrichment must also be provided appropriate to the species, allowing the animal to exhibit natural behaviour.
5. The height and width of any enclosure should be appropriate to the species with arboreal species requiring more height than terrestrial species.
6. Any species known to be cannibalistic must be housed individually.
7. Handling must be kept to a minimum at all times.
8. **Snakes:** May be housed individually or in small groups of the same species. The length of the enclosure should be no less than 2/3 the overall length of the snake.

Lizards: Only species of similar size and from similar habitat and geographical areas should be kept communally. Adult male lizards in breeding condition should not be housed together and groups of lizards housed communally should be regularly observed from signs of aggression. The length of the enclosure should be 3 times the full length of the lizard or larger.

Tortoises and Terrapins: Only terrapins of similar size and from similar habitat and geographical areas should be kept communally. Tortoises of different species should be housed individually. Adult males in breeding condition should be housed individually. The length of the enclosure should be a minimum of 90cm, or 4 times the length of the animal, or larger. For aquatic species, the enclosure should allow the animal to swim adequately, i.e. have water depth at least 4 times that of the animal, although some terrapins do not require such deep water. Terrapins must also have adequate land basking area.

Frogs and Toads: Only species of similar size and from similar habitat and geographical areas should be kept communally. Mixing of taxa (e.g. frog and toad) is not generally recommended. The length of the enclosure should be a minimum of

30cm x 30cm x 30cm, or at least 3 times the length of the animal or larger. For sedentary species the enclosure can be smaller. Fully aquatic species should be able to swim adequately, i.e. water depth should be at least 4 times the depth of the animal.

Newts and Salamanders: Only species of similar size and from similar geographical areas should be kept together. Generally mixed taxa (e.g. lizards and tortoises) are not recommended, although paludaria which combine fish with small reptiles and/or amphibians of appropriate species are acceptable. The length of the enclosure should be a minimum of 30cm x 30cm x 30cm, or at least 3 times the length of the amphibian or larger. Aquatic species should be able to swim adequately, i.e. water depth should be at least 4 times the depth of the animal.

SCHEDULE 5 STOCKING DENSITIES - OTHER SPECIES

1. Other species should be housed in accommodation appropriate to size, age and type of species and to avoid overcrowding. This should be sufficient space for free and natural movement which should not be restricted by either the size of the accommodation or the number of animals in that holding. Correct temperature for the species must be maintained.
2. The advice and approval of the licensing authority should be sought wherever there is doubt about a species being sold.

Annex 1 – Further Advice

Further advice may be obtained from the following organisations

The Local Government Association 26 Chapter Street London SW1P 4ND Tel: 020 7834 2222 Fax: 020 7664 3030 Website: http://www.lga.gov.uk	Chartered Institute of Environmental Health Chadwick House 15 Hatfields London SE1 8DJ Tel: 020 7928 6006 Fax: 020 7827 5865
British Veterinary Association 7 Mansfield Street London W1M 0AT Tel: 020 7636 6541 Fax: 020 7436 2970	Royal Society for the Prevention of Cruelty to Animals Causeway Horsham West Sussex RH12 1HG Tel: 01403 264181 Fax: 01403 241048
The Pet Care Trust Bedford Business Centre 170 Mile Road Bedford MK42 9TW Tel: 01234 273933 Fax: 01234 273550	Universities' Federation of Animal Welfare The Old School Brewhouse Hill Wheathampstead Hertfordshire AL4 8AN Tel: 01582 831818 Fax: 01582 831414
Ornamental Aquatic Trade Association Ltd	Environment Agency

Unit 5 Narrow Wine Street Trowbridge Wiltshire BA14 8YY Tel: 01225 777177 Fax: 01225 775523 Website: http://www.ornamentalfish.org	Millbank Tower 25th Floor 21-24 Millbank London SW1P 4XL Tel: 020 7863 8600 Fax: 020 7863 8650
British Small Animal Veterinary Association Kingsley House Church Lane Shurdington Cheltenham Gloucestershire GL51 5TQ Tel: 01242 862994 Fax: 01242 863009	Health and Safety Executive (Information line) Tel: 0541 545500 Licensees should also refer any queries to their local authority environmental health/trading standards departments.

Appendix G

STANDARD CONDITIONS SUBJECT TO WHICH A LICENCE FOR KEEPING A DANGEROUS WILD ANIMAL IS GRANTED

1. While any animal is being kept under the authority of the Licence:-
 - (a) The animal(s) shall be kept by no person other than the person or person specified;
 - (b) The animal(s) shall normally be held at such premises as are specified;
 - (c) The animal(s) shall not be moved from those premises except in the following circumstances, namely, transport for veterinary treatment, sale, to or from other locations for the purpose of media work.
 - (d) The person to whom the Licence is granted shall hold a current insurance policy which insures him and any other person entitled to keep the animal under the authority of the Licence against liability for any damage which may be caused by the animal, the terms of such policy being satisfactory in the opinion of the authority.
2. The species and number of animals of each species, which may be kept under the authority of the Licence, shall be restricted to those specified in the Licence.
3. The person to whom the Licence is granted shall at all reasonable times make available a copy of the Licence to any persons entitled to keep any animal under the authority of the Licence.
4. No alteration shall be made to the premises in which the animals are kept without the prior consent of the Council. The animals are to be kept only in that part(s) of the premises for which approval has been given.
5. Animals covered by this licence shall always be transported in an appropriate secure vehicle.
6. At least 48 hour prior notification of movement of any animal shall be given to the Licensing Authority, unless in an emergency(e.g. veterinary visit or fire). This need not be in writing but must include:
 - a) The destination;
 - b) The local authority of the destination;
 - c) The anticipated duration of stay;
 - d) The transportation method and vehicles; and
 - e) Species and numbers of animals involved.
7. The person to whom the licence is granted shall ensure that all reasonable precautions are taken;
 - a) To protect the safety of public; and

