



New Cattery application– applicant guidance notes

The 2018 regulations focus heavily on paperwork, policies, and procedures, applicants will need to provide the following documentation to meet licensing requirements.

Day to day working documents

• Terms and conditions (We recommend you include the following)

- Booking
- Cancellations
- Updates and changes
- Unforeseen purchases and Vet bills
- Privacy policy
- Insurance
- Medication/vaccinations/immunisations
- Designated vet
- Items that need to be provided by owner
- Payment

• Booking and consent form

- Owner's name
 - Address
 - Contact details (Phone/email)
 - Emergency contact (Name, address and contact details)
 - Cat's details -Breed -Age - Sex – Colour- Neutered? -Microchip details
 - Name and address of veterinary practice - Telephone number
 - Do they have pet insurance? If yes, request company name and policy number
 - Details of any health issues - Is their cat on any medication or herbal remedies. If yes, request they specify name/s, reason for being given and dosage (amount, how administered and frequency)
 - Date of last annual vaccination
 - Date of last flea & worm treatment, plus brand used
 - Time and frequency of feed/s - Amount given - Type - Brand of food
 - Any allergies/intolerances
 - Any other behaviours that you need to be made aware of
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- Consent for cats from the same household to share a unit (If applicable)
 - Consent for cats from same household to be separated, should it be necessary for welfare
 - Consent to cover veterinary treatment
 - Consent regarding toys / interaction preferences
 - Details specific items the cat will bring whilst boarding

- **Daily observations record**

- Toileting
- Food consumption
- Behaviour (Higher standard)
- General observations

- **Cleaning record (Home/garden/vehicles)**

Policy and procedural documents

- **Preventative healthcare plan (Must be signed and agreed by your vet)**

- Death of cat
- Escape of cat
- Cats being boarded must be up to date with vaccinations, flea and tick treatment and worming. Records for all of these will be required prior to their stay.
- Cats must not have any known health issues on arrival, unless previously discussed and a healthcare plan agreed, in partnership with their vet or yours.
- Administering medications
- Named designated vet and circumstances when it would be used
- Proxy agreement between owner and their chosen vet whereby you can take a cat to the cat's own vet and get it treated on owner's behalf.
- Agreement for your designated vet to be allowed access to cat's medical history from vet if emergency treatment was needed there.
- Contagious cats and isolation procedure
- Cleaning policy - with pet friendly disinfectant products
- Veterinary bills
- Enrichment and socialisation plan

- **Emergency, fire and evacuation**

- Emergency contacts
- Equipment
- Fire and evacuation procedures
- Procedure to cover the care of cats during and following an emergency:
- Extremes of temperature and weather conditions (both hot and cold)
- Breakdowns of essential services
- Where the cats will be accommodated if the premises become uninhabitable, your licence is revoked, or you are unable to care of the cats

- **Staff training policy and records (if applicable)**

- **Personal training and development record**

- Qualifications achieved
- Courses
- Research
- Development objectives

- **Transportation policy**
- **Feeding policy**
- **Monitoring and ensuring the health and welfare of cats**
- **The prevention of, and control of the spread of, disease**
- **The death or escape of a cat (including the storage of carcasses)**
- **Care of the animals following the suspension or revocation of the licence or during and following an emergency.**
- **Cleaning policy (Home/garden/vehicles)**
 - Types of product used (pet safe)
 - Storage
 - Cleaning schedule
 - Disposal of excreta and soiled bedding

At inspection, the applicant will need to evidence the following records and documentation:

- Register of cats on the premises, ideally a white board or diary
- Individual cat synopsis displayed on numbered units, when occupied (or comparable procedure)
- DBS certificate (dated within the last 3 months)
- L2 OFQUAL qualification and/or sound evidence of knowledge and experience
- L3 OFQUAL qualification (optional higher standard)
- Public liability insurance
- Employers liability insurance (if staff employed)

The above guidance is not exhaustive but will provide the applicant with an indication of the documentation required to operate a cattery. The applicant must familiarise themselves with the DEFRA guidance notes, which outline the size and structural requirements for cattery buildings and units.