

**LICENCE CONDITIONS FOR COMMERCIAL DAY BOARDING OF DOGS**  
**ANIMAL BOARDING ESTABLISHMENTS ACT 1963**

**1.0 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 commercial day boarding of dogs.

1.2 The licence holder must not change, cause or permit any material change to the premises or licensed activity without the prior consent of the Local Authority.

1.3 Normally planning permission will not be required for the day 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.

1.4 Adequate insurance indemnity should be arranged by the operator of the premises. This should be maintained at a sufficient level to cover the maximum number of dogs boarded. Adequate Employers Liability and Public Liability Insurance shall [(g)-15.2 (. W)-18.5 (o)-4.3 (l)-1.4 (f)-10.6 ( )]TJ -0.0

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## **4.0 CONSTRUCTION**

- 4.1 The commercial day boarding establishment must, at all times, be laid out and operated in accordance with an approved plan, to be submitted to the local authority. The licence only applies to the approved plan.
- 4.2 Before carrying out any alterations, plans must be submitted to and approved by the local authority.
- 4.3 Fencing materials must be secure and safe. Fences and/or other barriers must be of sufficient height to prevent dogs from escaping and to prevent access by persons not connected or employed by the establishment. Where metal bars and frames are used they must be of a suitable gauge with spacing adequate to prevent dogs escaping or becoming entrapped. Any metal edging must not present a risk of injury. Doors fences and/or barriers must be of adequate strength and construction to resist impact and scratching.
- 4.4 A double gate system shall be provided at the entrance/exit to the premises to permit a phased access and egress and thus prevent escape of dogs.
- 4.5 The general construction must be such that the security of dogs is ensured.
- 4.6 All doors must be secure and lockable and gates secured at all times to prevent dogs from escaping and to prevent access by persons not associated with the business. External exercise areas must be sufficiently secure to prevent persons not connected or employed by the establishment having access to the dogs.
- 4.7 Wood should not be used in exposed construction of walls, floors, partitions, door frames or doors within the dog indoor common area. Where wood has been used in existing construction it must be smooth and treated to render it impervious. All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious and capable of being easily cleaned and disinfected where necessary. There must be no projections or rough edges liable to cause injury.
- 4.8 All structural exterior wood ie fence posts must be properly treated against wood rot, eg tanned. Only non-toxic products may be used. Wood is not permitted for agility or play equipment.
- 4.9 Junctions between the walls and floors in areas used by dogs shall be covered to facilitate cleaning. Where it is impractical to do this, all joints must be sealed.
- 4.10 All internal furnishings shall be maintained in a sound condition to permit thorough cleaning and disinfection and shall be of a material capable of being cleaned. Such furnishings shall be inspected on a daily basis for damage and disrepair. Any damaged or ripped items of furniture shall be immediately repaired or replaced. No carpets or rugs are to be used within the boarding establishment.
- 4.11 All windows which pose a security risk must be escape proof at all times.
- 4.12 Adequate lighting must be provided throughout the establishment such that all areas accessible to dogs are clearly visible. Where practical this must be natural light.
- 4.13 Adequate ventilation must be provided to all interior areas without the creation of excessive, localised draughts.
- 4.14 The interior and exterior of the buildings should be maintained in good repair and good decorative order. Outer paths, gardens, exercise areas and general surroundings must be kept in a good, clean, presentable condition.







The register must be kept readily available, with information on individual dogs being retained for a minimum period of 24 months. The register shall be available for inspection on request by an authorised local authority officer or a veterinary surgeon authorised by the local authority.

- 13.2 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.

#### **14.0 SUPERVISION**

- 14.1 A fit and proper person with relevant experience must be nominated and be present at all times to exercise supervision and deal with any emergencies. Employees must not be under age of 16 and no one under the age of 18 shall be a nominated person.

- 14.2 At no time shall dogs in the common indoor and outdoor areas be left unsupervised.

#### **15.0 STAFF TRAINING**

- 15.1 Staff should be adequately trained in the safe handling of dogs, emergency procedures to be followed, and all other aspects of the licence conditions.

- 15.2 A written training policy must be provided for permanent, part time and seasonal workers.

#### **16.0 TRANSPORTATION OF DOGS**

- 16.1 All vehicles used by the establishment for the transportation of dogs must be regularly serviced and kept clean. They must be fitted with secure cages of adequate size for the safe transportation of dogs and be provided with adequate ventilation and maintained at a comfortable temperature. All vehicles must be secure and should not be left unattended other than to drop off or pick up dogs.

- 16.2 A written emergency break down procedure should be in place in the event of a vehicle which is being used for transporting dogs breaking down. This should include sufficient leads to safely evacuate the dogs.

- 16.3 Where the premises uses vehicles to collect and return dogs, the dogs must be collected from and returned to houses on a lead to minimise the risk of any dog escaping. During transit dogs must not travel with a lead on to prevent strangulation.

- 16.4 Journeys must be planned to minimise the time dogs spend in the vehicle. On journeys likely to last more than 2 hours and during exceptionally hot days water must be available in the vehicle.

- 16.5 The licence holder must provide a well-stocked first aid kit suitable for use on dogs and available in all vehicles used to transport dogs.

#### **17 FIRE/EMERGENCY PRECAUTIONS**

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

- 17.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on where dogs are to be evacuated to in the event of a fire or other emergency.

- 17.3 Advice must be sought from the Fire Prevention Officer to ensure compliance with fire safety requirements. Fire fighting equipment must be provided in accordance with the Fire Prevention Officer's advice.

- 17.4 There must be adequate means of raising an a

- 17.5 Precautions must be taken to prevent any accumulation which may present a risk of fire.
- 17.6 All electrical installations and appliances must be maintained in a safe condition with no loose training cables.
- 17.7 All heating appliances must be free of risk of fire as is reasonably practicable.
- 17.8 The establishment must have a standard procedure in place for dealing with dogs that have escaped. This should include:

All staff must be trained in dealing with escaped dogs.

In the event of a dog escaping, the dog owner and local authority must be contacted immediately.

Equipment must be available for securing dogs which have escaped. All staff must be trained in the use of such equipment.