

# **Conditions for Dog Boarding Establishments**

These licensing conditions were agreed by the Licensing Committee at a meeting on 29<sup>th</sup> August 2012.

## **1.0 General Construction Matters**

- 1.1 Before carrying out any new building or alterations, plans must be submitted to and approved by the Environmental Health Section of the Local Authority.
- 1.2 Planning permission may be required and the local Planning Authority should be consulted.
- 1.3 A Building Warrant may be required and you should consult the Building Standards Service of the Council for further information.
- 1.4 Wood is not a suitable construction material. It is susceptible to damage by scratching, is difficult to clean and may harbour bacteria, viruses etc. Wood should not be used in exposed construction of walls, floors, partitions, door frames or doors in the dog kennelling area.
- 1.5 Maintenance and repair of the whole establishment must be carried out regularly.

## **2.0 Kennel Size and Layout**

- 2.1 Each kennel must have a sleeping area of at least 1.9m<sup>2</sup> (20ft<sup>2</sup>). The sleeping area must be insulated so as to prevent extremes of temperature. (During kennel construction it is necessary to use an appropriate design and suitable materials to overcome problems of noise emission, to ensure energy conservation and to maintain reasonable temperatures throughout both winter and summer).
- 2.2 Bedding must be provided which allows the dog to be comfortable and which is capable of being easily and effectively cleaned and sanitised.
- 2.3 Each kennel must be provided with an exercise area of at least 2.46m<sup>2</sup> (26ft<sup>2</sup>) (for dogs up to 24" high at shoulder) or 3.34m<sup>2</sup> (36ft<sup>2</sup>) for larger dogs, which is separate from the bedding area and exclusive to that kennel. The exercise area must be available to the dog at all times, except at night. The exercise area should ideally be roofed to a minimum of half the area, sufficient to give the dog protection against the weather and to provide adequate shade.
- 2.4 Kennels must have a minimum height of 1.8m (6ft) to facilitate adequate access by kennel staff for cleaning.
- 2.5 Kennels and exercise areas must open onto secure corridors or other secure areas so that dogs are not able to escape from that premises.
- 2.6 Exercise areas must not be used as bedding areas.
- 2.7 Communal areas for exercise are strongly discouraged because of the risk of disease spread, in particular worms, and fighting. In any event each kennel must be provided with its own exclusive exercise area, thus rendering extra provision unnecessary.
- 2.8 Dogs from the same household may share a kennel, provided it is of adequate size to comfortably accommodate the dogs. Operators must obtain written authorisation from the dog owner before kennel sharing is allowed. Each kennel must be clearly marked for identification purposes, eg numbered.

2.9 Holding kennels may be provided for temporarily kennelling a dog for not more than twenty-four hours. These must be a minimum of 2.3m<sup>2</sup> (25ft<sup>2</sup>). In all other respects conditions must be to the same standard as the main kennels.

### **3 Walls and Partitions**

- 3.1 Walls must be of smooth, impervious materials capable of being easily cleansed.  
Suitable construction materials include effectively sealed (smooth and impervious) brick/block constructions, moulded plastic, glass reinforced plastic, pre-formed plastic surfaced board etc.
- 3.2 It is recommended that junctions between horizontal and vertical sections are covered to facilitate cleaning.
- 3.3 Partition walls between individual exercise areas must be of a solid construction to a minimum height of 1.1m (4ft).

### **4 Floors**

- 4.1 Floors in all buildings, individual exercise areas and kennels must be of smooth, impervious materials, capable of being easily cleansed, whilst providing sufficient grip for the dog to walk or run without sustaining injury.
- 4.2 Floors of kennels and exercise areas should be laid to an adequate fall (minimum of 1:80) to prevent ponding of liquids.
- 4.3 Drainage channels should be provided close to, but exterior to the kennel and/or exercise area, so that urine is not allowed to pass over walk areas in corridors and communal areas or pass from one kennel to another. (Waste water outlets may need approval from the The Scottish Environment Protection Agency (SEPA)).
- 4.4 The establishment must be connected to mains drainage or an approved localised sewage disposal system.

### **5 Ceilings**

- 5.1 Ceilings must be capable of being easily cleaned and disinfected.

### **6 Doors**

- 6.1 Kennel doors must be strong enough to resist impact and scratching and must be capable of being effectively secured.  
Galvanised weld mesh should be a minimum of 2mm (14 gauge) in thickness. It is recommended that the spacing of wire should not exceed 50mm (2 inches).
- 6.2 Where metal bars and frames are used, they must be of suitable gauge (approx 10-14) with spacing adequate to prevent dogs escaping or becoming entrapped. Metal edges must not present a risk of injury to the dog. In the interests of safety, it is recommended that the outer door should open in an inwards direction.

