



**North Hertfordshire District Council**

# **Animal Licensing Policy**

**Proposed implementation date: 1st January 2013**

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## **1 INTRODUCTION**

### **1.1 The Policy**

- 1.1.1 This document states North Hertfordshire District Council's policy on the regulation of animal establishments.

### **1.2 The Law**

- 1.2.1 Various legislation exists that gives the local district authority the power to regulate animal establishment licensing:

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

- 1.2.2 Livery yards, circuses, dog shows and similar do not require licensing and so do not form part of this Policy. Livery yards are currently being considered for local authority licensing and should this become a requirement in the future, this Policy will be amended accordingly.
- 1.2.3 The Animal Welfare Act 2006 came into force on 6<sup>th</sup> April 2007, consolidating much existing animal health and welfare legislation. It introduces 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 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.
- 1.2.5 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 the Disability Discrimination Act 1995.
- 1.2.6 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.
- 1.2.7 Under this Council's Constitution, the authority to grant animal licences has been delegated to the Strategic Director of Planning, Housing and Enterprise, who may further delegate as appropriate.

## **2. LICENSING PRINCIPLES**

### **2.1 Background**

- 2.1.1 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.
- 2.1.2 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 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. DEFRA may review existing animal licensing legislation over the next few years, with the possibility of bringing all animal licensing 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'.
- 2.3.2 In order to allow for the possibility of new licensing legislation, as detailed in section 2.2.2 of this Policy, the Council's current Policy will be based on the 'five needs' contained within section 9 the Animal Welfare Act 2006.
- 2.3.3 The Council will base its licensing regime on the following four principles:
  - a) responsibility to protect the welfare of all fellow creatures;
  - b) ensuring the welfare of domestic or captive animals by implementing appropriate standards that promote the 'five needs';
  - c) ensuring that persons responsible for the management of animal welfare observe recognised standards of good practice;
  - d) ensuring that, so far as it falls within its powers, the requirements of all animal-related legislation will be rigorously and pro-actively enforced.
- 2.3.4 The 'five needs' referred to in section 2.3.3(b) of this Policy are:
  - a) the need for a suitable environment;  
(by providing an appropriate environment, including shelter and a comfortable resting area)
  - b) the need for a suitable diet;  
(by ready access, where appropriate, to fresh water and a diet to maintain full health)

- c) the need to be able to exhibit normal behaviour patterns;  
(by 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; and  
(by providing the company of an animal of its own kind, where appropriate)
- e) the need to be protected from pain, suffering, injury and disease.  
(by prevention or rapid diagnosis and treatment, 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 detailed in section 2.3.31 of this Policy, the Council's licence conditions will be based wherever practicable on existing model standard conditions, codes of best practise 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 four licensing principles, existing model standard conditions, codes of best practise and industry standards will be considered to be a minimum standard and additional conditions required to promote the 'five needs' may be imposed as necessary.

## **2.5 Advice for New Applicants**

2.5.1 New applicants are advised to contact the Council's licensing officers 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. Such guidance should be sought from the appropriate Council department.

2.5.3 In exceptional circumstances, a provisional licence may be issued where minor improvements need to be made. In these circumstances, the licence holder will be informed in writing of what action must be taken and the date for compliance. If compliance is not achieved by the prescribed date, the licence will be suspended until such time as compliance is achieved.

## **2.6 Licence Duration**

2.6.1 Unless legislation states otherwise, licences will be effective from 1<sup>st</sup> January until 31<sup>st</sup> December each year. The Council are aware that the Animal Welfare Act 2006 promotes a move towards longer licence periods of up to three years. In preparation for the implementation of this legislation, the Council will introduce risk-based inspections which will determine the licence duration where legislation permits.

- 2.6.2 Unless legislation states otherwise, or section 2.6.1 applies, licences issued after 1<sup>st</sup> January each year will be effective until 31<sup>st</sup> 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 would 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.
- 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 Payment for veterinary inspections, required either by legislation or by the Council in order to determine the application, must be made directly to the veterinary surgeon. A licence will not be issued until such time as the veterinary surgeon's account has been settled.

## **3. ANIMAL BOARDING ESTABLISHMENTS**

### **3.1 Licensing Requirements**

- 3.1.1 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.
- 3.1.2 A licence is required where the provision of accommodation for cats and dogs is the predominate activity and it constitutes a business. A veterinary surgeon temporarily accommodating a sick or injured cat or dog, therefore, is not operating a boarding establishment.
- 3.1.3 Boarding cats or dogs at another persons home may require a licence if payment is received and it occurs regularly. This is often referred to as 'Home Boarding' and separate licence conditions and fees apply to such premises. DEFRA has stated that home boarding of cats should be discouraged and the Council support that view which it will promote through its advice to the public. The Council do not, however, propose to prohibit the home boarding of cats and will consider each individual application on its own merits.
- 3.1.4 It is an offence for a person to keep a boarding establishment for cats or dogs without first obtaining a licence from the Council.

### **3.2 Licence Conditions**

- 3.2.1 Any animal boarding establishment licence issued by the Council from 1<sup>st</sup> January 2013 will be subject to the licence conditions detailed in Appendix A of this Policy.
- 3.2.2 These conditions have been based upon the CIEH Model Standard Conditions for Animal Boarding Establishments and LACORS Home Boarding

Establishments and are considered the minimum requirement for an establishment. Other conditions may be imposed as set out in paragraph 2.4.2 of this Policy.

- 3.2.3 Save for exceptional circumstances, any animal boarding establishment that does not meet the Council's licensing conditions will not be granted a licence unless paragraph 3.3.5 applies.

### **3.3 Existing Licence Holders**

- 3.3.1 Historically, the Council have licensed animal boarding establishments that do not meet the national model standard conditions but have satisfied the Council's Officers and a veterinary surgeon that they provide acceptable welfare standards.
- 3.3.2 This Policy introduced the national model standard conditions as the Council's minimum licence conditions for all new applications from 1<sup>st</sup> April 2010.
- 3.3.3 In order to ensure consistent requirements across the District and trading fairness, all existing animal boarding establishment licence holders as at 1st April 2010 had until 1<sup>st</sup> January 2013 to upgrade their facilities so that they meet the Council's new requirements.
- 3.3.4 As of 1<sup>st</sup> January 2013, any animal boarding establishment that does not meet the Council's licensing conditions as detailed in Appendix A of this Policy will not be granted a licence unless paragraph 3.3.5 applies.
- 3.3.5 Any existing boarding establishment licensed as at 1st April 2010 is exempt from meeting the size requirements of Appendix A section A1 paragraph 4.2 (kennels) or Appendix A section A2 paragraph 4.2 (catteries) providing that all of the following conditions are met:
- (i) the existing licensee remains as owner and operator of the boarding establishment;
  - (ii) the existing dimensions and standards of care are maintained;
  - (iii) the size requirements of Appendix A section A1 paragraph 4.2 (kennels) or Appendix A section A2 paragraph 4.2 (catteries) will apply if the units accommodating animals are changed, added to, extended or rebuilt. The new standards would not apply merely following the repair and/or maintenance of the existing units;  
and
  - (iv) the boarding establishment meets the requirements of the standards defined in Appendix A in all other respects, subject to paragraph 9.2 of this Policy.
- 3.3.6 In the case of any establishment that qualifies for the exemption in 3.3.5 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 3.3.5 above continues. At the end of the five year period, no exemption would apply.

## **4. RIDING ESTABLISHMENTS**

### **4.1 Licensing Requirements**

- 4.1.1 The Riding Establishments Acts 1964 and 1970 regulate the licensing of horse riding establishments.
- 4.1.2 A licence is required where payment is received to ride a horse, with or without instruction in riding.
- 4.1.3 The legislation requires an independent veterinary inspection of the horses and premises in the twelve month period prior to the issuing of a licence. The veterinary surgeon must be a member of the Panel of Riding Establishment Inspectors 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 any veterinary inspection will be the responsibility of the applicant/licence holder.
- 4.1.4 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 purpose. Any horse referred in this way by the nominated veterinary surgeon must not be used for riding until approved for this purpose by the establishment's own veterinary surgeon.
- 4.1.5 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 from 1st January 2013 will be subject to the licence conditions detailed in Appendix B of this Policy.
- 4.2.2 Save for exceptional circumstances, any riding establishment that does not meet the Council's licensing conditions as detailed in Appendix B of this Policy will not be granted a licence.