- b) To ensure that no nuisance is caused to the public.
8. Any animal which is being kept under the authority of the Licence shall be
- a) held in accommodation with a double locking entry system which secures that the animal will not escape, which is suitable as regards construction, size, temperature, lighting, ventilation, drainage, cleanliness and which is suitable for the number of animals proposed to be held in the accommodation and
 - b) supplied with adequate and suitable food, drink and bedding material. The accommodation must be a suitable environment, providing enrichment and facilitating natural behaviour. The animal(s) should be inspected at least twice daily by the licence holder or someone deemed competent by the licence holder. There should be a record of abnormal observations (e.g. diary).
9. Appropriate steps will be taken for the protection of animals in case of fire or other emergency.
- A procedure for evacuating animals from the premises in the case of a fire and an escape protocol must be in place and kept/displayed with the licence.
- Emergency services must be notified that animals requiring a Dangerous Wild Animal Licence are kept at the address shown on this licence.
10. All reasonable precautions will be taken to prevent and control the spread of infectious diseases. At suitable intervals health checks and vaccinations must be carried out on any animal held under this licence. Records of these checks should be made available to an authorised officer of the licensing authority if requested.
11. While at the premises where the animals will normally be held, the accommodation shall be such that they can take adequate exercise.
12. Whilst in transit, and other times when necessary, the animal(s) shall be in the charge of a suitably experienced person, capable of controlling them. That person shall not be less than 18 years of age.
13. The licence holder and his agent(s) shall comply with any reasonable instructions in respect of an animal, given by an authorised officer of this Council or the Council in whose area that animal is, and shall provide a copy of this Licence for the information of the said authorised officer.
14. Licence holders must ensure that all other permits or permissions and consents are also obtained.
15. The granting of a licence does not imply satisfactory compliance with other requirements such as planning consents.
16. The authority has the right at mutual consent to visit/inspect licensed premises outside the two yearly renewal period.

NOTES

1. Where:-

- (a) a person is aggrieved by the refusal of a local authority to grant a licence under this Act, or
- (b) a person to whom such a licence has been granted is aggrieved by a condition of the licence (whether specified at the time the licence is granted or later) or by the variation or revocation of any condition of the licence

He may appeal to a Magistrates' Court; and the court may on such appeal give such directions with respect to the grant of a licence or, as the case may be, with respect to the conditions of the licence as it thinks proper, having regard to the provisions of this Act.

2. Any person guilty of an offence under any provision of this Act shall be liable on summary conviction to a fine not exceeding £5,000.

Appendix H

CONDITIONS SUBJECT TO WHICH A BREEDING ESTABLISHMENT FOR DOGS LICENCE IS GRANTED

GENERAL / MANAGEMENT

1. A copy of this licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the breeding establishment.
2. All dogs used for breeding must be kept in an environment that allows adequate social contact with both other dogs and people. The licence holder must ensure that puppies are appropriately handled and socialised to habituate them to human contact, situations likely to be encountered in a domestic environment and to enable them to learn social skills with other dogs.
3. Puppies must be maintained as a litter or with puppies of a similar age and size.
4. Dogs must at all times be kept in accommodation that is suitable as regards construction, size of quarters, number of occupants, exercising and whelping facilities, temperature, lighting, ventilation and cleanliness, with especial regard to the breeds maintained.
5. All dogs must be given adequate exercise and provided with environmental enrichment with the ability to have some control over their environment.

BREEDING BITCHES

6. A register must be kept of all bitches in the establishment, their ages, dates of heat-period, mating, and whelping. These records must be kept on the premises and made available to the local authority inspector or any veterinary surgeon authorised by the local authority. This information must be kept using the form prescribed in The Breeding of Dogs (Licensing Records) Regulations 1999 (S1 1999 No 3192).
7. The number of breeding bitches accommodated at the establishment at any one time shall not exceed #####.
8. A bitch must not be mated if it is less than one year old.
9. No bitch should give birth to more than six litters of puppies in their lifetime.
10. No bitch should give birth to more than one litter in any twelve month period.
11. Bitches must be adequately supervised during whelping and records kept of:
 - Time of birth of each puppy
 - Puppies sex, colour, weight
 - Placentae passed
 - Any other significant events
12. Bitches must be allowed a minimum of four periods a day for toileting and exercise away from their puppies.

ACCOMODATION

Domestic Premises

13. Dogs kept in domestic premises must have free access to more than one room and every dog must be provided with continual access to a comfortable, dry, draught-free, clean and quiet place to rest
14. Dog crates, where used (and whilst not acceptable as permanent housing) must be of sufficient size to allow each dog to be able to sit and stand at full height, step forward, turn around, stretch and lie down in a natural position and wag its tail without touching the sides of the crate and to lie down without touching another individual.

Kennels

15. Where kennels are provided, consideration must be given to cleaning, wildlife access, vermin control, natural lighting and ventilation.
16. Each kennels must be divided into a sleeping area and an activity area (run). Runs must not be used as sleeping areas.
17. Kennels must open onto secure corridors or other secure areas to prevent escape.
18. Sleeping areas of kennels must be insulated so as to prevent extremes of temperature and must be an adequate size, so that dogs can stand, turn around, stretch and lie down flat in a natural position, with sufficient space for the door to open fully. Where sleeping benches are provided these should be of such dimensions as to allow an adult dog of the breed maintained to lie out flat on its side.
19. The activity area (run) must be suitable for the size of dogs being accommodated. Dogs must be able to walk, turn around easily, and wag their tails without touching the kennel sides and lie down without touching another dog.
20. The run must be at least partially roofed to provide the dog sufficient protection against all weathers. In adverse weather conditions, the responsible person must decide whether or not dogs are given free access to their run.
21. An additional outdoor exercise area, separate from the kennels should be provided to enable dogs to exercise, play, and interact with other dogs and people.

Whelping Facilities

22. There must be separate whelping pen or room for each whelping bitch in which to whelp. There must be direct access to the whelping area for kennel staff without disturbing the general kennel population. Once separated there must be increased social contact with humans.

CONSTRUCTION/ ENVIRONMENT

23. All internal surfaces used in the construction of walls, floors, ceilings, partitions, doors and door frames must be durable, smooth and impervious, easily cleaned and disinfected.
24. Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the sleeping area.

