

Appendix A



ANIMAL BOARDING ESTABLISHMENTS ACT 1963 GENERAL CONDITIONS OF LICENCE

BEDDING

All animals shall be provided with suitable and sufficient clean bedding material.

CLEANING

All excreta and soiled material shall be removed as often as necessary and at least twice daily from all living and exercise areas. The floor of the living areas must be kept clean and dry. All waste materials must be stored and disposed of in a manner approved by the Local Authority and in a way not likely to cause harm or nuisance.

WATER SUPPLY

All animals must have access to wholesome drinking water at all times. If containers are used they must be suitable and not able to be overturned. A standpipe with suitable hose must be provided for washing down.

FOOD SUPPLY

Animals shall be supplied with suitable and adequate food at regular and suitable intervals. Animals shall be fed separately. Suitable provision shall be made for the storage and preparation of food, which shall be approved by the Local Authority. The food preparation area and equipment should be kept clean and vermin free at all times. All bulk supplies of food to be kept in vermin free containers. Refrigeration facilities shall be provided where fresh meat is used. All feeding utensils shall be capable of being easily cleaned and sterilised and must be clean at all times. Feeding utensils shall be suitable and not liable to be overturned.

lighting

THE ACCOMMODATION MUST BE ADEQUATELY LIT, BY A SOURCE OF DAYLIGHT WITH ADEQUATE SUPPLEMENTARY ARTIFICIAL LIGHT TO ALLOW PROPER WORKING AND CLEANING OF THE COMPARTMENTS.

TEMPERATURE

The sleeping accommodation must be capable of being maintained at an ambient temperature appropriate for the species and breed.

VENTILATION

Ventilation must be adequate to maintain a draught free atmosphere in the sleeping quarters of the animals and ensure adequate air change.

FIRST AID

First aid kits for humans & animals must be available on the premises.

DISEASE CONTROL

All reasonable precautions must be taken to prevent and control the spread among animals of infectious disease. Adequate isolation facilities must be provided either on site or at an alternative site (e.g. local veterinary practices). Compatible with the

protection of animals from disinfectant poisoning, the routine disinfecting of a cage or kennel, at a change of occupant should be adequate to protect the new occupant from the diseases or parasites of its predecessor. A complete change and disinfecting of bedding, water and feeding utensils is required.

VETERINARY CARE

The Licencee must have access to a veterinary practice that can provide an emergency service if the need arises and an animal's normal vet is unavailable. If an animal were to die on the premises, arrangements should be made for the body to be stored at the vets until the owner returns.

EXERCISE

All animals should have access to free exercise on a daily basis.

FIRE PRECAUTIONS

All fire precautions and facilities must satisfy the requirements of the Local Fire Authority. Animals and equipment should not be placed in such a position as to render ingress and egress difficult in cases of fire. A responsible person shall at all times be on, or within reasonable distance from the premises for the purpose of giving warning or taking other necessary steps in the case of fire or other emergency. Written procedure should be displayed and in larger premises disseminated as appropriate. In the case of lockup premises the name and address of the responsible person must be displayed at the premises and notified to the Local Fire Authority.

REGISTER

A register must be kept containing a description of any animals received into the establishment, date of arrival and departure and the name and address of the owner. The register is to be available for inspection at all times by an officer of the local authority, veterinary surgeon or veterinary practitioner authorised under section 2(1) of this Act.

GENERAL

In the case of commercial premises, but not in the case of private dwellings used for the purposes of home boarding, all electrical installations, heating and lighting etc., must be examined annually and certified that they comply with B.S.7671. If Emergency Lighting is fitted it must comply with B.S. 5266. **Please note that any Electrical contractor carrying out work in support of the application must be N.I.C.E.I.C approved. If in doubt regarding approved contractors please contact this office.**

STAFF

No person shall at any time be employed or assist in or about the premises who is for the time being disqualified from keeping an animal boarding establishment, pet shop, or from having the custody of any animal by the order of any Court.

Animals must be, so far as necessary, visited at suitable intervals of not less than 4 hours from 8am to 4pm. While animals are on the premises, the licensee shall ensure that a competent person is available to supervise the premises at all times.