## **7 Windows**

- 7.1 All windows, which pose a security risk must be escape proof at all times, eg protected by welded mesh or be made of reinforced glass, polycarbonate or other impact resistant material.

## **8 Lighting**

- 8.1 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.
- 8.2 Adequate supplementary lighting must be provided throughout the establishment.

## **9 Ventilation**

- 9.1 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the bedding area.

## **10 Temperature in Kennels**

- 10.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog.
- 10.2 There must be some part of the dog's sleeping area where the dog is able to enjoy a temperature of at least 10°C. The use of individual heating lamps for dogs may prove adequate. In some circumstances additional background heating will also be required.

## **11 Isolation Facilities**

- 11.1 Isolation facilities must be provided. One isolation kennel is generally sufficient (dependant on number of dogs boarded).
- 11.2 Isolation kennels must comply with other boarding kennel requirements but in addition must be separate and physically isolated from the main kennels. This should be a minimum of 5m (15ft) based upon the distance a dogs sneeze travels. (Individual circumstances may significantly vary the stated figure).
- 11.3 Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels must be provided.
- 11.4 Hands must be washed after leaving the isolation facilities and before visiting the other kennels.
- 11.5 There should be a means of maintaining the temperature of isolation kennels at a level suitable for the condition of the dog (a minimum of 15.5°C is suggested unless contrary advice is given by the veterinary surgeon). 26°C is a realistic maximum temperature level that should not be exceeded in normal circumstances.

## **12 Cleanliness**

- 12.1 All kennels, corridors, common areas and 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.
- 12.2 Each kennel must be cleansed daily. All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary.
- 12.3 All bedding areas must be kept clean and dry.
- 12.4 Each kennel must be thoroughly cleansed, disinfected and dried upon vacation.  
Fittings and bedding must also be thoroughly cleansed and disinfected at that time.
- 12.5 Facilities must be provided for the proper reception, storage and disposal of all waste. Clinical waste arising from the treatment of dogs should be segregated and disposed of by incineration.
- 12.6 Operators wishing to dispose of waste on their premises or operate an incinerator may need planning permission and a waste management licence or authorisation under the Environmental Protection Act 1990. Advice should be sought from the Waste Regulation Authority of the County Council or the Environmental Health Section.
- 12.7 Measures must be taken to minimise the risk from rodents, insects and other pests within the establishment.

## **13 Disease Control and Vaccination**

- 13.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 13.2 Proof must be provided that dogs boarded or resident have current vaccinations against Canine Distemper, Infectious Canine Hepatitis, Leptospirosis and Canine Parvovirus and other relevant diseases.  
Vaccination against Kennel Cough should be encouraged. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturers instructions. A record that this proof has been supplied must be kept on site throughout the period that the dog is boarded.
- 13.3 Advice from veterinary surgeon must be sought if there are signs of disease, injury or illness in a dog.
- 13.4 A well-stocked first aid kit suitable for use on dogs must be available.
- 13.5 If there is evidence of external parasites (fleas, ticks, lice etc) the dog must be treated with a proprietary insecticide used in accordance with the manufacturer's instructions.
- 13.6 Phenolic disinfectants should not be used around dogs and dogs must be kept dry during cleaning of kennels.
- 13.7 Any dog that has died on the premises must be referred to a veterinary surgeon and the licensing officer of the local authority must be informed.

13.8 A veterinary practice should be appointed for the establishment. The name, address and phone number must be displayed in a prominent position in a public area.

## **14 Food and Water Supplies**

- 14.1 Containers must be provided for the storage of food. Wholesome water must be available at all times and changed daily.
- 14.2 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.
- 14.3 Eating vessels must be cleansed after each meal and drinking vessels must be cleansed at least once a day.

## **15 Kitchen Facilities**

- 15.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.
- 15.2 Suitable refrigeration facilities must be provided if fresh and cooked meat are stored.
- 15.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels.
- 15.4 A separate wash-hand basin should be provided for staff use.

## **16 Fire Precautions**

- 16.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 16.2 A proper emergency evacuation plan and fire warning procedure must be drawn up.
- 16.3 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.
- 16.4 All electrical installations must be maintained in a safe condition. There must be a residual circuit current breaker system on each block of kennels.
- 16.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.
- 16.6 Precautions must be taken to prevent any accumulation, which may present a risk of fire.
- 16.7 There must be adequate means of raising alarm in the event of a fire or other emergency.

