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LICENCE CONDITIONS FOR COMMERCIAL DAY CARE/CRECHE FACILITY FOR DOGS

ANIMAL BOARDING ESTABLISHMENTS ACT 1963

1. INTRODUCTION

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the day care of dogs.
- 1.2 The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.
- 1.3 No dogs are permitted to be boarded overnight under this licence.
- 1.4 No dog registered under the Dangerous Dogs Act 1991 must be accepted for day care.
- 1.5 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for day care.
- 1.6 Entire males and bitches in season or bitches due to be in season, should not be put together.
- 1.7 Puppies under 6 months of age **may be** boarded with other dogs provided they have been suitably vaccinated and no difficulties have been identified during a documented trial socialisation period.

2. LICENCE DISPLAY

- 2.1 A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, on or about the premises or made available to each boarder.

3. NUMBERS OF ANIMALS

- 3.1 The maximum number of dogs and the ratio of staff to number of dogs to be kept on premises at any one time shall be as specified in the licence document.

4. CONSTRUCTION

- 4.1 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.



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- 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. During daylight hours all areas should be lit where practicable with natural light. The minimum temperature allowed is 10°C (50°F) and the maximum is 26°C (79°F). Ventilation without excessive draughts must be provided. A reasonable temperature must be maintained at all times where dogs are kept.
- 4.4 As far as reasonably practicable all areas/rooms to which 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. In each case, consideration of the dog's size and individual needs must be properly assessed, so as to ensure that the facility can continue to meet its needs.**

5. MANAGEMENT

5.1 TRAINING

- 5.1.1 **A written training policy for staff must be provided. Systematic training of staff must be demonstrated to have been carried out. Staff members should have an up to date knowledge of dog behaviour, including body language, play styles and behaviour management as well as dog health, health and safety and canine first-aid.**

5.2 CLEANLINESS

- 5.2.1 All areas where the dogs have access, including the kitchen etc. must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.
- 5.2.2 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 authorised officer of the Council.
- 5.2.3 All bedding areas and materials must be kept clean and dry. These items must be cleaned regularly to prevent cross-infection. The Licensee must be able to provide extra bedding materials.
- 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.
- 5.2.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

5.2.6 Chemicals used in cleaning the facility must not be detrimental to the health of dogs, should they come into contact with them.

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 Suitable bedding, bowls, grooming materials etc must be provided. These items must be cleaned regularly to prevent cross-infection.

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.

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

5.4.4 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 to use.

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 dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer instructions. A



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record that this proof has been supplied must be kept on-site throughout the period that the dog is on the premise.

- 5.5.3 The Licensee must be registered with a veterinary practice. The clients own veterinary practice must be known and consulted if necessary. Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed and the details documented. The Licensee shall notify the Licensing Authority of any treatment details.
- 5.5.4 A separate well-stocked first-aid kit suitable for use on dogs must be available and accessible on site and during exercise off site.
- 5.5.5 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites. Written records must be maintained of all routine and emergency treatment for parasites given to the dogs whilst at the premises.
- 5.5.7 The premises shall be treated for fleas and parasites with an effective product as necessary.
- 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 Licensee must inform the Council without delay if a dog develops an infectious disease. They must also consult with their veterinary practice for advice on any necessary precautionary measures.
- 5.6.3 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new day care dogs are admitted. This period will be specified by an Authorised Officer of the Council with advice from a veterinary surgeon.
- 5.6.4 The Council must be informed of any animal death on the premises or within their care. The Licensee must make arrangements for the body to be stored at a veterinary surgeon's premises until the owners return unless directed otherwise by the owner or their representative.



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5.7 REGISTER

5.7.1 A register must be kept of all dogs on the premises. The register must be kept in a format that allows key members of staff and any authorised officer or veterinary surgeon easy access to such information. The information kept must include the following:

- Date and time of arrival;
- Name of dog, any identification system such as microchip number, tattoo;
- Description, breed, age and gender of dog;
- Name, address and telephone number of owner or keeper;
- Name, address and telephone number of contact person whilst in care;
- Name, address and telephone number of dog's veterinary surgeon;
- Date and time of departure;
- Proof of current vaccinations, medical history and requirements;
- Details of any treatment administered whilst the dog is being cared for;
- Health, welfare nutrition and exercise requirements; and
- Copy of written consent from the owner regarding their dog interacting with the other dogs in the day care unit

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

5.7.3 The register must be kept readily available for a minimum of 2 years and kept in such a manner as to allow an Authorised Officer easy access to such information.