## **5. PET SHOPS**

### **5.1 Licensing Requirements**

- 5.1.1 The Pet Animals Act 1951 and Pet Animals Act 1951 (Amendment) Act 1983 regulate the licensing of pet shops.
- 5.1.2 A pet shop is simply defined as a business, including private dwellings, selling animals as pets. 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.
- 5.1.3 In order to determine the application, the Council may wish to appoint a veterinary surgeon, or a suitably qualified or nationally recognised expert, to inspect a premises instead of, or in conjunction with, a Council Officer. The cost of any veterinary or expert inspection will be the responsibility of the applicant/licence holder.



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

## **5.2 Licence Conditions**

- 5.2.1 Any pet shop licence issued by the Council from 1st January 2013 will be subject to the licence conditions detailed in Appendix C of this Policy.
- 5.2.2 These conditions have been based upon the Local Government Association Model Standards for Pet Shop Licence Conditions and the Pet Trade Industry Association Standards for Sizes, Stocking Densities and Water Quality for Aquatics.
- 5.2.3 Save for exceptional circumstances, any pet shop that does not meet the Council's licensing conditions as detailed in Appendix C of this Policy will not be granted a licence.

## **6. DANGEROUS WILD ANIMALS**

### **6.1 Licensing Requirements**

- 6.1.1 The Dangerous Wild Animals Act 1976 (as amended) regulates the licensing of dangerous wild animals.
- 6.1.2 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.
- 6.1.3 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.
- 6.1.4 In order to determine the application, an annual 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. The cost of any veterinary inspection will be the responsibility of the applicant/licence holder. A licence will not be issued where the veterinary surgeon recommends refusal.
- 6.1.5 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.
- 6.1.6 It is an offence for a person to keep a dangerous wild animal without first obtaining a licence from the Council.

### **6.2 Licence Conditions**

- 6.2.1 Any dangerous wild animal licence issued by the Council from 1st January 2013 will be subject to the licence conditions detailed in Appendix D of this Policy.

- 6.2.2 These conditions have been based upon the Council's existing licence conditions for Dangerous Wild Animals as a minimum requirement, in the absence of any national standards.
- 6.2.3 Save for exceptional circumstances, any dangerous wild animal application that does not meet the Council's licensing conditions as detailed in Appendix D of this Policy will not be granted a licence.
- 6.2.4 Licences for Dangerous Wild Animal establishments will be issued for a period of two years.

## **7. DOG BREEDING ESTABLISHMENTS**

### **7.1 Licensing Requirements**

- 7.1.1 The Breeding of Dogs Acts 1973 and 1991 and Breeding and Sale of Dogs (Welfare) Act 1999 regulate the licensing of commercial dog breeders.
- 7.1.2 A licence is required for any premises where more than two bitches are kept for the purposes of breeding for sale.
- 7.1.3 Commercial dog breeding establishments are premises having five or more litters of puppies in any twelve month period. The occasional or hobby breeder does not require a licence. Restrictions are also placed on breeding bitches to ensure that they are not bred with dogs below one year in age and are not required to have more than six litters. Full breeding records must be kept.
- 7.1.4 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 from 1st January 2013 will be subject to the licence conditions detailed in Appendix E of this Policy.
- 7.2.2 These conditions have been based upon the Council's existing licence conditions for Dog Breeding Establishments as a minimum requirement. There are currently no model standards conditions for dog breeding establishments.
- 7.2.3 Save for exceptional circumstances, any dog breeding establishment that does not meet the Council's licensing conditions as detailed in Appendix E of this Policy will not be granted a licence.

## **8. ZOOS**

### **8.1 Licensing Requirements**

- 8.1.1 The Zoo Licensing Act 1981 regulates the licensing of zoos.
- 8.1.2 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.

- 8.1.3 The wide scope of this definition means that licensed zoos can range from traditional urban zoos and safari parks to small specialist collections such as aquaria, birds of prey centres and butterfly houses. Dispensations can be granted for small zoos which reduce the number of inspections to 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. The Act does not extend to circuses or to pet shops which are covered by separate legislation.
- 8.1.4 An independent veterinary inspection of the animals and premises is required prior to the issuing of a licence. The veterinary surgeon must be a specialist in the field of zoo licensing. The Council will nominate the veterinary surgeon for each inspection and make the appropriate arrangements. The cost of any veterinary inspection will be the responsibility of the applicant/licence holder. The applicant must demonstrate compliance with a broad range of issues, including but not limited to, feeding, environment, conservation/education and public safety. A licence will not be granted where the veterinary surgeon recommends refusal.
- 8.1.5 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 the Council from 1st January 2013 will be subject to the licence conditions detailed in, or issued in accordance with, Appendix F of this Policy, amended as appropriate to the individual circumstances of the application.
- 8.2.2 These conditions have been based upon DEFRA's Standards of Modern Zoo Practice. All veterinary surgeons inspecting a zoo must have regard to these standards but may amend the conditions in Appendix F of this Policy to suit the individual establishment.
- 8.2.3 Save for exceptional circumstances, any zoo that does not meet the Council's licensing conditions as detailed in, or issued in accordance with, Appendix F of this Policy, subject to section 8.2.2 of this Policy, will not be granted a licence.

## **9. DEPARTURE FROM POLICY**

- 9.1 In exercising its discretion in carrying out its regulatory functions, North Hertfordshire District Council will have regard to this Policy document and the principles set out therein.
- 9.2 Notwithstanding the existence of this Policy, each application will be considered on its own merits based on the licensing principles detailed in section 2.3.3. of this Policy. Where an applicant is able to demonstrate that a minor departure from this Policy, based on their own individual circumstances, would still achieve the licensing principles, the Licensing and Enforcement 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 Head of Housing and Public Protection may authorise a departure from the policy in accordance with this section if he/she considers it necessary in the specific circumstances and will advise members via the Members Information Service.

## **10. ENFORCEMENT**

- 10.1 It is recognised that well-directed enforcement activity by the Council benefits not only the public but also the responsible members of the trade.
- 10.2 In pursuing its objective detailed in section 2.3.3(d) of this Policy, the Council will operate a proportionate enforcement regime in accordance with the Council's Housing and Public Protection Statement of Enforcement Policy and Practice.
- 10.3 The responsibility for the overall supervision of animal licensing lies with the Head of Housing and Public Protection.

## **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:

- a) is likely to have a significant financial effect on licence holders, or
  - b) is likely to have a significant procedural effect on licence holders, or
  - c) is likely to have a significant effect on the community.
- 11.2 Any minor amendments to this Policy may be authorised by the Portfolio Holder for Housing and Environmental Health and undertaken in accordance with the Council's Constitution. For the purpose of this section, any minor amendment is an amendment not defined as significant in Section 11.1 of this Policy.

## **DEFINITIONS**

| <b>TERM</b>                           | <b>DEFINITION</b>   |
|---------------------------------------|---|
| Authorised Officer                    | any Officer of the Council authorised under the Council's Scheme of Delegation as contained within the Constitution   |
| the Council                           | North Hertfordshire District Council  |
| Head of Housing and Public Protection | the current post-holder (or the Head of Service of the appropriate Service Area following any subsequent restructure), or any nominated Deputy authorised by the Council's Scheme of Delegation |
| Licensing and Enforcement Manager     | the current post-holder (or the Service Manager of the appropriate Service Area following any subsequent restructure), or any nominated Deputy authorised by the Council's Scheme of Delegation |
| this Policy                           | North Hertfordshire District Council's Animal Licensing Policy  |
| DEFRA                                 | Department for Environment, Food and Rural Affairs  |
| LACORS                                | Local Authorities Co-ordinators of Regulatory Services  |
| PTIA                                  | Pet Trade Industry Association (now known as the Pet Care Trust)  |
| CIEH                                  | Chartered Institute Of Environmental Health   |

**APPENDIX A**

**Standard Conditions Applicable to Licences for  
Animal Boarding Establishments**

**General**

- a) These Standard Conditions will apply to all licences unless disapplied or varied by the Head of Housing and Public Protection.
- b) The granting of a licence for an Animal Boarding Establishment shall not be deemed to convey any approval or consent which may be required under any enactment by law, order or regulation other than the Animal Boarding Act 1963 (as amended).

**Standard Conditions**

- A1 Standard Conditions relating to Dog Boarding Establishments
- A2 Standard Conditions relating to Cat Boarding Establishments
- A3 Standard Conditions relating to Home Boarding of Dogs
- A4 Standard Conditions relating to Home Boarding of Cats
- A5 Standard Conditions for Dog Day Crèches

**A1 Standard Conditions relating to Dog Boarding Establishments**

**1 GENERAL**

- 1.1 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.
- 1.2 Use of the term 'kennel' refers to combined sleeping and individual exercise areas.

**2 LICENCE DISPLAY**

- 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.

