

Animal Boarding Establishments Act 1963

Derby City Council

Model Licence Conditions for Dog Sitting Establishments 200•



ANIMAL BOARDING ESTABLISHMENTS ACT 1963

LICENCE CONDITIONS FOR DOG SITTING PREMISES

1. Introduction

- 1.1 The licence holder must comply with these licence conditions at all times.
- 1.2 A copy of the licence and its conditions must be available for viewing by the owners of the dog(s) to be boarded.
- 1.3 The dog(s) boarded should live in the home as part of the family pets. There should be no external construction of buildings, cages or runs. There must be adequate space, light, heat and ventilation for the number of dogs licensed.
- 1.4 The licence holder must ensure that the premises are covered by adequate and suitable public liability insurance and where appropriate employers liability insurance.
- 1.5 Authorised officers from Derby City Council and their representatives e.g. Veterinary Surgeon(s), RSPCA inspector(s) must be allowed access to the premises and dog(s) at any reasonable time to carryout inspections and investigations as necessary.
- 1.6 Dog(s) must be visited/monitored on a regular basis by the licence holder. If the licence holder is not present at the premises, they must be at all times within a reasonable distance from the premises for the purpose of dealing with any emergencies. A designated key holder must also be available.
- 1.7 If a dog(s) should be lost, injured, die or contract a contagious disease whilst being boarded then the Environmental Health and Trading Standards Division (Public Health Team) must be contacted on 01332 715293. If a death occurs the body must be kept at a veterinary surgeons premises until the owner returns.
- 1.8 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.
- 1.9 No person with any convictions or formal cautions for any animal welfare related offences must be involved in the business.

2. Number of dogs permitted

- 2.1 Only dogs from one household may be boarded at any one time.
- 2.2 The number of dogs to be boarded must not exceed •.

- 2.3 No Dog(s) registered under the Dangerous Dogs Act 1991 shall be boarded at the premises.
- 2.4 Dog Hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf hybrids) shall not be boarded at the premises.
- 2.5 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 six months of age must not be boarded with other dogs including resident dog(s).

3. Bedding, food bowls and grooming equipment

- 3.1 Each dog(s) should arrive with its own bedding, grooming equipment, and food bowl(s) etc. These items should be cleaned and sterilised on a regular basis whilst the dog(s) are boarded. The licence holder must have available spare bedding, feeding bowls, grooming equipment etc should it be required.

4. Disease control and vaccinations

- 4.1 Adequate precautions must be taken to prevent and control the spread of disease and parasites amongst the dog(s) kept at the premises. All accommodation must be maintained in a state of cleanliness to maintain disease control and the dog's comfort.
- 4.2 The licence holder must be registered with a veterinary practice that can provide 24 hours help and advice.
- 4.3 Any dog(s) boarded or resident must be accompanied by an up-to-date record of vaccination, which must be kept at the premises throughout the period of time that the dog(s) is boarded. Four weeks is the maximum time for vaccinations to become fully effective. A shorter time is acceptable, if sufficient veterinary evidence is provided based on manufacturer's instructions.
- 4.4 A Veterinary Surgeon must be called in cases of signs of disease, injury or illness. Where any dog(s) is sick or injured, any instructions for its treatment must be strictly followed.
- 4.5 If there is an outbreak of a contagious disease then arrangements for the isolation of dog(s) must be available. Due to the domestic environment this may need to be at a veterinary practice.
- 4.6 Due to the communal nature of the domestic environment, dog owners must sign a written agreement to confirm that they will allow their dog(s) to share accommodation with the premises owner's dog(s).
- 4.7 The premises should be treated for fleas and parasites as necessary with a recommended veterinary recommended product.

- 4.8 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. The period will be specified by the Local Authority as agreed by their veterinary surgeon.

5. Food and water

- 5.1 All dog(s) must be provided with an adequate supply of wholesome drinking water, available at all times when the dog(s) is/are boarded.
- 5.2 All dog(s) must be supplied with adequate and suitable food.
- 5.3 All food preparation areas and equipment shall be kept vermin free and separate refrigeration facilities must be available if fresh meat is used.
- 5.4 Feeding bowls and drinking vessels should be cleaned and sterilised after each feed.
- 5.5 Each dog(s) should have its own feeding bowls.
- 5.6 If medication is to be administered, then this must be recorded.

6. Exercise

- 6.1 All dog(s) must be given adequate exercise and kept on a lead at all times when they are off the premises.
- 6.2 There must be direct access to open space. If the garden is used then only the licence holder dog(s) or those boarded should use it.
- 6.3 The garden fence should be at least five feet high and escape proof. There should be no sharp or dangerous objects within the garden that can injure a dog. Gates to the garden should be locked or bolted.
- 6.4 If the front garden is not fenced then a double door system must be employed so no dog(s) is left loose in the hall with direct access to the front door. When a dog(s) is left alone or when the front door is opened, the dog(s) must be kept behind another door or gate to avoid escape.
- 6.5 Every dog(s) must wear a collar and tag at all times that gives details of their owner and contact details. In addition a tag must identify the dog(s) to the boarding address.

7. Waste

- 7.1 All dog(s) faeces and soiled material must be removed as necessary and at least once every 24 hours from all living and exercise areas.
- 7.2 No dog(s) faeces must be placed directly into the foul water drainage system to the premises.

- 7.3 All dog(s) faeces should be double bagged and disposed of in the general refuse collection bin or the public dog fouling bins.

8. Fire

- 8.1 All heating appliances must be constructed in such a manner as to not be a fire risk. Advice should be sought from Derby Fire Prevention Officer based at Ascot Drive Fire Station (Tel Derby 345440) with regard to the appropriate fire fighting equipment required at the premises. All their recommendations must be implemented.
- 8.2 All electrical installations and appliances must be maintained in a safe condition. No dog(s) must be left in a room with loose or trailing cables or wires.
- 8.3 All heating appliances must be free of fire risk as is reasonably practicable. There must be no free standing gas or oil appliances.
- 8.4 A fire warning procedure and emergency evacuation plan – including details of where the dogs are to be evacuated in the event of a fire or other emergency. Suitable arrangements must be made for the temporary boarding of dog(s) in the event that the licensed premises are rendered uninhabitable.

9. Records

- 9.1 A register must be kept containing the description all dog(s) boarded. This should include the following information:
- Name and description of dog(s)
 - Date of arrival and departure
 - Name, address and contact number of owner
 - Details of contact whilst the owner is away
 - Details of the dog(s) veterinary surgery
 - Details of the dog(s) vaccinations
 - Health, welfare and nutritional requirements
 - Date and last season for any bitches
 - Written authorisation for the sharing of accommodation
 - Medication given

These records should be kept for a minimum of two years.

- 9.2 Where records are computerised, a back up copy must be kept and be available to all authorised officers.

10. Legislation

- 10.1 The licence holder must ensure that the operation of the business does not create a statutory nuisance under the terms of the Environmental Protection Act 1990.

- 10.2 The licence holder must ensure that they comply with the requirements of The Dogs (Fouling Of Land) Act 1996.

11. Health & Safety and welfare of children

- 11.1 The licence holder must carry out a risk assessment of the boarding operation to identify any risks to the health and safety of the permanent residents of the premises and any visitors and take steps necessary to address these risks.
- 11.2 No home where there are children under 5 years of age will be licensed.
- 11.3 Only people over 16 years of age are allowed to walk the dog(s) in public places.