

## **LICENCE CONDITIONS FOR DOMESTIC DOG BOARDERS**

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.
2. The maximum number of guest dogs to be kept at any one time is .....  
Only guest dogs from the same owner should be boarded at the premises at the same time.
3. All guest dogs must undergo a suitable acclimatisation period prior to being boarded at the premises to acquaint them with the licensee, the premises layout and the licensee's own dogs to ensure it is appropriate to board them there.
4. All owners must be required to sign a declaration consenting to their dog(s) being housed and mixing freely with the licensee's dogs. Copies of consents should be kept readily available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information.
5. No animals other than dogs are to be boarded within the licensed facilities without the written approval of the local authority.
6. Suitable bedding equipment must be provided which allows the dog(s) 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.
7. 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.
8. All bedding areas must be kept clean and dry.
9. There must be some part of the dogs sleeping area where the dog is able to enjoy a temperature of at least 10°C (50°F).
10. All dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily.
11. 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.
12. Eating vessels must be cleansed after each meal.
13. Drinking vessels must be cleansed at least once a day.
14. Exclusive facilities, hygienically constructed and maintained, must be

provided for the storage and preparation of food for the dogs.

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

16. Proof must be provided that dogs boarded or resident have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagiae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer's instructions. A record that this proof has been supplied must be kept on site throughout the period that the dog is boarded.

17. 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.

18. If stray dogs are accepted into the premises they must be kept in a separate area away from boarded dogs.

19. Exercise areas must not be used as bedding areas.

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

21. A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site.

22. 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 or tattoo
- Description, breed, age and gender of dog
- Name, address and telephone number of owner or keeper
- Name, address and telephone number of contact person whilst boarded
- Name, address and telephone number of dog's veterinary surgeon
- Anticipated and actual date of departure
- Health, welfare and nutrition requirements

23. 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 easy access to such information.

24. 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.

25. A suitable, current policy or third party insurance should be in force to cover any situation where a guest dog injures a person, livestock or causes an accident.

26. A fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.

27. Dogs must be visited at regular intervals, as necessary for their health, safety and welfare.

28. All dogs must be given adequate exercise which must be on a lead at all times except in the garden. The premises must have a secure garden which will enable dogs to be exercised but prevent their escape.

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

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

There should be no free standing gas or oil appliances.

31. There should be at least one working smoke detector installed in the premises.

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

33. No dog should be left alone in a room with cables or wires.

34. The licensee must ensure that no noise or odour nuisance is caused to neighbouring properties. \*Legal action arising out of nuisance complaints may lead to revocation of the licence and as a consequence, closure of the licensed premises.

35. Guest dogs should only be walked off the lead if the dog is well known. Owners should sign a disclaimer that they are happy for their dogs to be let off the lead.

36. Guest dogs should wear a tag detailing the contact details of the licence holder in case that get lost, the telephone number of the local dog

warden should be kept at the premises.

37. It is recommended that the licence holder attends a one day course in kennel management /dog behaviour and also a first aid course for dogs.

38. Appointed officers from the local authority have, at any reasonable time, a right of entry onto the premises for the purpose of carrying out any of the statutory provisions. To enable these provisions to be carried out, the appointed officer may take any other person authorised by the Council that may be considered necessary i.e. a veterinary officer.

39. The London Borough of Croydon retains the right to amend these conditions as it sees fit.

### **Other relevant legislation**

#### **Health and Safety at Work etc Act 1974**

- (i) There is a duty on all employers and employees to ensure safety of themselves, workmates and visitors to the site and contractors. This also extends to the self-employed.
- (ii) An “accident book” must be provided to record details of accidents and “near misses”. An annual review will indicate how to keep staff safer by introducing safer practices based on experience.
- (iii) Regard should be paid to providing safe systems of work for staff, particularly those involved in dog handling.
- (iv) An establishment employing more than four people requires a written safety policy.
- (v) There is a requirement for a risk assessment to be carried out to identify hazards in the workplace and assess risks, e.g. number of people affected etc, in order to assess any health and safety risk in an objective manner as far as possible.

Legislation is evolving all the time and reference should be made to enforcement authorities for up-to-date advice.

More details will be available from your local authority or from Management of Health and Safety at Work – Approved Code of Practice ISBN 0-11-886330-4 available from HSE Books, tel no. 01787 881165 (mail order), or other HMSO stockists.

## Environmental Protection Act 1990

- (i) Under section 34 operators have a “duty of care” to ensure that all waste arising from their premises is disposed of without harm to human health or the environment. They may only pass their waste to registered carriers or appropriate licensed or authorised disposal facilities. The definition of waste is currently under review. Reference to the local authority will help clarify the position with regard to waste material generated from boarding establishments.
- (ii) Part III of this Act deals with nuisance. When setting up a boarding establishment, it is most important to consider the potential problem of noise or odour nuisance in order to prevent possible legal action which could lead to closure at a later date.

Environmental Health Officers are able to give further advice and guidance on nuisance problems and related statutory provisions.

Noise emission is often not considered by establishment owners. Monitoring a single dog barking at close range may produce a reading in the region of 95 dB(A). It is important to design and site kennels to minimise any cause of complaint from neighbours. The choice of appropriate materials, and their correct use in design, in terms of preventing noise nuisance is extremely important.

In view of the law allowing noise sensitive premises to be built near kennels, often after the kennel has been built, consideration should always be given the need to retain noise within site boundaries as much as possible, having regard to local background noise levels.

- (iii) The use of incinerators to dispose of animal carcasses may require licensing by your local authority who will advise you regarding the requirements of part 1 of the Environmental Protection Act 1990.

If you use an incinerator you are advised to notify the local authority.

The Environmental Protection Act 1990 places a duty of care on businesses to ensure that waste is disposed of by a registered carrier to an appropriately licensed or authorised disposal facility. Those wishing to dispose of waste on their premises or operate an incinerator may need planning permission, and a waste management licence or authorisation under the Environmental Protection Act 1990. They should seek advice from their local Environmental Services Department. Dog faeces and “sharps” such as needles, scalpels etc, constitute “clinical” waste and are likely to be subject to specific disposal conditions.

### Controlled Waste Regulations 1992

The definition of clinical waste in these regulations includes animal tissue, blood or other body fluids, excretions, drugs or other pharmaceutical products, swabs, dressings or syringes, needles or other sharp instruments which unless rendered safe may prove hazardous to any person coming into contact with it. The Health and Safety Commission's guidance document 'Safe Disposal of Clinical Waste' advises on best practice in the handling and disposal of such waste and you also seek advice from the Environment Agency Regional Office.

### The Control of Dogs Order 1992 (SI 1992/901)

Every dog whilst in a place of public resort must wear a collar with the name and address of the owner inscribed upon it.

"Public Place" means any street, road or other place (whether or not enclosed) to which the public have or are permitted to have access whether for payment or otherwise and includes the common parts of a building containing two or more separate dwellings.

It should be noted that premises may also be visited from time to time under the Animal Protection Acts, Acts which are principally concerned with animal welfare and the prevention of cruelty.

### Dangerous Dogs Act 1991

The Act prohibits persons from having in their possession or custody dogs belonging to types bred for fighting; it imposes restrictions in respect of such dogs; it enables restrictions to be imposed in relation to other types of dog which present a serious danger to the public; and makes further provision for ensuring that dogs are kept under proper control.