25. Natural or artificial lighting of individual kennels must be sufficient to allow the proper working and cleaning of kennels, with no dark areas.
26. Heating facilities must be available in the kennel and used according to the requirements of the individual dog.
27. All dogs accommodated at the premises must be provided with bedding material suitable to the breeds kept.
28. Kennels must be free from hazards and there must be no projections or rough edges liable to cause injury.
29. The construction must be such that the security of the dog is ensured. Fencing must be safe and secure. Kennel doors must be strong enough to resist impact and scratching, and capable of being effectively secured. Windows must be escape proof for the protection of the dog as well as the public.
30. Each whelping pen must be constructed of easily cleanable impervious materials. The area must be cleaned regularly. The whelping pen must have a divider to allow the bitch to access an area where she cannot be reached by the puppies. There must be natural daylight. There must be a whelping bed raised off the floor and with sides high enough to prevent new born puppies from falling out. The bed must contain sufficient bedding to ensure a soft surface for the bitch and to enable the absorption of mess resulting from whelping. The bed must be constructed of easily cleanable impervious material and must be thoroughly cleaned and disinfected between litters.
31. The whelping area must be maintained at an appropriate temperature. The bitch must be able to move away from hot spots.

CLEANLINESS

32. All kennels, corridors, common areas, kitchens etc. must be kept clean and free from accumulations of dirt and dust so that disease control is maintained.
33. All excreta and soiled material must be removed at least twice daily from living areas and at least once daily from the exercise area. The floor of the living areas must be kept clean and dry.
34. The establishment must be connected to (and discharge foul water to) a mains drainage or an approved sewerage disposal system.
35. Facilities must be provided for the collection of all used bedding and other waste material which must be disposed of in a manner approved by the local authority, and in a way not likely to cause harm or nuisance.
36. Measures must be taken to minimise the risks from rodents, insects and other pests within the breeding establishment.

ILLNESS / DISEASE CONTROL

- 37. All breeding establishments must be registered with a Veterinary Practice and ensure full details are made available to the Licensing Authority
- 38. All reasonable precautions must be taken to prevent and control the spread among dogs of infectious or contagious diseases.
- 39. A fully maintained first-aid kit suitable for use on dogs and puppies must be available and accessible on the premises.
- 40. Veterinary advice must be sought for any animal with a potentially infectious disease
- 41. Facilities for isolation must be available when required. Isolation facilities must be used where the presence of infectious disease is suspected or known.
- 42. Isolation facilities must be in compliance with the other licence conditions but must be physically separate from other dogs (for airborne diseases, ideally a distance of at least 5 metres.

FOOD AND WATER / KITCHEN FACILITIES

- 43. All dogs must be adequately supplied with suitable food. Clean water must be available at all times and changed at least daily. Dogs must be fed a diet appropriate to their age, breed, activity level and stage in the breeding cycle. Dogs must be fed individually with separate bowls. Food must be stored in vermin proof containers and fresh food must be refrigerated.
- 44. Facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.
- 45. A sink with hot and cold running water must be available for washing kitchen utensils, eating and drinking vessels.
- 46. Eating and drinking vessels must be capable of being easily cleaned and disinfected to prevent cross-contamination. They must be maintained in a clean condition and cleaned and disinfected or disposed of after each meal.
- 47. Dogs must be fed sufficiently well to maintain health. During lactation, the bitch must be given sufficient appropriate food to satisfy the demands being made upon her.
- 48. Puppies must start the weaning process as soon as they are capable of ingesting food on their own, The food offered must be appropriate for the stage of development of the puppies. Puppies at weaning must initially be offered food five times a day. It must be ensured that each puppy takes the correct share of the food offered.

EMERGENCIES AND FIRE PREVENTION

- 49. It is the responsibility of the licence holder to ensure that a suitable fire risk assessment has been carried out. There must be emergency evacuation and contingency plans in place.
- 50. Devices used for heating, cooling or lighting must be safe and free from risk of burning or electrocution. Manufacturer's instructions must be followed.

- 51. Animals and equipment must not be placed in such a position as to render entry or exit difficult in case of fire.
- 52. Appropriate fire fighting equipment including fire detectors and alarms should be installed.

SUPERVISION

- 53. The licensee shall ensure that a fit and proper person aged 16 or over, is always present to exercise supervision and deal with emergencies.
- 54. Numbers of staff must be sufficient to provide appropriate care for the breed/type and number of dogs being bred and in line with the conditions of this licence.
- 55. The Licence holder must ensure that all staff are adequately trained in the work they are expected to carry out, including emergency procedures.
- 56. Dogs must not be left alone for long periods and must be checked regularly by a member of staff (at least every four hours during the day).
- 57. In the case of premises which are locked up outside of normal working hours, the licensee shall appoint a responsible person residing within a reasonable distance of the premises to have custody of the key. The name and address 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.

GUIDANCE NOTES

- 58. The licence holder must have regard to their responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, ensuring the safety of workers, both voluntary and paid and visitors to the premises. Suitable and sufficient toilet and washing facilities must be available for staff.
- 59. The Licence holder should note that under the current Microchipping of Dogs (England) Regulations all puppies must be microchipped by the time they are 8 weeks old and recorded on a Government database unless one of two exemptions apply. The breeder MUST always be the first recorded keeper of the puppies on the microchip database. The breeder MUST provide microchip documentation to the new puppy buyer. All breeders must ensure that they can clearly identify that the microchipping paperwork matches the puppy being sold to the new owner. Breeders intending to implant microchips themselves should check if they are required to complete a government approved course.

Appendix I

Mandatory conditions taken from section 1A of the Zoo Licensing Act 1981 (as amended)

The operator of the Zoo must ensure that the following measures are implemented in the Zoo:

1. Promoting public education and awareness in relation to the conservation of biodiversity, in particular by providing information about the species of wild animals kept in the zoo and their natural habitats;
2. Accommodating and keeping the animals in a manner which meets the standards set out in the Secretary of State's Standards of Modern Zoo Practice. Conditions must satisfy the biological and conservation requirements of the species to which they belong. This should include :
 - (i) Providing each animal with an environment well-adapted to meet the physical, psychological and social needs of the species to which it belongs; and
 - (ii) Providing a high standard of animal husbandry with a developed programme of preventative and curative veterinary care and nutrition.
3. Preventing the escape of animals and putting in place measures to be taken in the event of any escape or unauthorised release of animals.
4. Preventing the intrusion of pests and vermin into the zoo premises.
5. Keeping up-to-date records of the zoo's collection, including records of the numbers of different animals; acquisitions, births, deaths, disposals and escapes of animals; the causes of any such deaths; and the health of the animals.
6. Participating in at least one of the following:
 - (i) Research from which conservation benefits accrue to species of wild animals;
 - (ii) Training in relevant conservation skills;
 - (iii) The exchange of information relating to the conservation of species of wild animals;
 - (iv) Where appropriate, breeding of wild animals in captivity; and
 - (v) Where appropriate, the repopulation of an area with, or the reintroduction into the wild of, wild animals.