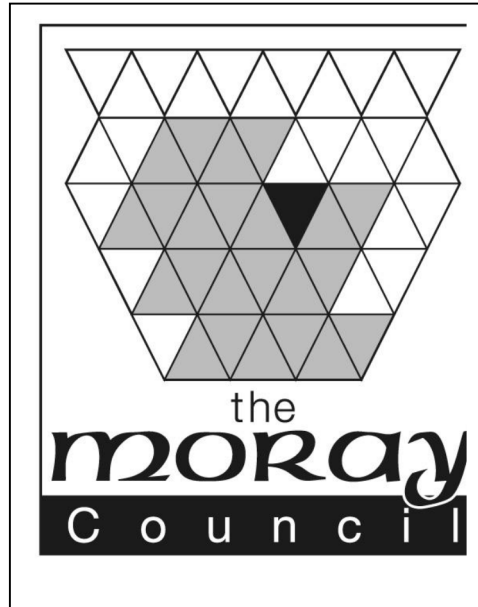


## Other Matters

- 1) A copy of the licence and associated conditions must be displayed to the public in a prominent position in, on or about the boarding establishment.
- 2) Insurance - adequate insurance indemnity should be arranged. Operators must insure against public liability and if staff are employed, employers liability insurance is mandatory. Certificates of insurance should be displayed.
- 3) Dangerous Dogs - dogs subject to contracts under current dangerous dogs legislation must have a copy of the licence and insurance certificate lodged with the boarding kennel (Japanese Sousa/Pit Bull Cross).
- 4) Under the Control of Dogs Order 1992, every dog whilst in a place of public resort must wear a collar with the name and address of the owner inscribed upon it. It is recommended that all dogs boarded at the establishment should wear a collar and tag identifying the name of the owner, or have the collar and tag secured immediately outside the kennel.
- 5) Adequate toilet and washing facilities and a first aid kit must be available for staff.
- 6) Staff should be adequately trained in the safe handling of dogs, emergency procedures to be followed and all aspects of the licence conditions, which are pertinent to their work.
- 7) Staff should be regularly vaccinated against Tetanus.
- 8) A written training policy must be provided. Systematic training of staff, must be demonstrated to have been carried out.  
The following are regarded as essential topics to be covered in the programme:
  - Animal welfare
  - Cleanliness and Hygiene
  - Feeding and Food Preparation
  - Disease Control
  - Recognition and Treatment of Sick Animals
  - Health and Safety
  - Emergency Procedures
- 9) Where stray dogs, are accepted by the kennels they must be kept in a separate area away from boarded dogs.
- 10) A register must be kept of all dogs boarded and should include the following:
  - date of arrival;
  - name of dog;
  - description, breed, age, gender;
  - name, address and telephone number of owner;
  - name, address and telephone number to contact whilst boarded;
  - name, address and telephone number of dogs veterinary surgeon;
  - anticipated and actual date of departure;
  - health, welfare and nutritional requirements.

The register must be kept for two years - computerised, loose-leaf, index card and book register systems are acceptable. Where records are computerised, a back up copy must be kept.

- 11) A fit and proper person must always be present to exercise, supervise and deal with emergencies whenever dogs are boarded.
- 12) Dogs must be visited at regular intervals as necessary for their health, safety and welfare.



## **Conditions for Cat Boarding Establishments**

These licensing conditions were agreed by the Licensing Committee at a meeting on 29<sup>th</sup> August 2012.

## **1.0 General Construction Matters**

- 1.1 Before carrying out any new building or alterations, plans must be submitted to and approved by the Environmental Health Section of the Local Authority.
- 1.2 Planning permission may be required and the local Planning Authority should be consulted.
- 1.3 A Building Warrant may be required and you should consult the Building Standards Service of the Council for further information
- 1.4 The construction of the cattery must be such that security of the cat is ensured.
- 1.5 All areas to which cats have free access must be roofed to prevent escape.
- 1.6 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames must be durable, smooth and impervious.