**3 CONSTRUCTION**

**3.1 General**

- 3.1.1 The establishment must, at all times, be constructed 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 all relevant departments of the Council, e.g. Licensing, Planning, Building Control, etc.
- 3.1.2 Where wood has been used in existing construction it must be smooth and properly treated (i.e. applied in accordance with manufacturers' instructions) to render it impervious. Wood should not be used in exposed construction of walls, floors, partitions, or doors in the dog kennelling area. Wooden door frames are permitted if the wood is smooth and properly treated (i.e. in accordance with manufacturers' instructions) with impervious material. There must be no projections liable to cause injury.
- 3.1.3 Fencing material must be secure and safe.
- 3.1.4 Sleeping areas of kennels must be so insulated as to prevent extremes of temperature.
- 3.1.5 The construction of the kennels must be such that the security of the dog is ensured, both in terms of prevention of escape and in terms of safety and wellbeing.
- 3.1.6 All exterior wood must be properly treated (i.e. in accordance with manufacturers' instructions) against wood rot e.g. tanalised. Only products which are not toxic to dogs may be used.
- 3.1.7 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to 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 dogs 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 in accordance with manufacturers' instructions.
- 3.2.2 Junctions between vertical and horizontal sections should be covered using smooth impervious material capable of being easily cleansed. 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 (4ft).

### 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 and must incorporate a damp proof membrane.
- 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.
- 3.3.4 Communal exercise areas must be suitably drained but need not comply with conditions 3.3.1 and 3.3.2. Grassed communal areas must have a hard-standing area around the inside perimeter that can be easily cleaned and disinfected.

### 3.4 Ceiling

- 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 from dogs and must be fitted to be capable of being effectively secured.
- 3.5.2 Where metal bars and frames are used, they must be of suitable gauge (approximately 10-14 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.
- 3.5.3 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.

### 3.6 Windows

- 3.6.1 All windows which pose a security risk must be escape proof at all times, for example windows that can be opened and are accessible to dogs must be suitably protected to prevent escape.



### 3.7 Drainage

- 3.7.1 The establishment must be connected to mains drainage or a Council approved, localised sewage disposal system.

### 3.8 Lighting

- 3.8.1 During daylight hours adequate light must be provided to exercise and sleeping areas to ensure the welfare of the dog. Where practicable, this must be natural light, however, a combination of natural and artificial light is acceptable.

- 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 localised draughts in the bedding area.

### 3.10 Maintenance

- 3.10.1 Maintenance and repair of the whole establishment must be carried out as necessary to ensure continued compliance with all licence conditions.

## **4 NUMBERS OF ANIMALS**

### 4.1 Number of Dogs Permitted

- 4.1.1 The maximum number of dogs to be kept at any one time is \_\_\_\_\_.  
(This will be determined by the Council based on the individual establishment.)
- 4.1.2 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.
- 4.1.3 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.).
- 4.1.4 No animals other than dogs are to be boarded within the licensed facilities without the written approval of the Council.
- 4.1.5 Where stray dogs are accepted by kennels 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 sq.m. (20 sq.ft.).
- 4.2.2 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.

- 4.2.3 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 the 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.
- 4.2.4 Kennels must have a minimum height of 1.8m (6ft) to facilitate adequate access by kennel staff for cleaning.
- 4.2.5 Kennels and exercise areas must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.
- 4.2.6 Exercise areas must not be used as bedding areas.

## **5 MANAGEMENT**

### **5.1 Training**

- 5.1.1 A written training policy must be provided. Systematic training of 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 requirements of the individual dog (where specified by the dog's owner).
- 5.2.2 There must be some part of the dog's sleeping area where the dog is able to enjoy a temperature of at least 10 deg C (50 deg F).
- 5.2.3 In isolation kennels there should be a means of maintaining the temperature at a level suitable for the conditions of the dog and dependant on 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 dog comfort.
- 5.3.2 Each occupied 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.
- 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 should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. The final disposal route for all clinical waste must be incineration. If incineration is to

be provided onsite, all necessary steps must be taken to prevent any associated nuisance.

- 5.3.6 Measures must be taken to minimise the risks to the dogs' health from rodents, insects and other pests within the establishment.

#### 5.4 Food and Water Supplies

- 5.4.1 All dogs 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 dogs.

- 5.5.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination 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 with hot and cold water must be provided for staff use.

- 5.5.4 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 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 dogs, staff and visitors.

- 5.6.2 Proof must be provided by the dog's owner 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 manufacturers 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 from a veterinary surgeon must be sought in cases 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.

- 5.6.4 A well stocked first-aid kit, as advised by a veterinary surgeon, suitable for use on dogs must be available and accessible on site.
- 5.6.5 A suitable range of muzzles of varying sizes and a suitable dog catching device, for example a 'dog grasper', must be kept on site.
- 5.7 Isolation
- 5.7.1 Isolation facilities must be provided.
- 5.7.2 In all licensed facilities, 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 a minimum 5m (15ft).
- 5.7.3 Adequate precautions to prevent the spread of infectious disease between the isolation and other kennels must be undertaken, for example separate equipment for use in the isolation area.
- 5.7.4 Hands must be washed after leaving the isolation facilities before visiting the other kennels.
- 5.8 Register
- 5.8.1 A register must be kept of all dogs boarded. The information kept must include the following:
- a) date of arrival;
  - b) name of dog;
  - c) any identification system such as microchip number or tattoo;
  - d) description, breed, age and gender of dog;
  - e) name, address and telephone number of owner/keeper;
  - f) name, address and telephone number of contact person while boarded;
  - g) name, address and telephone number of dog's veterinary surgeon;
  - h) anticipated and actual date of departure;
  - i) health, welfare and nutrition requirements.
- 5.8.2 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 of the Council easy access to such information.
- 5.8.3 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.
- 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 dog in that kennel is readily available.
- 5.10 Supervision
- 5.10.1 Except in exceptional circumstances, a fit and proper person must always be

present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.

5.10.2 Dogs 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 dogs in case of fire or other emergencies.

5.11.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on where dogs are to be evacuated to, where practicable without endangering human life, 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 system on each block of kennels.

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

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

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

**A2 Standard Conditions relating to Cat Boarding Establishments**

**1 GENERAL**

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which cats have access and/or are used in association with the boarding of cats.
- 1.2 Use of the term 'unit' relates to combined sleeping and individual exercise areas.

**2 LICENCE DISPLAY**

- 2.1 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.

**3 CONSTRUCTION**

**3.1 General**

- 3.1.1 The establishment must, at all times, be constructed and operated in accordance with an approved plan, to be attached to the licence. The plan must include a floor plan of the cattery showing the position of all pens, entrances to and exits from the cattery, and any emergency exits. Before carrying out any alterations, plans must be submitted to and approved by all relevant departments of the Council, e.g. Licensing, Planning, Building Control, etc.
- 3.1.2 All units must be built on concrete base with a damp proof membrane to Building Regulation standards. This should have a minimum fall of 1 in 80. (see 3.3.2)
- 3.1.3 All exterior wood must be smooth and properly treated (i.e. applied in accordance with manufacturers' instructions) against wood rot. There must be no projections or rough edges liable to caused injury. Only products which are not toxic to cats may be used.
- 3.1.4 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.
- 3.1.5 Sleeping areas of units must be constructed so as to prevent extremes of Temperature using appropriate insulating materials and providing a means of ventilation appropriate to prevailing weather and temperature during the different seasons of the year.
- 3.1.6 Fencing material must be secure and safe. Dividing wire mesh must be no less than 1.6mm in diameter with the holes in the mesh being no more than 25mm in diameter.
- 3.1.7 Both the design and construction of a boarding cattery must be such that safety and security of the cat, from both escape and theft, is ensured.

3.1.8 All areas to which cats have or may gain free access to, for example sleeping and exercise areas, security corridors and reception offices, must be roofed.

### 3.2 Walls

3.2.1 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 to be smooth, impervious and be resealed in accordance with the manufacturer's instructions.

3.2.2 Junctions between vertical and horizontal sections should be covered using smooth impervious material capable of being easily cleansed. If impractical in existing premises, all joints must be sealed.

3.2.3 Sneeze barriers must be provided where the gap between units is less than 625mm. These can be of half height where cats are not provided with any off ground shelving or similar, but where such shelving is provided a full height barrier must be provided of sufficient width and at least 469mm to prevent contamination by sneezing by any cat using such shelving.

### 3.3 Floors and Concrete Bases

3.3.1 The concrete base and floors of all buildings and units must be of smooth, impervious materials, capable of being easily cleansed and must incorporate a damp proof membrane.

3.3.2 Floors of all units and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids. (see 3.1.2)

### 3.4 Ceilings and Roofing

3.4.1 Ceilings must be capable of being easily cleansed and disinfected.

3.4.2 All exercise areas and the safety passage should be covered with mesh or impermeable material. If impermeable material is used, a proportion of it must be translucent or clear such that it allows the area to be illuminated by natural daylight.

