**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.

1.2The licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employees liability insurance.

1.3 No dog registered under the Dangerous Dogs Act 1991 should be accepted for home boarding.

1.4 The Licensee shall ensure that no nuisance shall be caused to neighbouring properties from noise, e.g. barking dogs, or odours.

**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 border.

**3. Numbers of Animals**

3.1The maximum number of dogs to be boarded at any one time must not exceed **…………..**

* 1. If dogs are to be boarded from different households, specific written consent from each household must be gained. This must confirm that they are content for their dogs to be boarded with others
	2. A mandatory, trial (documented) familiarisation session for all dogs must take place prior to their stay.
	3. Dogs must be fed separately to minimise the likelihood of dispute and aggression.
	4. Separation of dogs from different households in secure areas when left unattended.

**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 There should be adequate space, light, heat and ventilation for the dogs.

4.3 There must be sufficient space available to be able to keep the dogs separately if required.

4.4 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.

**5. Cleanliness**

5.1 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 conducive to maintenance of disease control and good comfort.

5.2 All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary.

5.3 All bedding areas must be kept clean and dry.

5.4 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arsing from the treatment and handling of dogs with infectious diseases. The final route for all such waste shall comply with current waste regulations.

**6. Food and Water Supplies**

6.1 All dogs shall have an adequate supply of suitable food as directed by the client.

6.2 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.

6.3 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 licensee however should also be able to provide extra bedding material.

6.4 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.

**7. Kitchen Facilities**

7.1 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.

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

**8. Disease Control and Vaccination**

8.1 Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis, Leptospirosis 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 thought the period that the dog is boarded.

8.2 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.

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

8.4 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.

8.5 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.

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

**9. Isolation and Contagious Disease Outbreak**

9.1 Dogs showing any sign of 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.

9.2 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.

9.3 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 the veterinary surgeons premises until the owners return.

**10. Register**

10.1 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
* 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
* Proof of current vaccinations, medical history and requirements from veterinary surgeon
* Health, welfare nutrition and exercise requirements

10.2 Such a register is to be available for inspection at all times by an officer of the Licensing Authority and a Veterinary Surgeon.

10.3 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.

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

**11. Supervision**

11.1 Dogs must not be left unattended for longer that 3 hours at a time and then not on a regular basis.

11.2 It is not recommended that a home where there are children under 5 years of age should be licensed. Any child under 5 must be accompanied by an adult at all times that a boarded dog is present.

11.3 Only people over 16 years of age are allowed to walk the dogs in public places.

**12. Exercise**

12.1 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.

12.2 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.

12.3 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.

12.4 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.

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

**13. Fire/Emergency Precautions**

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

13.2 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 Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises are rendered uninhabitable.

13.3 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 and bottom of the staircase, or other appropriate location.

13.4 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.

13.5 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.

13.6 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.