



DOG BOARDING ESTABLISHMENTS LICENCE CONDITIONS

Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or are used in association with the boarding of dogs.

'Kennel' refers to combined sleeping **and** individual exercise areas.

1.0 LICENCE DISPLAY

1.1 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.

2.0 CONSTRUCTION

2.1 General

2.1.1 The establishment must, at all times, be laid out and operated in accordance with a plan approved by the Council, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the Council.

2.1.2 Where wood has been used 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 area. There must be no projections liable to cause injury.

2.1.3 Fencing material must be secure and safe.

2.1.3 Sleeping areas of kennels must be insulated so as to prevent extremes of temperature.

2.1.5 The construction must be such that the security of the dog is ensured.

2.1.2 All exterior wood must be properly treated against wood rot, e.g Tanalised. Only products which are not toxic to dogs may be used.

All internal surfaces used in the construction of walls, floors, partitions, doors and door frames must be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.

2.2 Walls & Partitions

- 2.2.1 Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleaned. Where concrete or other building blocks or bricks are used, they must be sealed so as to be smooth and impervious.
- 2.2.2 Junctions between vertical and horizontal sections should be coved. If this is impractical all joints must be sealed.
- 2.2.3 Partition walls between kennels must be of a solid construction and to a minimum height of 1.2m (4ft).
- 2.2.4 In exercise runs the lower section of partitions in adjoining runs must be of a solid construction, and to a minimum height of 675mm (27 inches).

2.3 Floors

- 2.2.1 Floors of all buildings, individual exercise areas and kennels, must be of smooth, impervious materials, capable of being easily cleaned.
- 2.2.1 All floors of kennels and individual exercise areas must be constructed and maintained in such a condition as to prevent the ponding of liquids.
- 2.2.1 Floors must be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or an effectively covered deep drainage channel.
- 2.3.4 In new kennels floors must incorporate a damp proof membrane.

2.4 Ceilings

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

2.5 Doors

- 2.2.1 Kennel doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
- 2.2.1 Where metal bars and frames are used, they must be of a 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.
- 2.5.3. Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.

2.6 Windows

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

2.7 Drainage

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

2.8 Lighting

- 2.7.1 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.
- 2.7.1 Adequate supplementary lighting must be provided throughout the establishment, to enable safe working after daylight hours.

2.9 Ventilation

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

2.10 Maintenance

- 2.7.1 Maintenance and repair of the whole establishment must be carried out regularly.

2.11 Numbers of Dogs Permitted

The maximum number of dogs to be kept at any one time is stated on the licence.

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. Where sharing occurs the dogs must be able to lie down comfortably in the sleeping area with sufficient space for the door to open fully.

- 2.7.1 Holding kennels may be provided for temporarily kennelling a dog for not more than 24 hours. Holding kennels, if provided, must comply with conditions as required for main kennels. Holding kennels must be a minimum area of 2.3 sq m (25 sq ft).
- 2.7.1 No animals other than dogs are to be boarded within the licensed facilities without the written approval of High Peak Borough Council.
- 2.7.1 Where stray dogs are accepted by the kennels they must be kept in a separate area at least 5m (15ft) away from boarded dogs.
- 2.7.1 Any dangerous dog boarded must be kept in conditions etc. complying with the requirements of Dangerous Dogs Acts and associated guidance.

2.12 Kennel Size, Layout & Exercise Facilities

- 2.7.1 Each kennel must be provided with a **sleeping area** of at least 1.9 sq m (20 sq ft).
- 2.7.1 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.
- 2.7.1 Each kennel must be provided with an **exercise area** of at least 2.46 sq m (26 sq ft) (for dogs up to 24 inches high at shoulder) or 36 sq ft 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. The exercise area should be covered to a minimum of half the area.
- 2.7.1 Kennels must have a minimum height of 1.8m (6 ft) to allow access by kennel staff for cleaning.
- 2.7.1 Kennels and exercise areas must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.

2.12.6 Exercise areas must not be used as bedding areas.

- 2.7.1 Where additional communal exercise areas are provided the use of the exercise area must be restricted to one dog at a time.

3.0 **MANAGEMENT**

3.1 **Training**

- 2.7.1 A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out. Essential topics must include animal welfare; cleanliness and hygiene; feeding and food preparation; disease control; recognition and treatment of sick animals; health and safety and emergency procedures.

