



**LICENCE CONDITIONS FOR ANIMAL BOARDING (DOGS)**  
**ANIMAL BOARDING ESTABLISHMENTS ACT 1963**

**1. General**

- 1.1. Unless otherwise stated, these conditions shall apply to all buildings and/or areas to which dogs have access and/or are used in association with the boarding of animals.
- 1.2. Use of the term “kennel” refers to combined sleeping and individual exercise areas for dogs.

**2. Licence Display**

- 2.1. A copy of this Licence and Schedule shall be displayed in a prominent position where it can be inspected by members of the public using the establishment.

**3. Construction**

3.1. GENERAL

- 3.1.1. 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 dog kennelling areas. There must be no projections liable to cause injury.
- 3.1.2. Fencing materials must be secure and safe.
- 3.1.3. Sleeping areas of kennels must be so insulated as to prevent extremes of temperature.
- 3.1.4. The construction must be such that the security of the boarded animal is ensured.
- 3.1.5. All exterior wood must be properly treated against wood rot, e.g. tanalised. Only products which are not toxic to cats may be used.
- 3.1.6. All internal surfaces used in the construction of walls, floors, partitions, doors and door frames shall be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.

3.2. WALLS AND PARTITIONS

- 3.2.1. Walls with which boarded animals 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 in such walls, they must be sealed so as to be smooth and impervious, and resealed as necessary.
- 3.2.2. Junctions between vertical and horizontal sections should be covered. If impractical in existing premises, all joints must be sealed.
- 3.2.3. Partition walls between kennels must be of solid construction to a minimum height of 1.2m.
- 3.2.4. In exercise runs for dogs the lower section of partitions in adjoining runs must be of solid construction.

3.3. FLOORS

- 3.3.1. Floors of all buildings, individual exercise areas and kennels, must be of smooth, impervious materials, capable of being easily cleansed.
- 3.3.2. All floors of kennels and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids.

- 3.3.3. Floors must be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively-covered deep drainage channel.
- 3.4. CEILINGS
  - 3.4.1. Ceilings must be capable of being easily cleansed and disinfected.
- 3.5. DOORS
  - 3.5.1. Kennel doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
  - 3.5.2. Where metal bars and frames are used for kennels, they must be of suitable gauge (approximately 10-14) with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used in kennels, this must not present a risk of injury to the boarded animal.
  - 3.5.3. Door openings must be constructed so that the passage of water/waste is not impeded, or is allowed to gather due to inaccessibility.
  - 3.5.4. Adequate constructional precautions must be taken to prevent and control the spread of infectious disease, particularly by droplet infection.
- 3.6. WINDOWS
  - 3.6.1. All windows which pose a security risk must be escape-proof at all times.
- 3.7. DRAINAGE
  - 3.7.1. The establishment must be connected to mains drainage or an approved, localised sewage disposal system.
- 3.8. LIGHTING
  - 3.8.1. 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.
  - 3.8.2. Adequate supplementary lighting must be provided throughout the establishment.
- 3.9. VENTILATION
  - 3.9.1. Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the bedding areas.
- 3.10. MAINTENANCE
  - 3.10.1. Maintenance and repair of the whole establishment must be carried out regularly.
- 4. Numbers of Animals**
  - 4.1. NUMBERS OF ANIMALS PERMITTED
    - 4.1.1. The maximum number of dogs to be kept at any one time is \_\_\_\_\_, subject to condition 4.1.3 below.
    - 4.1.2. Each dog must be provided with a separate kennel except that no more than two dogs from the same household may share a kennel of adequate size with the written consent of the owner.
    - 4.1.3. No animals other than dogs are to be boarded within the licensed facilities without the prior written approval of the local authority.
    - 4.1.4. Where stray dogs are accepted they must be kept in a separate area away from boarded dogs.
  - 4.2. KENNEL SIZE LAYOUT AND EXERCISE FACILITIES
    - 4.2.1. Each kennel must be provided with a sleeping area of at least 1.9 m<sup>2</sup>.
    - 4.2.2. Each kennel must be provided with an exercise area of at least 2.46 m<sup>2</sup> (for dogs up to 0.61 m at the shoulder) or 3.69 m<sup>2</sup> 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.
    - 4.2.3. Kennels must have a minimum internal height of 1.8 m.

- 4.2.4. Suitable bedding must be provided which allows the boarded animal to be comfortable and which is capable of being easily cleaned and disinfected. Such equipment must be sited out of draughts. Bedding equipment must be checked daily and maintained in a clean, parasite-free and dry condition.
- 4.2.5. Exercise areas must not be used as sleeping areas. For the avoidance of doubt, the sleeping areas are those internal areas which open directly onto the central internal corridor of the licensed facilities.
- 4.2.6. There must be direct and voluntary access to the exercise areas at all times.

## **5. Management**

### 5.1. TRAINING

- 5.1.1. A written training policy must be provided where staff are employed. Systematic training of such staff must be demonstrated to have been carried out.