## **2.0 Cattery Unit Size and Layout**

- 2.1 Each unit must have a sleeping area and an adjoining exercise area, which is exclusive to that unit.
- 2.2 Each unit must be provided with a sleeping area of at least 0.85m<sup>2</sup> (9ft<sup>2</sup>) for one cat, 1.5m<sup>2</sup> (16ft<sup>2</sup>) for two cats, 1.85m<sup>2</sup> (20ft<sup>2</sup>) for up to four cats. Only cats from the same home may be boarded in the same unit. (The written consent of the cats owner should be obtained).
- 2.3 Suitable bedding must be provided which allows the cat to be comfortable and which is capable of being easily and effectively cleansed and sanitised.
- 2.4 Each unit must be provided with an exercise area of at least 1.7m<sup>2</sup> (18ft<sup>2</sup>) for a single cat, 2.23m<sup>2</sup> (24ft<sup>2</sup>) for two cats and 2.8m<sup>2</sup> (30ft<sup>2</sup>) for up to four cats.
- 2.5 Units should have a minimum internal height of 1.8m (6ft). (The sleeping area should be at least 1.22m (4ft) high.
- 2.6 Holding units may be provided for temporarily boarding a cat for not more than twenty-four hours. These must have a minimum floor area of 1.1m<sup>2</sup> (12ft<sup>2</sup>) and a minimum height of 0.9m (3ft).
- 2.7 Sleeping areas of units must be suitably insulated or otherwise controlled so as to prevent extremes of temperature.
- 2.8 Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.
- 2.9 Each unit must be clearly marked, eg numbered, or a similar system in place, which ensures that relevant information about the cat in that unit is readily available.

### **3 Walls and Partitions**

- 3.1 Walls must be of smooth, impervious materials capable of being easily cleansed.  
Suitable construction materials include effectively sealed (smooth and impervious) brick/block constructions, moulded plastic, glass reinforced plastic, pre-formed plastic surfaced board etc.
- 3.2 It is recommended that junctions between horizontal and vertical sections are covered to facilitate cleaning.
- 3.3 Partition walls between individual exercise areas must be of a solid construction to a minimum height of 1.1m (4ft).

### **4 Floors**

- 4.1 Floors of all buildings and units must be of smooth impervious materials, capable of being easily cleansed. (Concrete bases should incorporate a damp proof membrane and should have a minimum fall of 1 in 80).
- 4.2 Where drainage channels are provided, these should be provided close to, but exterior to the sleeping/exercise area, so that urine and wash down water is not allowed to pass over walk areas in corridors and communal areas or pass from one unit to another. (Waste water outlets may need approval from The Scottish Environment Protection Agency (SEPA)).

### **5 Ceilings**

- 5.1 Ceilings must be capable of being easily cleaned and disinfected.
- 5.2. All exercise areas should be covered with welded mesh and roofed with a suitable material. A translucent material, capable of filtering UV light and providing adequate shade is recommended.

### **6 Doors**

- 6.1 Doors must be strong enough to resist impact and scratching and capable of being effectively secured. It is recommended that a cat flap is provided in the door in the sleeping compartment to permit easy access to the exercise area. (This flap should be closed at night).
- 6.2 Metal edging, if used, must not present a risk of injury to the cat.

### **7 Windows**

- 7.1 All windows, which pose a security risk must be escape proof at all times, eg protected by welded mesh or be made of reinforced glass, polycarbonate or other impact resistant material.

## **8 Lighting**

- 8.1 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.
- 8.2 Adequate supplementary lighting must be provided throughout the establishment.

## **9 Ventilation**

- 9.1 Ventilation must be provided in all interior areas without the creation of excessive localised draughts in the sleeping area.

## **10 Temperature in Units**

- 10.1 Heating facilities must be available in the unit and used according to the requirements of the individual cat.
- 10.2 There must be some part of the sleeping area where the cat is able to enjoy a temperature of at least 10°C. Elderly cats may require higher ambient temperatures.
- 10.3 During the construction stage adequate attention must be afforded to the materials used in construction and insulation to ensure adequate protection against seasonal temperature variation.
- 10.4 Where temperatures lower than that indicated are reached, it may be more economical to provide localised sources of heat, eg individually, thermostatically controlled infra-red dull emitters. Heated beds may also be used, provided these are maintained in a safe condition.
- 10.5 26°C is a realistic maximum temperature level that should not be exceeded in normal circumstances and adequate ventilation of the unit must be provided to ensure the comfort of the cats.

## **11 Isolation Facilities**

- 11.1 Isolation facilities must be provided. One isolation unit is generally sufficient (dependent upon number of cats boarded.)
- 11.2 Isolation units must comply with other cattery unit requirements, but in addition must be separate and physically isolated from the main units. This should be a minimum distance of 3m (10ft) away. (Individual circumstances may vary the stated figure).
- 11.3 Adequate facilities to prevent the spread of infectious disease between the isolation unit and other units must be provided.
- 11.4 Hands must be washed after leaving the isolation facilities before visiting the other units.
- 11.5 There must be means of maintaining the temperature of isolation units at a level suitable for the condition of the cat and dependant upon veterinary advice (a minimum of 15°C is suggested unless contrary advice is given by the veterinary surgeon).

