



# *Basingstoke and Deane*

## **LICENCE CONDITIONS FOR HOME BOARDING (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 boarding of dogs whether on a daytime only or overnight boarding. .
- 1.2 Normally planning permission will not be required for the home boarding of animals on the scale proposed, however should complaints be received because of particular noise or odour problems, then the Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.
- 1.3 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.
- 1.4 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 1.5 Dog hybrids licensed or classified under the Dangerous Wild Animals Act 1976 (e.g. Wolf Hybrids) 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 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 Dogs must be from one household unless with the specific written agreement of the dog owners.
- 3.2 If dogs from different households are boarded at the same time the licensee must carry out a trial familiarisation session prior to the period of boarding. The trial must be fully documented. Familiarisation should be carried out prior to accepting any such dogs for a period of boarding when the owners may be unavailable. If the trial period determines the dogs are not compatible, they shall not be boarded.

- 3.4 Dogs from different households boarded at the same time must be kept in separate secure areas when left unattended.
- 3.5 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. The trial must be fully documented. Familiarisation should be carried out prior to accepting any such dogs for a period of boarding when the owners may be unavailable. If the trial period determines the dogs are not compatible, they shall not be boarded.
- 3.6 The Licensee 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 and to take the appropriate action arising out of any risks identified.

#### **4 CONSTRUCTION**

- 4.1 Dogs shall at all times be kept in suitable accommodation. Regard will be had to size of dog, room sizes, number of occupants, exercise facilities and environmental conditions.
- 4.2 Dogs must live in the home as family pets. There must be no use of external buildings, cages or runs.
- 4.3 The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 4.4 There must be adequate space, light, heat and ventilation for the dogs. Dogs must not be exposed to harmful fumes or substances.
- 4.5 The areas where the dogs are housed must be kept at a minimum temperature of 10°C (50°F). In summer temperatures, poorly insulated premises could cause internal temperatures to build up to excessive levels. A maximum temperature of 26°C (79°F) is realistic in normal circumstances.

*Notes: Some summer temperatures will naturally exceed 26°C (79°F). Inadequate construction or ventilation must not be an excuse to allow unnecessarily high temperatures being attained. Where temperatures are likely to rise above the maximum levels specified some means of mechanical or automatic cooling/ventilation must be provided.*

- 4.6 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.
- 4.7 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      The licensee should be able to demonstrate competency in the knowledge and care of dogs.
- 5.1.2      A written training policy for any employees 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 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 Licensing Authority.
- 5.2.3      The licensee shall clean up all dog faeces deposited in public areas by dogs in their care.  
*Note: The Dogs (Fouling of Land) Act 1996 makes it an offence for owners of, or those responsible for, dog fouling in a public place and failing to remove the waste forthwith. Waste should be bagged and placed in a bin provided for that purpose or for the disposal of waste.*
- 5.2.4      All bedding areas must be kept clean and dry.
- 5.2.5      All fittings and bedding must be thoroughly cleansed and disinfected at the end of each dog's stay.
- 5.2.6      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 dogs with infectious diseases. The final route for all such waste shall comply with current waste regulations.
- 5.2.7      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      All reasonable efforts must be taken by the licensee to encourage clients to provide each dog with its own bedding, bowls, grooming materials etc. These items must be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material should the need arise.

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 Where fresh meats are stored, refrigeration facilities must be provided and food contamination must be avoided.

5.4.2 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.

5.4.3 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 manufacturer instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded and detailed in a booking record.

5.5.3 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.

5.5.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.

5.5.5 The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice must be known and consulted if necessary.

5.5.6 All reasonable 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.

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 INFECTIOUS 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. Separation must be by at least one room, except in the case of a dog kept in an isolation room upstairs, in which case they must be separated by the stairs.

5.6.2 The Licensee must inform the Licensing Authority 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 Licensing Authority as agreed with their authorised veterinary surgeon.

5.6.4 The Licensing Authority must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be stored at a veterinary practice 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:

- Date 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 boarded
- Name, address and telephone number of dog's veterinary surgeon
- Anticipated and actual date of departure
- Evidence of current vaccinations including dates, medical history and requirements
- Health, welfare nutrition and exercise requirements

5.7.2 Such a register is to be available for inspection at all times by an officer of Licensing Authority or their authorised 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 at the premises 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 offence.

5.8.2 Dogs must be visited at regular intervals, as necessary for their health, safety and welfare, and must not be left unsupervised in the licensed property for longer than 3 hours at a time and then not on a regular basis.

5.8.3 No home where there are children under 5 years of age will be licensed.

5.8.4 No person under 16 years of age shall 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 with the owners written permission. They should not be let off if they can not be controlled off the lead or if they are likely to cause a hazard or nuisance to wildlife, property or members of the public. They shall not be let off the lead in or near areas containing livestock.

*Note: Under Section 27 of The Road Traffic Act 1988 it is an offence for any person to cause or permit a dog to be on a designated road without the dog being held on a lead.*

5.9.2 There must be direct access to a suitable outside area. The area / garden must only be for use by the occupier (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 secure and safe. Fencing must be adequate to offer security to prevent escape or uncontrolled contact with legitimate visitors e.g. postmen and be safe, with no dangerous sharp objects or protrusions. Gates must be closed at all times and 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.

*Note: The Control of Dogs Order 1992 requires that all dogs, whilst in a public area, must wear a collar and tag stating the name and address of the owner/keeper.*

5.9.6 Any lost dog must be reported to the police immediately.

5.9.7 The Licensing Authority must be informed by the next working day if a dog is lost.

## 5.10 FIRE / EMERGENCY 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 Dogs' sleeping areas must be so sited to ensure that the dogs 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 displayed in a prominent place on the premises. The Licensee 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 2 working smoke detectors located at the top & bottom of the staircase, or other appropriate location.
- 5.10.6 All doors to rooms must be kept closed at night.
- 5.10.7 All electrical installations and appliances must be regularly checked and 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 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 5 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 Licensing Authority.

## **6 SPECIFIC CONDITIONS**

- 6.1 Specific appropriate conditions may also be added to the licence relevant to each licensed premises.

### **ADDITIONAL NOTES:**

It is strongly recommended that the establishment introduces formal boarding agreements, stating clearly the responsibilities of both parties during the duration of the boarding. Owners should be encouraged to sign an authorisation for veterinary treatment also.

A Dog Control Order is in force for Stratton Playing Field, Buckskin, Basingstoke, under the Clean Neighbourhoods and Environment Act 2005 which came into force on 1 June 2007. For further information please contact the council's Dog Wardens on 01256 844844