### 3.5 Doors

3.5.1 Unit doors must be strong enough to resist impact and scratching from cats and must be fitted to be capable of being effectively secured.

3.5.2 Where metal edging is used, this must not present a risk of injury to the cat.

3.5.3 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 either from escape or theft must be designed and maintained to function in such a way that makes them secure at all times.

### 3.7 Drainage

- 3.7.1 Kitchens and toilets etc must be connected to a drainage system that is a mains or equivalent system that meets building regulations at the time of construction/installation.

### 3.8 Lighting

- 3.8.1 During daylight hours adequate light must be provided to exercise and sleeping areas to ensure the welfare of the cat. Where practicable, this must be natural light, however, a combination of natural and artificial light is acceptable.
- 3.8.2 Adequate supplementary lighting must be provided to illuminate the area that cats have access to throughout the establishment.

### 3.9 Ventilation

- 3.9.1 Ventilation subject to weather conditions must be provided to all interior areas without the creation of localised draughts in the sleeping area.

### 3.10 Maintenance

- 3.10.1 Maintenance and repair of the whole establishment must be carried out as necessary to ensure continued compliance with all licence conditions.

## **4 NUMBERS OF ANIMALS**

### 4.1 Number of Cats Permitted

- 4.1.1 The maximum number of cats to be kept at any one time is \_\_\_\_\_.  
(This will be determined by the Council based on the individual establishment.)
- 4.1.2 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.
- 4.1.3 Holding units may be provided for temporarily boarding a cat for not more than 24 hours. The floor area must be a minimum of 1.11 sq.m. Holding units must have a minimum height of 900mm.
- 4.1.4 No animals other than cats are to be boarded within the licensed facilities without the written approval of the Council.
- 4.1.5 Where stray or rescue cats are accepted by the cattery they must be kept in a separate area sufficiently away from boarded cats to prevent the transmission of disease. Separate equipment must be provided for the care of stray or rescue cats. Once such cats have received veterinary screening, been properly vaccinated, neutered or spayed, and found to have no transferable conditions they may be integrated into the boarding cattery where absolutely necessary.



#### 4.2 Unit size, Layout and Exercise Facilities

4.2.1 Each unit must have a sleeping area and an adjoining exercise area, which is exclusive to that unit.

4.2.2 Each unit must be provided with a sleeping area of at least 0.85 sq.m. for one cat, 1.5 sq.m. for two cats, or 1.85 sq.m. for up to four cats.

Units may be designated as suitable for a specific number of cats, greater than 4, at the discretion of the Council.

4.2.3 Units must have a minimum internal height of 1.8m.

4.2.4 The height of the sleeping area must be at least 910mm.

4.2.5 Each unit must be provided with an exercise area of at least 1.7 sq.m. for a single cat, 2.23 sq.m. for two cats, or 2.79 sq.m. for up to 4 cats.

4.2.6 Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.

4.2.7 Exercise areas must not be used as sleeping areas. Where the sleeping area is raised above floor level by at least 600mm, the area below the sleeping area can be included as part of the exercise area.

4.2.8 Access to the exercise area from the sleeping area must be direct and voluntary.

### 5 **MANAGEMENT**

#### 5.1 Training

5.1.1 A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.

#### 5.2 Temperature in Units

5.2.1 Heating facilities must be available in the unit to ensure the cat's welfare.

5.2.2 In isolation units there should be a means of maintaining the temperature at a level suitable for the conditions of the cat or as determined by veterinary advice.

#### 5.3 Cleanliness

5.3.1 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.

5.3.2 Each occupied unit must be inspected and cleansed of all excreta and soiled material from all areas used by cats at least daily and more often if necessary.

5.3.3 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 must be checked daily and maintained in a clean, parasite-free and dry condition.

- 5.3.4 Suitably sited litter trays, which are easy to clean and impermeable, must be provided at all times. These must be cleansed, and all excreta and soiled materials must be removed, 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.
- 5.3.5 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.
- 5.3.6 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 deposit route for all clinical waste must be incineration by a method that meets local authority and other waste disposal regulations.
- 5.3.7 Measures must be taken to minimise the risks to the cats' health from rodents, insects and other pests within the establishment.

#### 5.4 Food and Water Supplies

- 5.4.1 All cats must be adequately supplied with suitable food. At least two meals a day must be offered at approximately 8 hours apart. Wholesome water must be available at all times and changed regularly, as a minimum once per day.
- 5.4.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected and must be maintained in a clean condition.

#### 5.5 Kitchen Facilities

- 5.5.1 Facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the cats. These should be separate from any facilities used to prepare food for human consumption.
- 5.5.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and processes adopted that ensure no food contamination occurs.
- 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 with hot and cold water must be provided for staff use; it would be acceptable for this to be provided in combination with staff toilet facilities.
- 5.5.4 Where appropriate and necessary, containers must be provided for the storage of foods and shall be so constructed and kept in such order, repair and condition as to be proofed against insects and other pests or contamination.

#### 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 cats, staff and visitors.

5.6.2 Proof must be provided by the cat's owner 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 instructions. A record that this proof has been supplied must be kept on-site throughout the period that the cat is boarded.

5.6.3 Advice must be sought from a veterinary surgeon in any cases where a cat shows any 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.

5.6.4 A well stocked first-aid kit, as advised by a veterinary surgeon, suitable for use on cats must be available and accessible on site.

## 5.7 Isolation

5.7.1 Isolation facilities must be provided for accommodating cats that are identified as having any infectious or contagious condition.

5.7.2 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 3000mm.

5.7.3 Feeding and drinking vessels and food preparation utensils used for cats in isolation should be cleansed and sterilised separately to those of the other boarding cats. Full barrier nursing should be practised, including the use of disposable coveralls where appropriate, and in all situations the highest hygiene standards must be observed, for example hands must be washed after leaving the isolation facilities before visiting any other units.

## 5.8 Register

5.8.1 A register must be kept of all cats boarded. The information kept must include the following:

- a) date of arrival;
- b) name of cat;
- c) any identification system such as microchip number or tattoo;
- d) description, breed, age and gender of cat;
- e) name, address and telephone number of owner/keeper;
- f) name, address and telephone number of contact person while boarded;
- g) name, address and telephone number of cat's veterinary surgeon;
- h) anticipated and actual date of departure;
- i) health, welfare and nutrition requirements;
- j) immunisation/vaccination.

5.8.2 The register must be kept readily available for a minimum of a 24 month rolling period and kept in such a manner as to allow an Authorised Officer of the Council easy access to such information.

5.8.3 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.

5.9 Identification of Units

5.9.1 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.

5.10 Supervision

5.10.1 A fit and proper person must always be available to carry out regular reviews during the day to ensure the cats' welfare and be contactable to deal with emergencies whenever cats are boarded at the premises.

5.11 Fire Precautions

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

5.11.2 An emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on where cats are to be evacuated to, where practicable without endangering human life, 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 installed and maintained such that they meet the appropriate standards at the time of installation. There must be a residual current circuit breaker system on each block of units.

5.11.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to the cats.

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

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

**A3 Standard Conditions relating to Home Boarding of Dogs**

**1 GENERAL**

- 1.1 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.
- 1.2 Applicants should consult the Council's Planning Department to determine whether or not planning permission will be needed to carry on the business of home boarding of animals.
- 1.3 The licence holder 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 Animals Act 1976 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.

**2 LICENCE DISPLAY**

- 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 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 \_\_\_\_\_.  
(This will be determined by the Council based on the individual establishment.)
- 3.2 Only dogs from the same household may be boarded at any one time. Dogs must not be boarded with any cat, unless they normally live together in the same household.
- 3.3 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 licence holder 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 MANAGEMENT**

### **5.1 Training**

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

### **5.2 Cleanliness**

- 5.2.1 All areas where the dogs have access to, including the kitchen, 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.
- 5.2.2 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 Council.
- 5.2.3 All bedding areas must be kept clean and dry.
- 5.2.4 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 disposal route for all such waste shall comply with current waste regulations.
- 5.2.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

### **5.3 Food and Water Supplies**

- 5.3.1 All dogs shall have an adequate supply of suitable food as directed by the client.
- 5.3.2 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.
- 5.3.3 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 licence holder, however, should also be able to provide extra bedding material.

- 5.3.4 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.

#### 5.4 Kitchen Facilities

- 5.4.1 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.

- 5.4.2 All bulk supplies of food shall be kept in vermin-proof containers.