## **12 Cleanliness**

- 12.1 All units, corridors, common areas, kitchens etc must be kept clean and free from accumulation of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and cat comfort.
- 12.2 Each 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.
- 12.3 All sleeping areas must be kept clean and tidy.
- 12.4 Suitably sited litter trays, which are easy to clean and impermeable, must be provided at all times. These must be emptied and cleansed at least once a day and as necessary at any time during the day if found to be unduly soiled.
- 12.5 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.
- 12.6 Facilities must be provided for the proper reception, storage and disposal of all waste. Clinical waste arising from the treatment of cats should be segregated and disposed of by incineration.
- 12.7 Operators wishing to dispose of waste on their premises or operate an incinerator may need planning permission and a waste management licence or authorisation under the Environmental Protection Act 1990. Advice should be sought from the Waste Regulation Authority of the County Council or the Environmental Health Section.
- 12.8 Measures must be taken to minimise the risk from rodents, insects and other pests within the establishment.

## **13 Disease Control and Vaccination**

- 13.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst cats, staff and visitors.
- 13.2 Proof must be provided that cats boarded or resident have current vaccinations against infectious feline enteritis, feline respiratory disease and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturers instruction. A record that this proof has been supplied must be kept on site throughout the period that the cat is boarded.
- 13.3 Advice from a veterinary surgeon must be sought in the 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.
- 13.4 A well-stocked first aid kit suitable for use on cats must be available.
- 13.5 Phenolic disinfectants should not be used around cats and cats should be kept dry during cleaning of enclosures.
- 13.6 Any cat that has died on the premises must be referred to a veterinary surgeon and the licensing officer of the Local Authority must be informed.

## **14 Food and Water Supplies**

- 14.1 All cats must be adequately supplied with suitable food. At least two meals a day must be offered at approximately eight hours apart. Wholesome water must be available at all times and changed daily.
- 14.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected and must be maintained in a clean condition.
- 14.3 Eating vessels must be cleansed after each meal and drinking vessels must be cleansed at least once a day.
- 14.4 Suitable containers must be provided for the storage of foods.

## **15 Kitchen Facilities**

- 15.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the cats.
- 15.2 Suitable refrigeration facilities must be provided if fresh and cooked meat are stored.
- 15.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels.
- 15.4 A separate wash-hand basin should be provided for staff use.

## **16 Fire Precautions**

- 16.1 Appropriate steps must be taken for the protection of cats in case of fire and other emergencies.
- 16.2 A proper emergency evacuation plan and fire warning procedure must be drawn up
- 16.2 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.
- 16.4 All electrical installations must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of units.
- 16.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire or risk to cats.
- 16.6 Precautions must be taken to prevent any accumulation, which may present a fire risk.
- 16.7 There must be adequate means of raising an alarm in the event of fire or other emergency.



## Other Matters

- 1) A copy of the licence and its conditions must be displayed to the public in a prominent position in, on, or about the boarding establishment.
- 2) Insurance - adequate indemnity insurance should be arranged. Operators must insure against public liability and if staff are employed, employers liability insurance is mandatory. Certificates of insurance should be displayed.
- 3) Adequate toilet and washing facilities and a first aid kit must be available for staff.
- 4) Staff should be regularly vaccinated against tetanus.
- 5) Staff should be adequately trained in the safe handling of cats, emergency procedures to be followed and all other aspects of licence conditions, which are pertinent to their work.
- 6) A written training policy must be provided. Systematic training of staff, must be demonstrated to have been carried out.

The following are regarded as essential topics to be covered in the programme:

- Animal welfare
  - Cleanliness and Hygiene
  - Feeding and Food Preparation
  - Disease Control
  - Recognition and Treatment of Sick Animals
  - Health and Safety
  - Emergency Procedures
- 7) Where stray cats are accepted by the cattery, they must be kept in a separate area away from boarded cats.
  - 8) A register must be kept of all cats boarded and should include the following:
    - date of arrival;
    - name of cat;
    - description, breed, age, gender;
    - name, address and telephone number of owner;
    - name, address and telephone number to contact whilst boarded;
    - name, address and telephone number of cats veterinary surgeon;
    - anticipated and actual date of departure;
    - health, welfare and nutritional requirements.

The register must be kept for two years - computerised, loose-leaf, index card and book register systems are acceptable. Where records are computerised, a back up copy must be kept.

- 11) A fit and proper person must always be present to supervise and deal with emergencies whenever cats are boarded at the premises.
- 12) Cats must be visited at regular intervals, as necessary, for their health, safety and welfare.