Information must be kept to show how this has been complied with.

Additional conditions

1. Insurance

A copy of the zoo's current public liability insurance policy and subsequent renewals of this policy must be sent to the licensing authority.

2. Escapes

In the event of any non-domestic animal escaping from the confines of the zoo, notification shall be made to the licensing authority as soon as possible, and, in any case, not later than 24 hours following the escape.

3. Stock Records

An annual stock list of all animals must be kept and a copy must be forwarded to the local authority no later than 1 April of the year following that to which it relates and the stock list must include the information and in the format indicated in the Secretary of State's Standards of Modern Zoo Practice.

Note 1. These conditions are attached to the licence without prejudice to the application, where relevant, of the Secretary of State's Standards of Modern Zoo Practice specified in accordance powers conferred under section 9 of the Zoo Licensing Act 1981 (as amended).

Inspection process for zoos with a 14(2) ZLA Dispensation

Existing zoos will be issued with a licence for a period of 6 years:

A periodical inspection will be carried out by a Secretary of State appointed inspector during the third year of the licence and not later than 6 months before the end of the sixth year of the licence.

Informal inspections will be carried out by a Local Authority inspector in any calendar year in which no periodical inspection has taken place.

New Zoos will be issued with an initial licence for a period of 4 years:

A periodical inspection will be carried out by a Secretary of State appointed inspector during the first year of the licence and not later than 6 months before the end of the fourth year of the licence.

Informal inspections will be carried out by a Local Authority inspector in any calendar year in which no periodical inspection has taken place.

Schedule of Responses to proposed Animal Licensing Policy 2016

Respondent	Comments	Appraisal	Response
Sheila Featherstone, Home Boarder	I'm not sure about the first aid kit for dogs though, I will check with my vet tomorrow as to what I should be keeping in it but I'm pretty sure he'll say don't use a first aid box, get straight to the vet. It's also important (as well as having the animals veterinary details) that carers should register their business with their own local vet in case of emergencies.	Licence holders should advice from their vet about what to include in a first aid kit.	No change required. Condition 8.5 covers requirement for licensee to be registered with a vet providing 24hr cover.
	I am concerned about the lack of spot checks on carers. I feel these should be done at regular intervals. I also think it isn't made clear to the general public that licences are required for home boarding and day care and animals should not be placed with carers who are not licensed	Spot checks - this is often down to resources and information received from the public - spot checks are generally a reactive measure following a complaint or allegation of an unlicensed business operating.	No change to conditions required. Information on our website to be developed to assist potential customers e.g a checklist
	My insurance company requires a copy of my licence each year before they will insure me, assuming all insurers are the same this means that un-licensed carers can't be insured.	We are aware of unlicensed home boarders who claim to have insurance. When questioned they have said that their insurance company does not ask if they are licensed.	No change required.
	Lastly, having seen a lady here in my village walking 5 dogs, one on a single lead in one hand and the others on a four way split lead in the other hand (and this only when she hasn't got them all clipped to a belt around her middle), I'd like to ask if rules and licences are ever going to be introduced for dog walkers? One person walking six dogs at a time can earn up to £84 per hour, this may not encourage the best practices in unscrupulous people who have no rules and regs to adhere to. These are my views. Thanks for asking for them	DEFRA consultation 2016 to consider a change in legislation that would move towards a generic Animal Establishment Licence There is a suggestion that other types of animal businesses would then be included such as dog groomers and dog walkers.	No changes required.

Mrs A Davies, Home Boarder	<p>Having read the proposed license which is overall an improvement the only part I would question is the fire safety regs to shut all doors at night when dogs are boarded in a home environment.</p> <p>As a family with small children who are unable to sleep with their doors closed I cannot see how I can adhere to this regulation? The dogs generally sleep in the kitchen and utility and these doors are shut, however if a dog needs the reassurance of our resident dog but also requires separation I let them sleep in the utility with the baby gate closed and the door open, allowing them to see/ hear our dog but not to have unsupervised access. Also if we have a dog that is unable to settle on its own it may sleep in our bedroom, as we have young children we do not close our bedroom door so we can hear them or the dogs if we are needed.</p> <p>Clearly this is a sensible application of the policy but it remains that it is not practical to provide the flexibility required whilst still closing all doors all the time at night in a house with a family, we close as many as we can as to reduce the fire risk but we must still be able to live in the property.</p> <p>I hope you understand. I will of course apply the regulations and consider the safety of my family and the dogs in my care paramount but an amount of practicality is also required.</p>	It is the responsibility of the licensee to carry out a fire risk assessment of their property. The requirement to keep doors shut should be considered as part of this. Bucks Fire and Rescue provide Home Fire Risk Assessment guidance on their website.	Remove condition 13.6 which states "All doors to rooms must be kept shut at night" .
Ian Knapper from Kennel Space (a commercial kennels manufacturer)	The CIEH model licence conditions are written by those involved in charitable work with dogs and it is unfortunate that a business perspective has not been asked for.	The Pet Industry Federation (PIF) represent six separate trade associations within the pet industry and were contributors to the new CIEH conditions. Trades within the PIF include groomers, pet boarders, pet retailers and manufacturers.	No changes required
	Increasing the dimensions of dog kennels can increase	The changes to kennel dimensions	No changes required