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 shall always be present to exercise and supervise dogs and to deal with emergencies whenever dogs are boarded at the premises. Staff must have relevant experience and must not have any criminal convictions or accepted any Simple Cautions for any animal welfare related offences.

5.8.2 The licensee must complete and document a risk assessment prior to any licence being granted. The ratio of staff supervision should be no less than one member of staff (full time equivalent) for every 5 dogs.

5.8.3 The staff/ licensee must be aware of the location of all the dogs in the property at all times. Dogs must not be left unattended at any time.



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- 5.8.4 An assessment and introduction day must be carried out on all dogs prior to them interacting with the existing day boarders. The record of the assessment and introduction must be retained and available to staff at all times.
- 5.8.5 Any staff employed by the licensee shall be given suitable training and instruction in relation to all aspects of the boarding establishment. Relevant training records must be documented.
- 5.8.6 Only people over 16 years of age are allowed to walk the dogs unsupervised in public places.
- 5.8.6 Children under 5 years of age should not be allowed on the premises.

5.9 EXERCISE

- 5.9.1 **Dogs must be exercised in accordance with their owner's wishes. When dogs are taken off the premises, they must be kept on leads and a staff to dog ratio applied of no less than 1 member of staff for every 3 dogs.**
- 5.9.2 There must be direct access to a suitable outside area. The area / garden must only be for use by the business (not shared with other residents/ businesses). The area must be kept clean. If the dogs are exercised off lead in this area it must be totally secure and safe. Any 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.
- 5.9.3 **There should be 9.3 square metres (100 square feet) of floor space per dog within the building to ensure sufficient exercise and interaction with the other dogs. The space should allow staff to observe all of the dogs all of the time.**
- 5.9.4 If there is a pond at the premises, it must be suitably protected so as to prevent access by dogs.
- 5.9.5 Dogs must wear a collar and identity tag during their time in day care. The tag must display the name, address and telephone number of the day care premises.
- 5.9.6 The Council and the Police shall be informed without delay if a dog is lost. The dog warden service for the Council can be contacted on 0300 123 6696 and the Police should be contacted on the non emergency 101 number.
- 5.9.7 **There should be sufficient resources such as beds, toys etc. within the facility to provide for the welfare needs of each dog and to prevent competition or monopolisation.**

5.10 TRANSPORTATION



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5.10.1 Licensees who offer collection and delivery services must ensure vehicles used comply with current Welfare of Animals in Transport regulations and the vehicles should have a suitable dog guard or cage in the rear.

5.11 FIRE / EMERGENCY 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 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.

5.11.3 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, and displayed in a prominent place on the premises.

5.11.4 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The premise must have smoke detectors at suitable positions within the buildings.

5.11.5 All doors to unoccupied rooms must be kept shut.

5.11.6 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.

5.11.7 All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or unsealed oil appliances. Any other freestanding appliances must be kept in a safe, secure manner and should not be able to be easily knocked over by dogs.

OTHER MATTERS RELATING TO THE OPERATION OF A LICENSED ESTABLISHMENT.

A. APPEALS PROCEDURE

Any person aggrieved by the refusal of a local authority to grant such a licence, or by any condition subject to which such a licence is proposed to be granted, may appeal to a magistrates' court; and the court may on such an appeal give such directions with respect to the issue of a licence or, as the case may be, with respect to the conditions subject to which a licence is to be granted as it thinks proper.

B. FIRE PRECAUTIONS GUIDANCE

The following information is supplied to licensees, in order to aid compliance with the fire precaution requirements detailed in the Council's licensing conditions that require appropriate steps to be taken for the protection of animals in case of fire or any other emergency.

The guidance is aimed at ensuring that the means of escape and associated fire precautions are adequate for human occupants. It should be borne in mind that the fire safety requirements for people may be covered by other legislation.

The following matters must be considered:

1. Access for Fire Fighting and Water Supplies - There should be good access for firefighting appliances (minimum width of 3.7m) to all hydrants and other water sources and hard standings should be provided. The name board of the premises should be clearly displayed beside the nearest road access.
2. Means of Escape - Escape routes for animals should be designed to provide a straight run out of buildings, with the minimum of human assistance. Pen doors should be so arranged that animals can be evacuated quickly and acute turns, obstructions and ramps in the escape routes should be avoided as far as possible.
 - a) All premises should be provided with exits of sufficient width and height to allow easy access to the animals at all times.
 - b) The exits should be easily opened from the inside without the use of a key.
 - c) If necessary provision should be made for the ready summoning of a key holder.