3.2 **Temperature in Kennels**

- 2.7.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog.
- 2.7.1 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 (50°F).
- 2.7.1 In isolation kennels there must be a means of maintaining a minimum temperature of +16°C subject to veterinary advice.

3.2.4 The temperature of kennels must not exceed +26°C.

3.2.5 Open flame heating must not be used.

2.7.1 A suitable thermometer shall be readily available to allow temperatures to be monitored.

3.3 Cleanliness

2.7.1 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 dog comfort.

2.7.1 Each occupied kennel must be cleaned daily. All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary.

3.3.3 All bedding areas must be kept clean and dry.

2.7.1 Each kennel must be thoroughly cleaned, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleaned and disinfected at that time.

2.7.1 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to separate clinical waste arising from the treatment and handling of dogs with infectious diseases. The final disposal route for all clinical waste must be incineration.

2.7.1 Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

3.4 Food & Water Supplies

2.7.1 All dogs must be supplied with food compatible with the animals nutritional requirements. Wholesome water **must be available at all times** and changed daily.

2.7.1 Eating and drinking containers must be capable of being easily cleaned and disinfected to prevent cross contamination. They must be maintained in a clean condition.

3.4.3 Eating containers must be cleaned after each meal.

3.4.4 Drinking containers must be cleaned at least once a day.

3.5 Kitchen Facilities

2.7.1 Facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.

- 2.7.1 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.
- 2.7.1 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking containers. A separate wash hand basin with hot and cold water must be provided for staff use.
- 2.7.1 Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to prevent contamination from insects and other pests.

3.6 Disease Control & Vaccination

- 2.7.1 A veterinary practice must be appointed for the business. The name, address and telephone number must be displayed to the public and accessible to staff.
- 2.7.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 2.7.1 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 manufacturer's instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
- 2.7.1 Advice from a veterinary surgeon must be sought without delay if a dog shows any 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.
- 2.7.1 A well stocked first aid kit suitable for use on dogs must be accessible at the premises.
- 2.7.1 A suitable range of muzzles of varying sizes and a suitable dog catching device, must be kept readily available at the premises.
- 2.7.1 Any dog that has died on the premises must be referred to a veterinary surgeon. You must also inform High Peak Borough Council.

3.7 Isolation

- 3.7.1 Isolation facilities must be provided.
- 3.7.2 Isolation facilities must be in compliance with the other boarding requirements. They must be separate and physically isolated from the main kennels. This must be a minimum 5m (15ft).

3.7.3 Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels must be provided. Where stray/rescue dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs. Isolation facilities must only be used in exceptional circumstances, ie where there is minimal intake.

3.7.4 Hands must be washed after leaving the isolation facilities before visiting the other kennels.

3.8 **Register**

2.7.1 A register must be kept of all dogs boarded. The information kept must include the following details;

- date of arrival
- details of current vaccination/s
- name of dog, any identification system such as microchip number or 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 and address and telephone number of dog's veterinary surgeon
- anticipated and actual date of departure
- health, welfare and nutrition requirements.

3.8.2 The register must be kept readily accessible for a minimum of 2 years and kept in such a manner as to allow an authorised officer easy access to all the information.

3.8.3 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.

3.9 **Identification**

3.9.1 Each kennel must be clearly marked (e.g. numbered), and a system in place which ensures that relevant information about the dog in that kennel is readily accessible.

3.9.2 All dogs must wear a collar and/or tag stating the name and address of its owner.

3.10 **Supervision**

2.7.1 A fit and proper person over 16 years of age must always be present on site to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.

2.7.2 Dogs must be visited at least three times per day to check on their health, safety and welfare.

2.8 Fire Precautions

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

2.8.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on how and where the dogs are to be evacuated to, in the event of a fire or other emergency.

2.8.3 Fire fighting equipment must be provided in accordance with advice obtained from the Fire Prevention Officer.

3.11.4 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.

3.11.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk of injury to dogs.

3.11.6 Precautions must be taken to prevent any accumulation, which may present a risk of fire.

3.11.7 There must be adequate means of raising an alarm in the event of a fire or other emergency.