	<p>stress levels as a small dog will feel more insecure in a large open space. This is particularly relevant when considering multiple dog units where the CIEH (and AVDC) require the space to be doubled for 2 dogs.</p> <p>Instead of concentrating on the size of kennels, more emphasis should be placed on giving dogs quality time outside of their kennels, interacting with staff.</p>	<p>outlined by the CIEH are based on sound scientific research.</p> <p>The new CIEH conditions DO put greater emphasis on this and require kennel owners to monitor more closely the all round well being of dogs they are boarding.</p>	
	<p>Commercial kennels and catteries can be extremely profitable and many long established businesses have chosen not to reinvest in their businesses and are allowed to continue operating whilst providing a poorer standard of accommodation for the animals in their care. It is grossly unfair to make new businesses invest huge amounts of money in new kennels and catteries if older establishments are allowed to continue as they are without any requirement for them to upgrade their kennels.</p>	<p>Building new kennels and catteries can cost well over £100K and for larger premises many times this amount.</p> <p>*****</p>	<p>It is suggested that paragraph 3.3.4 be amended as follows: In the case of any establishment that qualifies for the exemption under section 3.3.3 the owner shall have a period of ? years in which to comply.</p>
<p>Susan Halbach Owner of Cayla's Kennels and Cattery</p>	<p>From Cover letter "some of the new conditions run the risk of people ceasing to see cats and dogs as animals, but treating them as four-legged children. This of course takes away from their fascination as animals and the exploration of their natural traits and behaviour. The tendency to anthropomorphise cats and dogs does not improve their well-being in any shape or form and the question must be asked if this trend in modern society is particularly healthy."</p>	<p>AVDC's role is to licence businesses that require licensing under current legislation and ensure that they are being run in an acceptable manner. It is clear that there is a demand for different types of animal boarding and the public are free to select which type they use. Many of the new conditions come from the Animal Welfare Act and reflect the increasing acceptance that animals need to be provided with enrichment and the ability to exhibit normal behaviour. It is the Council's belief that premises that are well run will already be doing a lot of what is outlined in the new conditions.</p> <p>Vet Response: I agree with AVDC. Several groups whose primary aim is to improve animal welfare were</p>	<p>No changes required</p>

		consulted during the drafting of new CIEH conditions.	
	1 Dogs Firstly it must be acknowledged that there is a vast difference between a rescue and a boarded animal. A rescue animal has been excluded from its pack, whereas a boarded animal is still a member of its pack (the family) although temporarily absent from the latter. For this reason the boarder is a much more contented and secure animal and its needs and treatment need to reflect this.	Arguably not if it isn't used to being kennelled and finds the environment stressful.	No changes required
	There are also well meaning individuals who have set up charities to advise on animal welfare, whose advice has however on many occasions been discredited by scientific research. These charities have a tendency to want to lay down rigid rules for the care of an animal, making it very difficult if not impossible to cater for the individual needs of an animal or indeed the wishes of the owners.	Ms Halbach has not provided any examples of the scientific research she refers to. Contributing bodies involved in the writing of CIEH MLC include British Veterinary Association, British Small Animal Veterinary Association, Pet Industry Federation, The Kennel Club alongside animal welfare charities such as International Cat Care, the RSPCA , Dogs Trust and a variety of local authorities. Their opinion must be respected as being well informed, balanced, in the best interests of animal welfare and based on scientific research.	No changes required
	With the trend of more and more staff being qualified to at least Diploma level, e g spending up to 3 years at college to study animal care and management, it seems a great shame to restrict their knowledge and ability.	Our conditions do not prevent this. Anyone who has recently studied in animal care and management will have an understanding of the thinking behind the Animal Welfare Act. There will be many kennels in this district that are run by people	No changes required

		without such qualifications and it is the intention to have detailed licence conditions to provide guidance to licence holders and those considering starting an animal boarding business.	
	<p>Condition 6.6</p> <p>An effective way to provide warmth for animals is the use of heat lamps. These do not heat the environment but are absorbed by the body, so it is not possible to gauge the comfort of an animal by measuring temperature of the surrounding area.</p>	<p>This refers to the requirement of licensees to monitor temperatures . The use of heat lamps is perfectly acceptable, however, not all kennels choose to use them. It is the responsibility of the licensee to demonstrate that they are able to check that the temperature is maintained within the parameters specified in the conditions.</p>	No changes required
	<p>Condition 7.3</p> <p>Bedding - to provide more bedding to an animal which chews or destroys it is against all veterinary advice given. This includes advice from the State Veterinary Service, the quarantine veterinary superintendent and most importantly from vets in small animal practice, who have to extract foreign objects from animals stomachs and intestines.</p>	<p>Comment from vet : "Bedding should be provided for animals, particularly if they are geriatric or have painful orthopaedic conditions such as arthritis. In a vet hospital setting, we would only not supply bedding if an owner specifically requested this (for example if they had a tendency to eat it). I have on occasion had to remove bedding from a dog's intestines, but it is not that common. Potentially omit the line regarding replacing bedding if it has been destroyed"</p>	Remove line "If a dog chews or destroys its bedding, it must be replaced with an alternative" from point 7.3 of conditions
	<p>Condition 8</p> <p>Dogs - the right to restrict or allow access to the run must remain with the kennel, whether to allow access to the run is dependent on the health and welfare of the animals, the weather conditions and on where the kennel is situated in relation to other dwellings etc.</p>	<p>The sleeping area in some kennels is quite small. Animals should be able to move around freely. Allowing access to a run at night – this could cause draughts in the sleeping area. The issue of restricting access to a run at night also relates to a risk of causing noise nuisance. Obviously</p>	No change to conditions

		there will be exceptions - a kennel owner who has a legitimate reason to restrict or allow access has nothing to worry about.	
	Condition 9.1 A recipe for disaster as we know from home boarding.	<p>AVDC have not received complaints about dog on dog attacks with regard to any of it's licensed home boarders. However, it is accepted that there is increased risk involved in this - that is why we have stated that it must only be allowed with the informed consent of the owner. Home boarders are required to have public liability insurance and clients are free to choose to board their dog with a home boarder who only boards dogs from one household if they prefer.</p> <p>It seemed unfair to prevent boarding kennels from having this option when we have allowed it for commercial day care and home boarding. It is entirely at the discretion of the licence holder to decide if they wish to offer this type of exercise at their premises and it will be their responsibility to ensure that a robust risk assessment has been carried out and that adequate supervision is provided.</p> <p>Our vet has been consulted and agrees with this opinion.</p>	No change to conditions
	Condition 9.7 The national MLC allowed the use of Holding Kennels for	The Current CIEH MLC state 12 hours maximum for holding kennels.	The wording for point 9.7 of conditions should be changed to