In buildings exceeding 18 metres in length or where considerable numbers of animals are housed, at least two exits should be provided and situated as far apart as possible. The distance of travel should be limited to 45 metres.

3. No Smoking Signs - No smoking notices should be displayed in the vicinity of all hay and straw and where practicable precautions should be taken against unauthorised entry especially by children.
4. Electrical Installations - Electrical installations including lamps should be cleaned regularly to avoid the build-up of dust. Electrical equipment, heaters etc. should be positioned and secured so that they are kept at a safe distance from any likely accumulation of flammable bedding material.
5. Fire Fighting Equipment
 - a. Portable Fire Extinguishers -The following are recommended as a minimum:
 - Buildings not exceeding 200sqm in area require at least 2x9 litre water extinguishers for buildings over 200sqm an additional fire extinguisher must be provided for every additional 200sqm or part thereof.
 - Portable fire extinguishers must meet the requirements of BS EN 3 and be installed and maintained according to the recommendations given in BS 5306.
 - Depending on the outcome of your fire risk assessment, it may be possible to reduce this to one extinguisher in very small premises with a floor space of less than 90m².
 - Fire extinguishers that when operated produce a loud noise, e.g. CO₂, or large clouds of dry powder, should not be used in close proximity to animals.



b. Hose Reels - Hose reels can be provided as an alternative to portable fire extinguishers. There should be a minimum of one hose for each 800sqm in area or part thereof. It should conform to BS 5306: Part 1. Wash down hoses may be acceptable provided there is a constant flow of water that is able to produce water jet with a minimum throw of 5 metres. Hose reels must not exceed 45m in length and should be sited so that the nozzle can be taken to within 6m of each part of the protected premises.

6. Fire Notices - All staff at the establishment should be familiar with what action must be taken in the event of a fire. A clearly written and conspicuous notice should be provided indicating the action to be taken in case of fire and the location of the nearest telephone. This notice may include the following:

“On discovering a fire, ensure the building involved is evacuated.
 Call the Fire Brigade {the nearest telephone is sited at}.
 Attack the fire using the firefighting equipment provided, if safe to do so
 etc.”

7. O/S Map Reference - An Ordnance Survey map reference number should be made available for the premises and displayed with the Fire Notice provided.

The Regulatory Reform (Fire Safety) Order 2005 requires that necessary fire precautions are put in place to protect relevant persons in case of fire in, and in the vicinity of all premises to which the legislation applies. Responsibility for complying with the order rests with the ‘responsible person’. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person(s) in control of the premises will be responsible. The responsible person must:

Carry out a Fire Risk Assessment, the significant findings of which must be recorded if five or more persons are employed, if the premises are licensed or if an alterations notice is in force.

To further assist you, the Fire Safety Guide to Animal Premises and Stables (ISBN: 978 1 85112 884 6) is available from the stationary office or via the Department for Communities and Local Government website (www.communities.gov.uk).

C. HEALTH AND SAFETY

Health and Safety law applies to all businesses, no matter how small. As an employer or a self-employed person, you are responsible for health and safety in your business. You need to take the right precautions to reduce the risks of workplace dangers and provide a safe working environment.

There is a guide called “Health and Safety made simple”. This guide makes life easier for you by providing the basic information on what you need to do in one place. It will help you get started in managing health and safety in your business.

For some work activities there may be extra things you need to do to make sure you are complying with the law. Further guidance on specific topics, such as managing asbestos,



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preventing ill health from animal contact etc., and model risk assessments are available online at www.hse.gov.uk.

The “Health and Safety made simple” leaflet can be downloaded by following this link:
<http://www.hse.gov.uk/pubns/indg449.pdf>

D. PLANNING PERMISSION

This licence does not give any permission or approve any development under planning legislation. The operator is advised to check with the relevant Local Planning Authority for where the business is to be located.

E. NUISANCE COMPLAINTS

This licence does not give any exemption from the requirements of the Environmental Protection Act 1990 provisions on statutory nuisances, particularly those relating to odour or noise. The operator is advised to ensure that the business is run in such a manner as to ensure there are no grounds for complaint.

F. WASTE DISPOSAL

All waste generated in the course of a business must be disposed of in accordance with current waste regulations.

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