#### 5.5 Disease Control and Vaccination

- 5.5.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 5.5.2 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. 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 manufacturers instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
- 5.5.3 Advice from a veterinary surgeon must be sought in cases 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.
- 5.5.4 A well stocked first-aid kit, as advised by a veterinary surgeon, suitable for use on dogs must be available and accessible on site.
- 5.5.5 The licence holder 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.
- 5.5.6 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.
- 5.5.7 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product. Careful consideration must be given to the usage instructions and recommendations issued with the product.
- 5.5.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

5.6 Isolation and Contagious Disease Outbreak

- 5.6.1 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.
- 5.6.2 The licence holder must inform the Council on the next working day if a dog develops an infectious disease.
- 5.6.3 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 Council as agreed with their authorised veterinary surgeon.
- 5.6.4 The Council must be informed of any animal death or injury on the premises. In the event of the death of an animal, the licence holder must make arrangements for the body to be stored at a veterinary surgeon's premises until the owners return.

5.7 Register

- 5.7.1 A register must be kept of all dogs boarded. The information kept must include the following:
    - a) date of arrival;
    - b) name of dog;
    - c) any identification system such as microchip number or tattoo;
    - d) description, breed, age and gender of dog;
    - e) name, address and telephone number of owner/keeper;
    - f) name, address and telephone number of contact person while boarded;
    - g) name, address and telephone number of dog's veterinary surgeon;
    - h) anticipated and actual date of departure;
    - i) proof of current vaccinations, medical history and requirements;
    - j) health, welfare and nutrition requirements.
  - 5.7.2 Such a register is to be available for inspection at all times by an Authorised Officer of the Council or a veterinary surgeon.
  - 5.7.3 The register must be kept readily available for a minimum of two years and kept in such a manner as to allow an Authorised Officer of the Council easy access to such information.
  - 5.7.4 If medication is to be administered, this must be recorded.
  - 5.7.5 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.
- 5.8 Supervision
- 5.8.1 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 conviction or formal cautions for any animal welfare related offences.



- 5.8.2 Dogs must be visited at regular intervals as necessary for their health, safety and welfare, and must not be left unattended for longer than three hours at a time and then not on a regular basis.
- 5.8.3 No home where there are children under five years of age will be licensed.
- 5.8.4 Only persons over sixteen years of age are allowed to walk the dogs in public places.
- 5.9 Exercise
- 5.9.1 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 the owner's written permission is given.
- 5.9.2 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.
- 5.9.3 The exercise/garden area of the premises and any other area 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.
- 5.9.4 If there is a pond, it must be covered to avoid drowning.
- 5.9.5 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, as well as the owner's details.
- 5.9.6 The Council must be informed on the next working day if a dog is lost.
- 5.10 Fire Precautions
- 5.10.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 5.10.2 The occupier of the property must be aware of the location of the dogs in the property at all times.
- 5.10.3 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.
- 5.10.4 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 licence holder must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises is rendered uninhabitable.
- 5.10.5 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least two working smoke detectors located at the top and bottom of the staircase or other

appropriate location.

- 5.10.6 All doors to rooms must be kept shut at night.
- 5.10.7 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.
- 5.10.8 All heating appliances must be as free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.
- 5.10.9 A relative, friend or neighbour within five 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 Council.

**A4 Standard Conditions relating to Home Boarding of Cats**

**1 GENERAL**

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which cats have access and/or are used in association with the boarding of cats.
- 1.2 Applicants should consult the Council's Planning Department to determine whether or not planning permission will be needed to carry on the business of home boarding of animals.
- 1.3 The licence holder 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 Entire males and queens in season must not be boarded with other cats. Kittens under 6 months of age must not be boarded with any other cats, unless it is their mother.

**2 LICENCE DISPLAY**

- 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 premises or made available to each boarder.

**3 NUMBERS OF ANIMALS**

- 3.1 The maximum number of cats to be kept at any one time is \_\_\_\_\_.  
(This will be determined by the Council based on the individual establishment.)
- 3.2 Only cats from the same household may be boarded at any one time. Cats must not be boarded with any dog, unless they normally live together in the same household.
- 3.3 Where there is a resident cat or dog kept at the household, written consent from the owners of the boarded cat must be gained following a trial familiarisation session.
- 3.4 The licence holder 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 Cats must live in the home as family pets. There must be no external construction of buildings, cages or runs.
- 4.2 There must be adequate space, light, heat and ventilation for the cats.
- 4.3 As far as reasonably practicable, all areas/rooms within the home to which boarded cats have access must have no physical or chemical hazards that may cause injury to the cats.

- 4.4 There must be sufficient space available to be able to keep the cats separately if required.
- 4.5 If a collection and delivery service is provided, a suitable vehicle with a cat cage must be provided.

## **5 MANAGEMENT**

### **5.1 Training**

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

### **5.2 Cleanliness**

- 5.2.1 All areas to which the cats have access, including the kitchen, 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.
- 5.2.2 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. A suitable material for litter must be provided.
- 5.2.3 All excreta and soiled material must be removed from all areas used by cats at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Council.
- 5.2.4 All bedding areas must be kept clean and dry.
- 5.2.5 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 shall comply with current waste regulations.
- 5.2.6 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

### **5.3 Food and Water Supplies**

- 5.3.1 All cats shall have an adequate supply of suitable food as directed by the client.
- 5.3.2 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.
- 5.3.3 Clients must be encouraged to provide each cat with its own bedding, bowls, grooming materials, etc.. These items must be cleaned regularly to prevent cross-infection. The licence holder, however, should also be able to provide extra bedding material.
- 5.3.4 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 after each meal and each cat must be provided with its own bowl.

#### 5.4 Kitchen Facilities

5.4.1 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.

5.4.2 All bulk supplies of food shall be kept in vermin-proof containers.

#### 5.5 Disease Control and Vaccination

5.5.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the cats, staff and visitors.

5.5.2 Proof must be provided that cats boarded or resident have current vaccinations against infectious feline enteritis, feline respiratory 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 instructions. A record that this proof has been supplied must be kept on-site throughout the period that the cat is boarded.

5.5.3 Advice from a veterinary surgeon must be sought in cases 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.

5.5.4 A well stocked first-aid kit, as advised by a veterinary surgeon, suitable for use on cats must be available and accessible on site.

5.5.5 The licence holder must be registered with a veterinary practice that can provide 24-hour help and advice. The client's own veterinary practice must be consulted if necessary.

5.5.6 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident cats. Proof must be maintained of all routine and emergency treatment for parasites.

5.5.7 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.

5.5.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

#### 5.6 Isolation and Contagious Disease Outbreak

5.6.1 Cats showing signs of any disease or illness shall be isolated from any other cats until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.

5.6.2 The licence holder must inform the Council on the next working day if a cat develops an infectious disease.

5.6.3 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 Council as agreed with their authorised veterinary surgeon.

5.6.4 The Council must be informed of any animal death on the premises. The licence holder must make arrangements for the body to be stored at a veterinary surgeon's premises until the owners return.

## 5.7 Register

5.7.1 A register must be kept of all cats boarded. The information kept must include the following:

- a) date of arrival;
- b) name of cat;
- c) any identification system such as microchip number or tattoo;
- d) description, breed, age and gender of cat;
- e) name, address and telephone number of owner/keeper;
- f) name, address and telephone number of contact person while boarded;
- g) name, address and telephone number of cat's veterinary surgeon;
- h) anticipated and actual date of departure;
- i) proof of current vaccinations, medical history and requirements;
- j) health, welfare and nutrition requirements.

5.7.2 Such a register is to be available for inspection at all times by an Authorised Officer of the Council or a veterinary surgeon.

5.7.3 The register must be kept readily available for a minimum of two years and kept in such a manner as to allow an Authorised Officer of the Council easy access to such information.

5.7.4 If medication is to be administered, this must be recorded.

5.7.5 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.

## 5.8 Supervision

5.8.1 A fit and proper person with relevant experience must always be present to exercise supervision and deal with emergencies whenever cats are boarded at the premises. This person must not have any conviction or formal cautions for any animal welfare related offences.

5.8.2 Cats must be visited at regular intervals as necessary for their health, safety and welfare, and must not be left unattended for longer than three hours at a time and then not on a regular basis.

5.8.3 No home where there are children under five years of age will be licensed.

5.9 Exercise

- 5.9.1 Cats must not be allowed outside unless they are on leads unless the owner's written permission is given.
- 5.9.2 A double door system must be employed so that no cat has direct access to any external door in regular use.
- 5.9.3 Cats 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.
- 5.9.4 The Council must be informed on the next working day if a cat is lost.