	up to 24 hours. Why the change? There are occasions when an animal is not collected during peak times, for whatever reason. (A well documented example was the eruption of the Icelandic volcanoes, when all flights were cancelled.) 12 hours is not enough to make alternative arrangements.	However, we agree that this could prove problematic and have discussed this with our vet who advised a slight rewording of the condition.	"Holding kennels may be provided for temporarily kennelling a dog for ideally no more than 12 hours"
	Condition 13.3 There are no toys on the market, which do not carry a warning that pets are not to be left unsupervised with them. Secondly this clause is against Veterinary advice. The only toys that might be left with an animal are those provided by the owner and which show no signs of chewing or destruction.	The provision of suitable toys and feeding enrichment can provide an outlet for natural behaviours including chewing, playing, investigating and exploring. Toys do not necessarily need to be left with the dog whilst it is unsupervised. The conditions state that toys must be checked daily to ensure they remain safe and also that the provision of toys must be discussed with the owner. Our vet has queried how supplying toys is against veterinary advice? She points out that they are useful in preventing stress associated with boredom. However, she has suggested a rewording of the conditions.	Amend wording of point 13.3 to read "All dogs must be given the opportunity for access to toys and/or feeding enrichment, where appropriate"
	Condition 14.1 Dogs and 12.1 Cats Consent from owners to separate animals. This condition is not compatible with health and safety for staff. To board 2 animals together who live together is a very small risk and therefore on the rare occasion that these animals need to be separated is an acceptable risk provided that proper training is given or has been learned during qualifying. However once it is known that the potential for injury to the animals or staff exists, it becomes an unacceptable risk to expose humans or animals to. It is therefore imperative that the right to separate remains with the Kennel or Cattery. In addition	The important thing is that the owner understands what will and won't be done with their pet in a variety of situations. Whilst a kennels/cattery will do their best to meet their customers' requirements, there may be situations where they have to overrule that choice in the interests of the animals concerned. A well worded Terms and Conditions form with a declaration for the customer to sign at the end would provide	No change to conditions required

	the provision of more resources compounds the problem of monopolisation.	adequate evidence of consent for a variety of situations listed on the form. Our vet has stated "I have seen one instance of a dog killing another dog from the same household whilst kennelled so unfortunately conflict can arise in an unfamiliar environment. Experienced kennel staff should be able to spot problems before they arise but this is not a given. I don't agree that the provision of more resources leads to heightened aggression"	
	Condition15 Register - why is it now thought to be necessary to record the date of the last season? Most owners would not know, bitches are no longer as regular as they used to be, so knowing when the last season accrued is no longer an indication when the next one is likely to be. Owners are shockingly ill informed about their bitches cycles and there is no requirement for this to be recorded in home boarding.	Home Boarders ARE currently advised to keep a note of date of last season and this should have been included in the conditions for home boarding. When asked if it is valid to ask for licence holders to keep this information, our vet has commented "I've also seen entire bitches in season come back from kennels pregnant! I agree that this should be a requirement. It is true that many owners cannot recall when their bitches last season was, but a simple 'date of last season (if known)' would suffice on a consent form. It is worth bearing in mind that these licence conditions are also designed to protect the kennels from owner litigation	Amendment to Home Boarding conditions. Point 10.1 (Register) shall now read the same as point 15 of the commercial kennels conditions. No change to kennel conditions required.
	Consent forms - to ask for consent implies, that it can be given or withheld. Where the consent for veterinary treatment is withheld a kennel would not be able to comply with the license condition, nor the animal welfare act. Consent form to separate or provide toys see 13.3 and 14.1	Consent can be given or withheld. It is for the licensee to decide whether or not to accept that – they could afterall, refuse to board the animal. As previously stated, it is important for owners to understand what they	No change required.

		are agreeing to whilst their pet is boarded. As our vet has pointed out, this is for the benefit of the business owner and the customer.	
	Interaction preferences shown by a dog may vary between different members of staff and what the dog wants must be determined by the individual member of staff.	Ms Halbach's comment is supported by condition points 13,14.3 and 17.1	No changes required
	Record of international travel - that knowledge and records are with the vet. Also not needed for home boarding.	Our vet has commented that international travel is "not always recorded by the vet if they have never seen the animal! Lots of people now take on rescue dogs from Eastern Europe and in many cases there is no requirement to see a UK vet after arrival in the UK. This definitely should be on the consent form - the risk of rabies in particular is ever present.	Requirement for record of international travel to be added to Home Boarding and Cattery conditions. No change to kennel conditions
	Condition 17 For someone to be present should not be a big problem for larger establishments, but for small kennels and / or catteries the same provisions as for home boarding should be allowed, e.g. a key holder within a short distance.	Even small catteries and kennels have significantly higher numbers of animals in their care than a home boarder (e.g 3 or 4 dogs as opposed to 20). Vet agrees with this opinion that this is not a valid argument.	No change required
	Cats Condition 4.3 Holding units - see dogs, if a cat can not be collected for whatever reason 12 hours is just not enough to contact the owner or contact person, in effect if a cat is not collected by closing time, it would need to be removed from the holding pen between 5 and six in the morning.	This has already been addressed	The wording for point 4.3 of cattery conditions should be changed to "Holding units may be provided for temporarily boarding a cat for ideally no more than 12 hours"