### 5.2. TEMPERATURE IN KENNELS

- 5.2.1. Heating facilities must be available in the kennel and used according to the needs of the individual boarded animal.
- 5.2.2. There must be some part of the boarded animal's sleeping accommodation where it is able to enjoy a temperature of at least 10°C.
- 5.2.3. Precautions must be taken to avoid excessive heating of kennels in hot weather.
- 5.2.4. In isolation kennels, there must be some means of maintaining the temperature at a level suitable for the condition of the isolated animal and dependant upon veterinary advice.

### 5.3. CLEANLINESS

- 5.3.1. All kennels, 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 animal comfort.
- 5.3.2. Each occupied kennel must be cleansed daily. All excreta and soiled material must be removed from all areas used by boarded animals at least daily and more often if necessary.
- 5.3.3. All bedding areas must be kept clean and dry.
- 5.3.4. Each kennel must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.
- 5.3.5. Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care must be taken to segregate clinical waste arising from the treatment and handling of animals with infectious diseases; the final disposal route for all such waste must be incineration.
- 5.3.6. Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

### 5.4. FOOD AND WATER SUPPLIES

- 5.4.1. All boarded animals must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily.
- 5.4.2. 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.
- 5.4.3. Eating vessels must be cleansed after each meal.
- 5.4.4. Drinking vessels must be cleansed at least once a day.

### 5.5. KITCHEN FACILITIES

- 5.5.1. Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the boarded animals.

- 5.5.2. Where perishable foods are stored, refrigeration facilities must be provided, and potential food contamination between fresh and cooked meats must be avoided.
- 5.5.3. 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 must be provided for staff use.
- 5.5.4. Bulk containers must be provided for the storage of dry foods and shall be so constructed and kept in good order, repair and condition, as to be proof against insects and other pests.
- 5.6. DISEASE CONTROL AND VACCINATION
- 5.6.1. Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the boarded animals, staff and visitors.
- 5.6.2. Proof must be provided that dogs boarded or resident have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagiae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with the manufacturer's instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
- 5.6.3. Advice must be sought from a veterinary surgeon in case of signs of disease, injury or illness amongst the boarded animals. Where any boarded animal is sick or injured, any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.
- 5.6.4. A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site.
- 5.6.5. A suitable first aid kit for animals, as may be recommended by the establishment's veterinary surgeon, must be provided and kept fully-stocked and accessible on the premises.
- 5.7. ISOLATION
- 5.7.1. Isolation facilities must be provided at the rate of one kennel for dogs.
- 5.7.2. Isolation facilities must be in compliance with other boarding requirements but located at least ten metres (10m) away from the main boarding accommodation.
- 5.7.3. Adequate facilities must be provided to prevent the spread of infectious disease between the isolation facilities and other kennels. This includes the facility for staff to wash their hands after leaving the isolation facilities and before visiting other kennels.
- 5.8. REGISTER
- 5.8.1. A register must be kept of all animals boarded. The information kept must include the following:
- date of arrival
  - name of animal, any identification system such as microchip number or tattoo
  - description, breed, age and gender of animal
  - name, address and telephone number of owner or keeper
  - name, address and telephone number of contact person while animal boarded
  - name, address and telephone number of animal's veterinary surgeon
  - anticipated and actual date of departure
  - health, welfare and nutritional requirements.

- 5.8.2. The register must be kept readily available for a minimum of 24 months from the date an animal is accepted for boarding and kept in such a manner as to allow an authorised officer easy access to such information.
- 5.8.3. Where records are computerised, a back-up copy must be kept.
- 5.9. IDENTIFICATION OF KENNELS
- 5.9.1. Each kennel must be clearly marked (e.g. numbered), and a system in place which ensures that relevant information about the animal boarded in that kennel is readily available.
- 5.10. SUPERVISION
- 5.10.1. A fit and proper person must always be present to exercise supervision and deal with emergencies whenever animals are boarded at the premises.
- 5.10.2. Boarded animals must be visited at regular intervals as necessary for their health, safety and welfare.
- 5.11. FIRE PRECAUTIONS
- 5.11.1. Appropriate steps must be taken for the protection of the boarded animals in case of fire or other emergency.
- 5.11.2. A proper evacuation plan and fire warning procedure must be drawn up and posted at the premises. This must include instructions on where boarded animals are to be evacuated in the event of a fire or other emergency.
- 5.11.3. Fire-fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.
- 5.11.4. All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker on each block of boarding accommodation.
- 5.11.5. Heating appliances must not be sited in such a location or manner where they may present a risk of fire, or risk to boarded animals.
- 5.11.6. Precautions must be taken to prevent any accumulation which may present a risk of fire.
- 5.11.7. There must be an adequate means of raising an alarm in the event of a fire or other emergency.
- 6. Alterations and Improvements**
- 6.1. Any alterations or improvements to the licensed animal boarding establishment shall be in accordance with the most recent edition of *Model Licence Conditions and Guidance for Dog Boarding Establishments*, published by the Chartered Institute of Environmental Health and which have been endorsed by the Council.