5.10 Fire Precautions

- 5.10.1 Appropriate steps must be taken for the protection of the cats in case of fire or other emergencies.
- 5.10.2 The occupier of the property must be aware of the location of the cats in the property at all times.
- 5.10.3 Careful consideration needs to be given to the sleeping area for cats to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.
- 5.10.4 A fire warning procedure and emergency evacuation plan, including details of where cats 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 licence holder must have suitable arrangements for the temporary boarding of cats in the event that the licensed premises is rendered uninhabitable.
- 5.10.5 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least two working smoke detectors located at the top and bottom of the staircase or other appropriate location.
- 5.10.6 All doors to rooms must be kept shut at night.
- 5.10.7 All electrical installations and appliances must be maintained in a safe condition. No cat must be left in a room with loose or trailing cables or wires.
- 5.10.8 All heating appliances must be as free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.
- 5.10.9 A relative, friend or neighbour within five 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 Council.

**A5 Standard Conditions relating to Dog Day Crèches**

**1 GENERAL**

- 1.1 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.
- 1.2 Applicants should consult the Council's Planning Department to determine whether or not planning permission will be needed to carry on the business of day boarding of animals.
- 1.3 The licence holder 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 day boarding.
- 1.5 Dog hybrids registered under the Dangerous Wild Animals Act 1976 are not to be accepted for day boarding.

**Special Licence Conditions**

As each establishment is unique, the Council reserve the right to tailor licence conditions to suit each individual premises; ordinarily, the required conditions will fall somewhere between the Standard Conditions for Dog Boarding Establishments and the Standard Conditions relating to Home Boarding of Dogs.

Applicants are advised to contact the Council's licensing officers at an early stage, ideally prior to the purchase or construction of a proposed Dog Day Crèche. A specialised officer will liaise with the applicant and advise of the licence conditions deemed appropriate for the proposed premises based on the premises and the applicant's proposed business plan.

The promotion of the Licensing Principles detailed in Section 2 of this Policy will be the basis for any conditions deemed appropriate and proportionate by the Council.

Any conditions would be imposed in consultation with a specialist licensing officer, veterinary surgeon, or other recognised expert, will be attached to the licence as a Schedule of Premises Specific Conditions.

Save for exceptional circumstances, any application where the premises does not meet the general or premises specific licence conditions, as advised by the Council as appropriate, will be refused a licence.



**APPENDIX B**

**Standard Conditions Applicable to Licences for  
Riding Establishments**

**General**

- a) These Standard Conditions will apply to all licences unless disapplied or varied by the Head of Housing and Public Protection.
- b) The granting of a licence for a Riding Establishment shall not be deemed to convey any approval or consent which may be required under any enactment by law, order or regulation other than the Riding Establishment Acts 1964 and 1970 (as amended).

**Standard Conditions**

- 1. Horses must be maintained in good health and, in all respects, must be physically fit. In the case of a horse kept for the purpose of it being let out on hire for riding, or a horse kept for the purpose of it being used in the provision of riding instruction, the horse will be suitable for the purpose for which it is kept.
- 2. The feet of all animals must be properly trimmed and, if shod, the shoes must be properly fitted and in good condition.
- 3. There must be available at all times, accommodation for horses suitable in respect of construction, size, number of occupants, lighting, ventilation, drainage and cleanliness. These requirements must be complied with not only in the case of new buildings, but also in the case of buildings converted for the use of stabling.
- 4. 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, shelter and water. Supplementary feeds must be provided as and when required.
- 5. Horses must be adequately supplied with suitable food, drink and (with the exception of horses maintained at grass whilst they are so maintained) bedding material. Horses must be adequately exercised, groomed, rested and visited at suitable intervals.
- 6. All reasonable precautions must be taken to prevent and control the spread amongst horses of infectious and/or contagious diseases. Veterinary first aid equipment and medicines must be provided and maintained in the licensed premises.
- 7. Appropriate steps must be taken for the protection and extrication of horses in the case of fire. The name, address and telephone number of the licence holder, or some other nominated responsible person, must be clearly displayed in a prominent position on the outside of the premises with instructions as to the action to be taken in the event of fire, with particular regard to the extrication of horses.

8. Adequate accommodation must be provided for forage, bedding, stable equipment and saddlery.
9. A horse found on inspection by an Authorised Officer of the Council, or a veterinary surgeon appointed by the Council, to be in need of veterinary attention must not be returned to work until the licence holder has obtained at their own expense a veterinary certificate of fitness to work and has lodged said certificate with the Council.
10. No horse may be let out on hire for riding, or used for the provision of riding instruction, without supervision by a responsible person of the age of no less than sixteen years unless, in the case of a horse let out on hire for riding, the licence holder is satisfied that the hirer of the horse is competent to ride without supervision.
11. The carrying on of a business of a riding establishment shall at no time be left in the charge of any person under the age of sixteen years.
12. The licence holder must hold a current insurance policy which insures him/her against liability for any injury sustained by those who hire a horse from him/her for riding and those who use a horse in the course of receiving from him/her, in return for payment, instruction in riding and arising out of the hire or use of a horse as aforesaid 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 as aforesaid.
13. A register must be kept on the premises by the licence holder of all horses in his/her possession aged three years and under and shall be made available for inspection by an Authorised Officer of the Council at all reasonable times.
14. The licence holder must be in possession of valid public liability insurance as required by condition 12, providing a minimum cover of two million pounds, at all times whilst operating under this licence. The insurance certificate should be made available on request to an authorised Council Officer.
15. All licensed riding establishments must hold a valid five year fire inspection report undertaken by an approved inspecting authority.

## **APPENDIX C**

### **Standard Conditions Applicable to Licences for Pet Shops**

#### **General**

- a) These Standard Conditions will apply to all licences unless disapplied or varied by the Head of Housing and Public Protection.
- b) The granting of a licence for a Pet Shop shall not be deemed to convey any approval or consent which may be required under any enactment by law, order or regulation other than the Pet Animals Act 1951 (as amended).

#### **Standard Conditions**

1. Licence display
  - 1.1 The licence, or a copy of the licence, must be suitably displayed to the public in a prominent position.
2. Accommodation
  - 2.1 Animals must at all times be kept in accommodation and environment suitable to their species with respect to situation, 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 by 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.
3. Exercise facilities
  - 3.1 Suitable and sufficient facilities must be available, where appropriate.

4. Register of animals

- 4.1 A livestock purchase register must be maintained for all livestock. A sales register must be maintained for puppies, kittens, psittacines and species contained in the Schedule to the Dangerous Wild Animals Act 1976 (as modified).

This can be by cross-reference 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 telephone number of the purchaser should be obtained.

5. Stocking numbers and densities

- 5.1 The maximum numbers of animals to be stocked on the premises will be governed by the accommodation available, as stated in the stocking density lists detailed in these licence conditions.

- 5.2 No animals, other than those specified in the licence, may be stocked without prior written approval from the Council. The licence will specify each taxa permitted to be kept for sale in the licensed premises, however, in the case of reptiles the licence will specify the scientific name of each permitted species.

- 5.3 These stocking densities are provided for guidance and recommendation only.

6. Health, disease and acclimatisation

- 6.1 All stock for sale 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. '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.

- 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 should be allowed a suitable acclimatisation period (minimum twenty-four hours) 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 harbourage, or the introduction to the premises, of rodents, insects and other pests.
- Rodent and insect excludes livestock for sale or for feeding.
7. 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. 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. 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. 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 must be removed from the premises on a regular basis, at least weekly disposed of to the satisfaction of the Council, and in accordance with current regulations and good waste management practice.
- 10.3 All containers must be kept in a clean condition.

11. Transportation
  - 11.1 When receiving stock, the licence holder must make every effort to ensure that it is transported in a suitable manner. It is 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. Transportation containers
  - 12.1 Livestock must be transported or handed to purchasers in suitable containers.
13. Sale of livestock
  - 13.1 No mammal shall be sold unweaned or, if weaned, at an age at which it should not have been weaned.
  - 13.2 In the case of non-mammals, they must be capable of feeding themselves.
14. Dangerous wild animals
  - 14.1 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. Additional safety measures may be necessary for venomous species where wire mesh could be breached by elongated fangs or jets of venom.
  - 14.2 The Council must be notified in the event that the pet shop wishes to offer for sale, for the first time, any animal on the Schedule to the Dangerous Wild Animals Act . Before being permitted to stock animals on the Schedule to the Dangerous Wild Animals Act, the licence holder must demonstrate a sound knowledge and experience of the species they want to stock. Although it is acknowledged that there is an exemption contained within the Act in relation to pet shops, it is recommended that consideration should be given to complying with any special requirement(s) specified in the Act for the safe accommodation or care of the animal.
  - 14.3 In the case of the Council allowing the premises to stock venomous species, the licence holder must ensure that:
    - (i) the species are correctly identified;
    - (ii) the enclosure is suitable for that particular species both in respect of safety and husbandry;
    - (iii) the case is labelled with the full and current species' scientific name using the correct zoological nomenclature; and
    - (iv) procedures are in place in the eventuality of an escape or envenomation of any person. Such procedures should include details of establishments or persons with expertise in venomous sting/bite management, and details of hospitals with the necessary expertise and the appropriate anti-venoms in stock.