	<p>Condition 5.2</p> <p>Why the difference in temperature between dogs and cats? What scientific evidence is there to support this?</p>	<p>The CIEH model cattery conditions state that the ambient temperature of the sleeping area must be kept above 10°C with part of the sleeping area at a minimum of 15°C. There is no duplication of this condition in the model dog kennelling conditions. Our vet has not been able to provide an explanation for this, however until evidence is provided that the CIEH guidance is incorrect this requirement will not be removed for catteries.</p>	<p>Rewording of Cattery condition 5.2 to read "Insulation and temperature regulation in the cattery must aim to keep the ambient temperature in the cat sleeping area above an absolute minimum of 10°C. There must be part of the cat's sleeping area where the cat is able to enjoy a temperature of at least 15°C – this may be in the form of a heated bed/pad. The cat must be able to remove itself from the source of heat"</p>
	<p>Condition 7.1</p> <p>Very prescriptive - does not allow catering for individual needs. Scientific research shows that the majority of cats likes to visit the food bowl up to 16 times a day, tacking in about 8 grams of food. Some cats like to eat at night, some do not eat at night at all.</p>	<p>This has been checked with our vet who has responded " (Ms Halbach) should supply references to papers if quoting scientific research, otherwise it just sounds made up. I think it is perfectly reasonable to leave that line in. 8hours apart is simply describing an average working day so it makes sense to offer food at the beginning and end of a shift- after all, it's what most cats are used to.</p>	<p>No change to conditions</p>
	<p>Condition 10.5 (and 10.4)</p> <p>Scratching posts - firstly it is commercially not viable to dispose of a scratch post after every stay. Disinfecting is limited, as they are usually constructed from cardboard and rope and the smell of disinfectant is certainly unpleasant to a cat. To use something not specifically for the intended purpose could leave a Cattery liable should anything go wrong.</p> <p>Also it is scientifically acknowledged that commercial scratch post do not work, as it is not at all clear why a cat 'scratches', some scientists believe the cat stretches and scratches anything that happens to be in the way of its paws. Others believe that when a cat scratches an object it leaves secretion from the small glands located between the plantar pads and is therefore a marking</p>	<p>This comment was passed to our vet for her comments:</p> <p>"Cats scratch with their front claws to loosen and remove the outer husk of their claws revealing a sharp new surface underneath. It also exercises the muscles of the forelimbs and spine to keep the cat in good condition for hunting. The surfaces chosen are usually fixed and non - yielding to resist the forces exerted by the cat. In other words, the alternative to a scratching post for a cat would be the cattery itself, thereby causing damage. Scratching</p>	<p>No change to conditions required</p>

	<p>behaviour. It should be left to the cat's owners whether to provide a post or not. If they feel their cat benefits and uses it, then they should be free to provide them, if they know their cat does not benefit then the Cattery should not be forced to supply them.</p>	<p>is also used as a form of territorial communication or marking behaviour, by the use of scent and sweat glands on the feet which secrete pheromones such as feline interdigital semiochemical (FIS) Mengoli et al in a paper entitled 'Scratching behaviour and its features: a questionnaire based study' in the <i>Journal of Feline Medicine and surgery 2013</i> noted that where there is a scratching post in the home, a cat is likely to use it. I think that they should be supplied if the cat uses one at home, and should be sprayed with disinfectant between each cat boarder. It isn't ideal, but there is no perfect way to do this. Alternatively, it is possible to buy disposable cardboard scratchers- the cheapest one I could find was £1.99- I don't know how financially viable that would be.</p>	
	<p>Condition 12.1 As with dogs, the decision to separate must be with the Cattery on health and safety grounds.</p>	<p>This has already been addressed</p>	<p>No change required</p>
	<p>Condition 12.2 Again to increase resources compounds monopolisation. This certainly does not apply to water bowls. However where it is not possible to site food bowls in such a way or where bullying takes place it maybe in the interest of the animals to be separated, either temporarily or permanently.</p>	<p>This has already been addressed</p>	<p>No change required</p>
	<p>Condition 15.7 This should read where one comes into contact with</p>	<p>The conditions do not state that cats are to be treated as kittens until the</p>	<p>No change to conditions</p>

	body fluids, hands should be washed. Catteries do not board kittens until they can be treated like adults. The term kitten until 12 months is Show terminology. To wash and disinfect hands in between handling each cat would be akin to doing the same every time a person shook hands with a group of people and it would certainly be called neurotic behaviour.	age of 12 months. Our vet has confirmed that the earliest that a kitten can complete its vaccination course is 12 weeks, with a further one week before that vaccine is fully protective. So kittens can be boarded from 13 weeks of age. The vet has stated that staff should "ALWAYS wash or disinfect hands between each cat or group of cats. This is basic disease prevention, not a neurosis"	
	Condition 16.3 Whether a Cattery needs to provide every unit with its own dustpan, brush and scoop very much depends on the layout, the construction and the cleaning routine. This stems from a very outdated fear of ringworm, which hasn't been seen in a very long time, certainly not since wood had to be treated. It must be borne in mind whatever a dustpan and brush can harbour so can the staffs' clothes and shoes.	Vet response: "I see ringworm cases all the time. It's not the only thing to worry about. Coronavirus, which is the cause of feline infectious peritonitis (FIP) is spread via cat saliva and faeces and is more likely to be shed by a stressed cat (ie one that is in a cattery), just to give one example."	No change to conditions
Deborah Hosein Owner of Folly Kennels	Condition 7.3 If a dog destroys its bedding what is the point of replacing it to be destroyed again or worse, eating it and giving themselves an obstruction. I object to this condition.	Already addressed, see above	Remove line "If a dog chews or destroys its bedding, it must be replaced with an alternative" from point 7.3 of conditions
	Condition 9.7 12 hours is not long enough to hold a dog. It is not always possible to get hold of the owner or the emergency contact within 12 hours. I think this should be at least 24 hours. I object to this condition.	Already addressed, see above	The wording for point 9.7 of conditions should be changed to "Holding kennels may be provided for temporarily kennelling a dog for ideally no more than 12 hours"
	Condition 11.6 Not all dogs eat every day, mine certainly dont. 24 hours is not long enough to tell if a dog has lost weight from illness or is just not eating. I object to this condition.	Not being able to tell if a dog has lost weight from illness or just not eating is exactly the reason why veterinary advice should be sought.	No change to condition.