Waterclosets and washing facilities with hot and cold water, soap, and clean towels and a nailbrush to be provided for staff.

PET ANIMALS ACT 1951 - Conditions of Licence

1. No animal (including birds and fishes, i.e. all vertebrates) shall be exposed to strong light or heat or be deprived of adequate warmth and animals (other than fish or reptiles) shall not be kept in cellars unless there is ventilation and light adequate for their health. Facilities to inspect premises must be granted at all reasonable times to a duly authorised official of the Licensing Authority.
2. No animals shall be displayed in a cage, hutch, box or other receptacle in any part of a street or public place, or in any position so as to expose it to interference or annoyance by persons or animals outside the shop premises.
3. Accommodation provided for animals shall be in all other respects suitable as respect size, temperature, lighting, ventilation and cleanliness.
4. All animals shall be fed suitably and watered at least once every twelve hours (except where an adequate supply of food and fresh water is constantly available) and all animals shall be visited at least once every twelve hours.
5. Shopkeepers stock shall not be crowded into the shop to such an extent that ingress and egress is difficult.
6. Stock (such as dog biscuits, seeds, etc.) kept outside the premises or elsewhere during business hours, must not be stored at night in gangways of the premises, so as to cause obstruction in the event of fire or other emergency.
7. No animal shall be displayed for sale outside the premises during inclement weather.
8. The Licensee shall ensure that a responsible person shall at all times be in or within a reasonable distance from the premises for the purpose of giving warning and taking other necessary steps in the event of fire or other emergency. In the case of lock-up premises, outside business hours the licensee shall appoint a responsible person residing within a reasonable distance of the premises to have custody of the key. The name and address of such a person shall be displayed in legible characters on the front door, or windows, of the premises, and be notified to the local Fire Service. A supply of water and sand and/or an efficient fire extinguisher must always be available on the premises.
9. No animal which is suffering from or could reasonably be suspected of having come into contact with any other animals suffering from any infectious disease shall be brought or kept on the premises unless it is effectually isolated from the other animals therein.
10. Day-old chicks shall on no account be handed to customers in paper-bags or other unsuitable containers.
11. No animal shall be sold unweaned or if weaned, at an age at which it should not have been weaned.
12. Where animals are kept in cages, hutches, boxes or other receptacles placed on top of other cages, hutches, boxes or other receptacles, effective means shall be provided for preventing water, food or other droppings falling on to or contaminating the animals or other surroundings which are underneath.
13. No pets shall be sold to any person known or believed to be under the age of 12 years.
14. Fire precautions and facilities at the premises to comply with the requirements of the Fire Authority.

15. All electrical installation, heating and lighting etc., must be examined annually and certified that they comply with B.S. 7671. If Emergency Lighting is fitted it must comply with B.S. 5266. **Please note that any Electrical contractor carrying out work in support of the application must be N.I.C.E.I.C or E.C.A. approved. If in doubt regarding approved contractors please contact this office.**
16. Additional conditions may be imposed in particular circumstances having regard to the requirements of the Corporate Director of Environment & Economy.