14.4 Licence holders selling animals on the Schedule to the Dangerous Wild Animals Act should inspect the purchaser's licence to keep such an animal prior to allowing the animal to leave the premises. The licence holder must also inform the Council of the name and address of the purchaser.

15. Reptiles

*Informative*

*This section is not intended to in any way hinder the stocking of reptiles, but is designed to ensure that each particular species receives the specialist husbandry it needs. This does not detract in any way from the 'five needs' of the Animal Welfare Act that apply equally to all animals.*

15.1 All reptiles must be kept in an environment suitable for each individual species. Due to the wide variety of reptile species, specific licence conditions relevant to the species stocked may be imposed by the Council on a case by case basis in accordance with the advice of a specialist veterinary surgeon or other recognised expert.

15.2 A licence to stock reptiles will not be granted until the appropriate accommodation is installed and approved by the Council, or its nominated agent, in accordance with specialist advice.

15.3 Before being permitted to stock reptiles, the licence holder must demonstrate a sound knowledge and experience of the species they intend to stock.

15.4 The sale of each individual species of reptile cannot take place unless a member of staff with the appropriate knowledge of the species to be sold is present and conducts the sale.

15.5 Any additional costs arising from specialist advice sought by the Council in connection with the sale of reptiles will be borne by the licence holder.

16. Pet care advice

16.1 Pet Care Trust 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.

16.2 Purchasers must be given proper advice on the care of the animal and, where necessary, on the maintenance and use of any accessories.

16.3 The Pet Care Trust Pet Store Manual or other appropriate reference materials must always be available for use by staff.

17. Staff training and livestock knowledge

17.1 No animal should be stocked or sold unless the staff (or at least one member of the staff) is familiar with the care and welfare of the animals stocked and has a recognised qualification or suitable experience.

- 17.2 In respect of new applications (not renewals), at least one member of staff working at the 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.
- 17.3 The licence holder must formulate a written training policy for all permanent staff and will be required to demonstrate that systematic training is carried out.
- 18 Fire and other emergency precautions
- 18.1 Suitable emergency precautions and written procedures must exist and be made known to all staff, including arrangements for evacuation of livestock.
- 18.2 Entrances and exits must be clear of obstructions at all times.
- 18.3 Suitable fire fighting equipment must be provided, maintained, regularly serviced and sited as advised by the local Fire Protection/Fire Prevention Officer and in consultation with the Council.
- 18.4 The licence holder, or a nominated designated keyholder, must at all times be within reasonable distance of the premises and available to visit the premises in case of emergency. In normal circumstances, a reasonable distance would be interpreted as no more than twenty minutes travelling time.
- 18.5 A list of keyholders must be lodged with the local police and with the Council.
- 18.6 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.
- 18.7 When pet shops are sited within other premises, the licence holder or keyholders must have access at all times to the premises containing the livestock.
- 18.8 All electrical installations and appliances must be maintained in a safe condition. It is strongly recommended that smoke and residual current detectors or other similar devices are installed.
19. Sale of livestock
- 19.1 No animal should be sold to any person under the age of sixteen years.
20. Trade Associations
- 20.1 Licence holders are recommended to apply for membership of an appropriate trade association. These can be a useful source of advice on all matters relating to the running of a pet shop and the care and treatment of individual animals.



21. Categories of animals which a pet shop may be licensed to keep

21.1 The following categories of animals may be kept in a pet shop licensed by the Council:

- (i) Dogs and cats (puppies and kittens)
- (ii) Smaller domesticated mammals e.g. rabbits, guinea pigs, gerbils, hamsters, rats, mice, chinchillas, chipmunks, ferrets.
- (iii) Larger domesticated mammals e.g. goats, pot-bellied pigs.
- (iv) Primates e.g. marmosets.
- (v) Other mammals.
- (vi) Parrots, parakeets and macaws.
- (vii) Other birds.
- (viii) Reptiles
- (ix) Amphibians.
- (x) Fish and aquatic invertebrates.
- (xi) Other vertebrates

21.2 All other categories of animals will not be licensed for sale in a pet shop by the Council.

22. Stocking Densities for Caged Birds

|                           | Length<br>(cm) | Floor Area<br>(sq. cm) | Each<br>Additional |  | Length<br>(cm) | Floor Area<br>(sq. cm) | Each<br>Additional |
|---------------------------|----------------|------------------------|--------------------|--|----------------|------------------------|--------------------|
|                           |                | Single                 |                    |  |                | Single                 |                    |
| African Grey              |                | 1250                   | 625                | Parakeet (inc.   | Up to 25       | 1000                   | 200                |
| Amazon                    | Up to 35       | 1000                   | 500                | conure, rosella  | 25-35          | 1000                   | 250                |
|                           | 35-40          | 1250                   | 625                | and karariki)  | Over 35        | 1400                   | 450                |
|                           | Over 40        | 2000                   | 750                | Parrot (inc.   | Up to 30       | 800                    | 275                |
| Budgerigar                |                | 650                    | 200                | caique, pronus,  | 30-35          | 1250                   | 625                |
| Cockatiel                 |                | 1000                   | 250                | senegal, meyers)   | Over 35        | 1500                   | 750                |
| Cockatoo                  | Up to 35       | 1250                   | 625                | Parrotlet  |                | 400                    | 200                |
|                           | 35-40          | 2000                   | 1000               | Hanging Parrot   |                | 450                    | 250                |
|                           | Over 40        | 2750                   | 1325               | Lories and   | Up to<br>22.5  | 800                    | 250                |
| Lovebird                  |                | 750                    | 200                | Lorikeets  | 22.5-30        | 1250                   | 375                |
| Macaw                     | Up to 40       | 1250                   | 625                |  | Over 30        | 2000                   | 500                |
|                           | 40-60          | 2250                   | 1000               |  |                |                        |                    |
|                           | Over 60        | 3750                   | 1200               |  |                |                        |                    |
|                           | Length<br>(cm) | Floor Area<br>(sq. cm) | Each<br>Additional |  | Length<br>(cm) | Floor Area<br>(sq. cm) | Each<br>Additional |
|                           |                | Single                 |                    |  |                | Single                 |                    |
| Canary                    |                | 650                    | 250                | Quail  | Up to 40       | 450                    | 250                |
| Cardinal                  |                | 1000                   | 250                |  | 40-60          | 650                    | 375                |
| Dove and Pigeon           | Up to 22.5     | 450                    | 250                |  | Over 60        | 1000                   | 500                |
|                           | Over 22.5      | 1250                   | 625                | Weaver   | Up to 40       | 650                    | 150                |
| Finch (inc.               | Up to 12.5     | 650                    | 100                |  | 40-60          | 1000                   | 200                |
| manikin,<br>silverbill,   | 12.5-17.5      | 750                    | 150                | Whydah (male   | Up to 40       | 1000                   | 200                |
| sparrow and<br>waxbill)   | Over 17.5      | 1000                   | 200                | with full tail)  | 40-60          | 2000                   | 275                |
| Grossbeak                 |                | 1000                   | 200                |  |                |                        |                    |
|                           |                |                        |                    | Female and male<br>in non-breeding<br>plumage as<br>weaver |                |                        |                    |
| Barbet                    | Up to 20       | 1250                   | 275                | Starling (inc.   | Up to 20       | 1500                   | 375                |
|                           | Over 20        | 1400                   | 450                | small mynahs)  | Over 20        | 1000                   | 250                |
| Bulbil and<br>Fruitsucker |                | 1000                   | 250                | Tanager, Sugar<br>Bird                                     | Up to 15       | 1000                   | 250                |

Policy for consultation

|   |          |      |      |                     |         |      |      |
|---|----------|------|------|---------------------|---------|------|------|
| Fairy bluebird & Oriole                 |          | 1250 | 250  |                     | Over 15 | 1000 | 250  |
| Jay & Jay Thrush (inc. Laughing thrush) | Up to 25 | 1500 | 250  | Thrush (inc. Shama) |         | 1000 | 375  |
| Magpie                                  | 25-35    | 2000 | 500  | Toucan              |         | 3750 | 1000 |
| Barbet                                  | Over 35  | 4000 | 1000 | Toucanette, Aracari |         | 2000 | 625  |
| Pekin Robin & Mesia                     | Up to 20 | 1250 | 275  | Tlouraco            |         | 2000 | 625  |
|   |          | 1000 | 200  | Zosterops           |         | 750  | 100  |

NB. All birds should be housed in accommodation which allows the full spreading of wings.