	<p>Condition 13.3</p> <p>As for 7.3 I do not agree with giving dogs toys as if they chew and eat it, it can cause an obstruction, leading to possible fatality. In my experience dogs that bring toys do not take any notice of them whilst in a kennel anyway. I object to this condition.</p>	Already addressed, see above	Amend wording of point 13.3 to read "All dogs must be given the opportunity for access to toys and/or feeding enrichment, where appropriate"
	<p>Condition 14.1</p> <p>Written consent should not be needed to separate dogs should a problem arise through illness, fighting, etc. If dogs are fighting or are ill it should be mandatory that they are separated. I object to this condition.</p> <p>Condition 15.</p> <p>As above, I do not agree with consent to separate dogs.</p>	Already addressed, see above	No change to conditions required
	I do not see why we need a record of international travel. It is none of our business and if their vaccinations are up to date why would this be necessary?	Already addressed, see above	No change
	We do not need dates of seasons either, only if they are in season or imminently due. I object to these conditions.	Already addressed, see above	No changes to conditions
Lindsey Vallis Environmental Health and Licensing Manager	<p>Section 3.3.4 of policy:</p> <p>I think that adoption of condition following sale of business plus 5 years is too long – for example it could be 10 years until a business is sold and then another 5 years before they have to adapt to the best practice conditions. In reality this means the policy is ineffective in building compliance in this area over time. I think we should consider setting a maximum period from date non-compliance is identified – maybe 5 years? Or just a date after which they must all comply as an alternative?</p>	It is agreed that a transitional compliance period be introduced.	It is suggested that paragraph 3.3.4 be amended as follows: In the case of any establishment that qualifies for the exemption under section 3.3.3 the owner shall have a period of ? years in which to comply.



Cayla Kennels & Cattery

Water Stratford Buckingham MK18 5DP

Tel: 01280 812999

E-mail: cayla@cayla.co.uk

Susanne Halbach

10.08.2016

Mr Peter Seal
Licensing Manager
The Gateway
Gate House Road
Aylesbury
HP19 8FF

Dear Mr Seal

Thank you for sharing the Boarding Kennel and Cattery Licence Conditions with us.

I did not know that the 'London Committee' had circulated their MLC already.

On reading through the proposed boarding conditions it is clear that it is to a large extent based on the old MLC.

However some of the new conditions run the risk of people ceasing to see cats and dogs as animals, but treating them as four-legged children. This of course takes away from their fascination as animals and the exploration of their natural traits and behaviour.

The tendency to anthropomorphise cats and dogs does not improve their well-being in any shape or form and the question must be asked if this trend in modern society is particularly healthy.

I have run Cayla Boarding Kennel and Cattery for over 20 years and been involved in all aspects of boarding for more than 30 years.

With this in mind I have made comments on the proposed licence conditions and hope you will give some favourable thoughts to them.

Kind regards

Susanne Halbach

Consultation - Boarding Kennel and Cattery licence conditions

1 Dogs

Firstly it must be acknowledged that there is a vast difference between a rescue and a boarded animal. A rescue animal has been excluded from its pack, whereas a boarded animal is still a member of its pack (the family) although temporarily absent from the latter.

For this reason the boarder is a much more contented and secure animal and its needs and treatment need to reflect this.

There are also well meaning individuals who have set up charities to advise on animal welfare, whose advice has however on many occasions been discredited by scientific research.

These charities have a tendency to want to lay down rigid rules for the care of an animal, making it very difficult if not impossible to cater for the individual needs of an animal or indeed the wishes of the owners.

With the trend of more and more staff being qualified to at least Diploma level, e.g. spending up to 3 years at college to study animal care and management, it seems a great shame to restrict their knowledge and ability.

6.6 An effective way to provide warmth for animals is the use of heat lamps. These do not heat the environment but are absorbed by the body, so it is not possible to gauge the comfort of an animal by measuring temperature of the surrounding area.

7.3 Bedding - to provide more bedding to an animal which chews or destroys it is against all veterinary advice given. This includes advice from the State Veterinary Service, the quarantine veterinary superintendent and most importantly from vets in small animal practice, who have to extract foreign objects from animals' stomachs and intestines.

8 Dogs - the right to restrict or allow access to the run must remain with the kennel, whether to allow access to the run is dependent on the health and welfare of the animals, the weather conditions and on where the kennel is situated in relation to other dwellings etc.

9.1 A recipe for disaster as we know from home boarding.

9.7 The national MLC allowed the use of Holding Kennels for up to 24 hours. Why the change? There are occasions when an animal is not collected during peak times, for whatever reason. (A well documented example was the eruption of the Icelandic volcanoes, when all flights were cancelled.) 12 hours is not enough to make alternative arrangements.

13.3 There are no toys on the market, which do not carry a warning that pets are not to be left unsupervised with them. Secondly this clause is against Veterinary advice. The only toys that might be left with an animal are those provided by the owner and which show no signs of chewing or destruction.

14.1 Dogs and 12.1 Cats - consent from owners to separate animals. This condition is not compatible with health and safety for staff.

To board 2 animals together who live together is a very small risk and therefore on the rare occasion that these animals need to be separated is an acceptable risk provided that proper training is given or has been learned during qualifying. However once it is known that the potential for injury to the animals or staff exists, it becomes an unacceptable risk to expose humans or animals to. It is therefore imperative that the right to separate remains with the Kennel or Cattery. In addition the provision of more resources compounds the problem of monopolisation.

12.1 as with dogs, the decision to separate must be with the Cattery on health and safety grounds.

12.2 Again to increase resources compounds monopolisation. This certainly does not apply to water bowls. However where it is not possible to site food bowls in such a way or where bullying takes place it maybe in the interest of the animals to be separated, either temporarily or permanently.

15.7 This should read where one comes into contact with body fluids, hands should be washed. Catteries do not board kittens until they can be treated like adults. The term kitten until 12 months is Show terminology. To wash and disinfect hands in between handling each cat would be akin to doing the same every time a person shook hands with a group of people and it would certainly be called neurotic behaviour.

16.3 Whether a Cattery needs to provide every unit with its own dustpan, brush and scoop very much depends on the layout, the construction and the cleaning routine. This stems from a very outdated fear of ringworm, which hasn't been seen in a very long time, certainly not since wood had to be treated. It must be borne in mind whatever a dustpan and brush can harbour so can the staffs' clothes and shoes.

This page is intentionally left blank