DANGEROUS WILD ANIMALS ACT 1976

Conditions of Licence

1. The animals concerned shall be kept in accommodation which secures that the animal will not escape, which is suitable as regards construction, size temperature, lighting, ventilation, drainage and cleanliness, and which is suitable for the number of animals to be held in the accommodation.
2. The animals shall be supplied with adequate and suitable food, drink and bedding material and shall be visited at suitable intervals.
3. Appropriate steps shall be taken for the protection of the animal in case of fire or other emergency.
4. Reasonable precautions shall be taken at all times to prevent and control the spread of infectious diseases.
5. Accommodation shall be adequate for the animal to take proper exercise.
6. (a) Conditions that, while any animal concerned is being kept only under the authority of the licence –
 - (i) the animal shall be kept by not other person other than such person or persons as specified in the licence.
 - (ii) the animal shall normally be held at such premises specified in the licence.
 - (iii) the animal shall not be moved from those premises or shall only be moved from them in such circumstances as are specified in the licence.
 - (iv) the person to whom the licence is granted shall hold a current insurance policy which insures him and any other person entitled to keep the animal under the authority of the licence against liability for any damage which may be caused by the animal.
 - (v) the terms of any such policy shall be satisfactory in the opinion of the authority.
- (b) Conditions restricting the species (whether one of more) of animal, and number of animals of each species, which may be kept under the authority of the licence.
- (c) A condition that the person to whom the licence is granted shall at all reasonable times make available a copy of the licence to any person entitled to keep any animal under the authority of the licence.
- (d) Such other conditions as in the opinion of the authority are necessary or desirable for the purpose of securing the conditions specified in paragraphs 1, 2, 3, 4, 5.
7. Where applicable, all electrical installations, heating and lighting etc., must be examined annually and certified that they comply with M.E.B. requirements.
8. Any officer of the Local Authority or any person authorised on their behalf shall be given entry to premises at all reasonable times.

Appendix B



Freedom of Information Officer
Telford and Wrekin Council
Civic Offices
Telford
TF3 4WZ

Copy to: foi@telford.gov.uk

18th July 2008
Your Reference: HL/CLS/01FI000309
Our Reference: PC/FoI/58

Dear Sir/Madam,

**Freedom of Information Act 2000
Request for Information
Recognition of NAPIT Approved Electrical Contractors**

Your records will indicate that I made a Freedom of Information request to Telford & Wrekin Council in March 2007 to ascertain whether there were any restrictions placed on NAPIT members simply because they were member of NAPIT rather than similar electrical contractor organisations. I have enclosed a copy of correspondence similar to that set last year.

The Council kindly responded to my request for information in the form of two letters. I enclose a copy of these for your information. The correspondence did not indicate that any department was operating any measures so as to prohibit the use of NAPIT electrical contractors to undertake electrical work on behalf of the Council or in connection with any requirement of the various departments imposing conditions on any third-party (e.g. by licence conditions).

Unfortunately, I find it necessary to contact you again regarding this issue, following the approach by a NAPIT member with evidence that the Council is imposing such restrictions. The member concerned has advised he recently completed a *Periodic Inspection Report* for a licensed cattery following a request by the proprietor. The contractor has been informed that NAPIT is not accepted, as, he understands, only ECA or NICEIC members

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are permitted to undertake work. I should be obliged to receive advice as to whether it is a requirement of the Council to restrict work to NICEIC members.

You will note that my original correspondence did not make specific reference to catteries, although I would have expected, in the spirit of its intention, to receive such information as it prejudices NAPIT member from accessing work being directly offered or required by the Council on any third-party. Please would you also advise whether the licensing section applies such a condition in relation to dog boarding establishments or any other Animal Welfare Act licensed premises too.

Having looked again at the response from the Council, I consider it prudent to ask for specific confirmation as to the position in relation to those areas of service not explicitly mentioned in the Council's replies. Please would you provide NAPIT with relevant details from your organisation's Constitution, Policies, Rules and/or Procedures (or other relevant document) which specifically guides/recommends or mandates your organisation to limit or exclude electrical work being undertaken under British Standard 7671 ('Requirements for Electrical Installations') by NAPIT members where other organisation's members (e.g. the ECA or NICEIC) are permitted or recognised. Please can you answer this request in relation to the following functions which were silent;

- As a Licensing Authority, under the Licensing Act 2003, in relation to certification required by converted/embedded conditions; or those agreed to (following a relevant representation) or imposed on licensees by the Licensing Committee
- Works on Council Houses/Housing Stock and related buildings. [You will note that the Council's letter of 20th March 2007 did advise this information would be forthcoming but it was never received]
- Health and Safety at Work Etc. Act 1974, in relation to the service of notice requiring such work or advice on potential electrical contracting companies/membership bodies

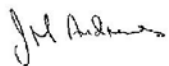
Where there are any such details in your Constitution, Policies, Rules and/or Procedures (or other relevant document) specifically guides/recommends or mandates your local authority to limit or exclude electrical work being undertaken under British Standard 7671 ('Requirements for Electrical Installations') by NAPIT members because they are not NICEIC or ECA members, please accept this letter a formal request for NAPIT members to be accepted by your Council and process my application(s) accordingly. Such an application is, therefore, being made in relation to your catteries requirements if the allegation is correct.