23. Stocking Densities for Small Mammals

| SPECIES  | Single | Minimum Floor Area (sq. cm)<br>Each Additional | Minimum Cage Height (cm) | SPECIES     | Single | Minimum Floor Area (sq. cm)<br>Each Additional | Minimum Cage Height (cm) |
|----------|--------|--|--------------------------|-------------|--------|--|--------------------------|
| Mice     | 200    | 50   | 20                       | Guinea Pigs | 700    | 175  | 20                       |
| Hamsters | 300    | 75   | 20                       | Rabbits     | 2000   | 500  | 50                       |
| Gerbils  | 300    | 75   | 20                       | Rats        | 500    | 125  | 20                       |

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, you are advised to contact a veterinary surgeon.

NB. The range of behavioural opportunities for many of the animals listed in the above schedule will be increased by enriching the environment with such accessories as shredded paper, pieces of wood, toilet rolls, lengths of piping, etc.

The installation of shelving in rabbit cages is particularly beneficial to rabbit as they like to spend a lot of time off the cage floor.

24. Stocking Densities for Ornamental Fish

It is virtually impossible to determine the quantity of fish to be kept in a tank purely on weight/volume or numbers of fish/volume.

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.

The maintenance of water quality standards is essential and is a simple but effective way to determine stocking densities.

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

Cold Water

|                    |     |             |             |   |
|--------------------|-----|-------------|-------------|---|
| Dissolved Oxygen * | min | 6mg/litre   | Nitrite max | 0.2mg/litre                             |
| Free Ammonia *     | max | 0.02g/litre | Nitrite max | 50mg/litre<br>above ambient<br>tapwater |

Tropical Fish

|                    |     |             |             |   |
|--------------------|-----|-------------|-------------|---|
| Dissolved Oxygen * | min | 6mg/litre   | Nitrite max | 0.2mg/litre                             |
| Free Ammonia *     | max | 0.02g/litre | Nitrite max | 50mg/litre<br>above ambient<br>tapwater |

Tropical Marine Fish

|                    |     |             |             |   |
|--------------------|-----|-------------|-------------|---|
| Dissolved Oxygen * | min | 5.5mg/litre | Nitrite max | 0.125mg/litre   |
| Free Ammonia *     | max | 0.01g/litre | Nitrite max | 40mg/litre<br>this is an absolute<br>figure, it does not<br>relate to ambient<br>tapwater |

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 nitrite levels.

25. Stocking Densities for Other Species

Accommodation must be provided appropriate to size, age and type of species. Further advice may be obtained from organisations such as the Pet Trade and Industry Association, the Universities' Federation for Animal Welfare, The British Herpetological Society, etc.

## **APPENDIX D**

### **Standard Conditions Applicable to Licences for Dangerous Wild Animals**

#### **General**

- a) These Standard Conditions will apply to all licences unless disapplied or varied by the Head of Housing and Public Protection.
- b) The granting of a licence for a Dangerous Wild Animal shall not be deemed to convey any approval or consent which may be required under any enactment by law, order or regulation other than the Dangerous Wild Animals Act 1976 (as amended).

#### **Standard Conditions**

1. While any animals are being kept under the authority of this licence;
  - (i) the animal shall be kept by no person other than the person specified in the licence,
  - (ii) the animal shall normally be held at such premises as specified in the licence,
  - (iii) the animal shall not be moved from those premises except for veterinary treatment or with the written consent of the Council,
  - (iv) the licence holder shall hold a current insurance policy which insures him/her, and any other person entitled to keep the animal under the authority of this 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 Council,
  - (v) the public liability insurance required in (iv) above shall provide cover to a minimum of ten million pounds. This figure may be reduced according to the number and species of animals, however, a minimum cover of ten million pounds is required unless stated otherwise on the licence.
2. The species and number of animals of each species which may be kept under the authority of this licence shall be restricted to those specified in the Schedule of Animals attached to the licence.
3. The licence holder shall, at all reasonable times, make available the licence to any person entitled to keep any animal under the authority of the licence.
4. Any change in species, or increase in numbers of a species, will only be permitted if written consent of the Council is first obtained and the Schedule of Animals attached to the licence is amended by the Council.
5. Special Conditions  
Given the unique nature of these establishments, the Council may impose specific special conditions relating to the individual premises based on the species and number of each species kept. These conditions would be imposed in consultation with a specialist veterinary surgeon, or other recognised expert, and attached to the licence as a Schedule of Special Conditions.

**APPENDIX E**

**Standard Conditions Applicable to Licences for  
Dog Breeding Establishments**

**General**

- a) These Standard Conditions will apply to all licences unless disapplied or varied by the Head of Housing and Public Protection.
- b) The granting of a licence for a Dog Breeding Establishment shall not be deemed to convey any approval or consent which may be required under any enactment by law, order or regulation other than the Breeding of Dogs Acts 1973 and 1991 (as amended) and the Breeding and Sale of Dogs (Welfare) Act 1999 (as amended).

**Standard Conditions**

- 1. The number of breeding bitches accommodated at the establishment at any one time shall not exceed \_\_\_\_\_. *(This number will be based on the size and condition of the establishment)*
- 2. Accommodation provided for bitches and puppies must be, in all respects, suitable as regards construction, size of quarters, exercising and whelping facilities, temperature, ventilation and cleanliness. Special regards must be given to the breeds maintained.
- 3. Natural or artificial lighting of individual kennels must be sufficient to allow the and cleaning of kennels, with no dark areas.
- 4. Kennels must be of a sufficient size for the dogs to stand up and turn around comfortably. If a bench is provided for the sleeping area, there must be an additional area of similar size unbenched.
- 5. All excreta and soiled materials 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.
- 6. All exercise runs must have an area by the entrance which is paved or surfaced with other suitable material in order to prevent undue fouling of the ground.
- 7. All animals accommodated at the premises must be provided with bedding material suitable to the breeds kept and must be given adequate exercise. Where sleeping benches are provided, these should be of such dimensions as to allow an adult dog of the breed kept to lie flat on its side.
- 8. 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 Council and in a way not likely to cause harm or nuisance.
- 9. All animals must have access to wholesome drinking water at all times, except in the case of very young puppies.

10. Animals must be adequately supplied with suitable food and visited at suitable intervals.
11. The food preparation area and equipment must be kept clean and vermin-free at all times. Refrigeration facilities must be provided where fresh meat is used.
12. All bulk supplies of food must be kept in vermin-free containers.
13. Every precaution must be taken to eliminate flies throughout the kennels.
14. All heating appliances must be of such construction as to constitute no risk of fire, and not to endanger the health and well-being of the occupants. In addition, if free-standing oil appliances are used, they must be installed in an area inaccessible to dogs. All heating and lighting should be installed in accordance with normal good practice and advice on the subject should be obtained from a fire prevention officer.
15. Animals and equipment must not be placed in such a position as to render entry or exit difficult in the case of fire.
16. The licence holder shall ensure that a responsible person shall at all times be in, or within reasonable distance from, the premises for the purpose of giving warning and taking other necessary steps in the event of fire or any other emergency. In the case of premises which are locked outside of normal working hours, the licence holder shall appoint a nominated responsible person residing within a reasonable distance of the premises to have custody of a key. The name and address of such person shall be clearly displayed on the front door or windows of the premises and be notified to the local fire service. An adequate and accessible supply of water and sand, or an efficient and suitable fire extinguisher, must always be available on the premises, outside the kennels in a clearly marked position.
17. A register shall be kept of all bitches in the establishment containing their ages, dates of heat-periods, mating and whelping.
18. Washing and lavatory facilities must be available for staff at all times.

**APPENDIX F**

**Standard Conditions Applicable to Licences for  
Zoo Establishments**

**General**

- a) These Standard Conditions will apply to all licences unless disapplied or varied by the Head of Housing and Public Protection.
- b) The granting of a licence for a Zoo shall not be deemed to convey any approval or consent which may be required under any enactment by law, order or regulation other than the Zoo Licensing Act 1981 (as amended).

**Standard Conditions**

All licences issued by the Council will be subject to DEFRA's Standards of Modern Zoo Practice as published on the DEFRA website.

As DEFRA's document is a 'live document', last updated in September 2012, it is not practical to list the document in its entirety. All establishments will be inspected by specialist veterinary surgeons using the inspection form contained within the DEFRA document having regard to the standards set by DEFRA.

As each establishment is unique, the Council may amend the standards required by DEFRA where recommended by a specialist veterinary surgeon. Unless a licence specifically states otherwise, the DEFRA Standards of Modern Zoo Practice will apply.