Please would you email richard.wheatcroft@napit.org.uk should you have any relevant queries.

I look forward to receiving the additional information and details of any application for approval triggered by any relevant answer you provide.

Thank you for your assistance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'John Andrews', written in a cursive style.

Mr John Andrews B.Sc. MIOD
Chief Executive

NAPIT Local Authority Fact Sheet

National Association of Professional Inspectors & Testers

National Association of Professional Inspectors and Testers

"Committed to electrical safety, dedicated to improving standards of electrical inspection & testing"

Introduction to NAPIT

NAPIT is a leading professional organization dedicated to raising and maintaining standards of inspection and testing of electrical installations throughout the commercial, domestic and industrial sectors. The company, a Not for Profit trade association founded in 1992 has a rapidly expanding membership of over 2000 NAPIT approved electricians and electrical engineers.

Located at the Pleasley Vale Business Park, near Mansfield, the NAPIT Centre incorporates membership and customer support teams, technical help staff, commercial and administration teams and state of the art training facilities.

ODPM approved

In 2004 NAPIT became approved by the Office of the Deputy Prime Minister to manage two competent person self-certification schemes, one for Full Scope (electricians) and one for Defined Scope electrical installers, in relation to the Part P amendments to the building regulations. NAPIT's expertise is highly regarded within the industry and also provides technical assessment services for associated trade bodies including CORGI Services Limited and OFTEC.

Our drive for improved safety

NAPIT is committed to improving safety and reducing the risk of electrical shock and fire associated with electrical installations.

- Faulty electrical work in the home is directly linked to over 10 deaths a year.
- Thousands of injuries which result from faulty electrical installations.
- Every year, faulty electrical work is recognized as a major cause of over 12,000 fires in domestic properties.

NAPIT firmly believes that many of the injuries and deaths that occur each year, as a result of poorly designed and installed electrical circuits are unnecessary and could be avoided through the correct inspection and testing of electrical installations by suitably qualified and experienced competent persons.

High standards

NAPIT has one of the most rigorous membership entry and assessment requirements within the sector. NAPIT's standards and procedures are designed to ensure that NAPIT approved electricians are competent in aspects of design, inspection and testing. All NAPIT members are required to hold current 2381 and 2391 qualifications, or must attain these qualifications within a set time period. NAPIT actively encourages members to achieve ISO17024 (International Standard of Competence in Inspection and Testing all Electrical Systems). Uniquely, NAPIT insist that all members undertake additional training to renew their qualifications within set time periods, **ensuring their knowledge and skills are up to date.**

Protection for consumers

NAPIT is a Not for Profit trade association. Our demanding standards assure that work undertaken by NAPIT members is completed to the highest standards of safety and to the requirements of BS7671:2001. Notifiable work carried out by NAPIT members is automatically covered by a six year insurance backed warranty for the home owner. Additionally, all members are required to hold £2,000,000 public liability insurance. In the event of a complaint or dispute, NAPIT has in place a straightforward complaints procedure, which provides consumers a clear unbiased route of redress.

Working with councils

NAPIT runs free Part P seminars for Local Authorities throughout the UK and provides tailored training courses designed specifically for council staff. Most recently NAPIT delivered a number of two-day training sessions for Building Control teams, providing an appreciation of the inspection, testing and installation requirements of Part P of the building regulations. To meet local demands for Part P inspection and testing services, some Council's are setting up in-house commercial testing divisions. As part of the NAPIT support service for Councils, NAPIT offers advice, guidance and training on all aspects of setting up commercial inspection and testing facilities.

Further Information

If you would like to learn more about NAPIT competent person schemes, training or any other aspects of our organization please contact our friendly customer service team, telephone: **0870 4441392** or visit **www.napit.org.uk**



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