

Telford & Wrekin Council Standard Conditions

Animal Boarding Establishment Licences – Catteries

SECTION A - Physical construction and integrity

A.1.0 General

- A.1.1 The cattery must be structurally sound.
- A.1.2 The cattery must be constructed of materials that are robust, safe and durable and be well maintained in good decorative order and repair.
- A.1.3 Materials used in construction or maintenance must not expose cats to any harmful chemicals.
- A.1.4 The cattery must be built in compliance with good building practice (e.g. local authority guidelines), on a concrete base with a damp proof membrane. Where Building Regulations apply these must be adhered to.
- A.1.5 There must be no sharp edges, projections, rough edges or other hazards which present risk of injury to a cat.
- A.1.6 Windows must be escape-proof at all times.
- A.1.7 Doors must have secure latches or other closing devices.
- A.1.8 All wire mesh/fencing must be strong and rigid and kept in good repair to provide an escape-proof structure
- A.1.9 Timber, if used, must be of good quality, well maintained and any scratched areas sealed or over-clad.
- A.1.10 Any storage areas must be dry and free from vermin.
- A.1.11 All electrical installations must be examined and certified safe by a qualified electrical contractor registered with the NICEIC, NAPIT or ECA. If in doubt regarding approved contractors please contact this office.

A.2.0 Drainage

- A.2.1 Waste water must not run off into adjacent pens.
- A.2.2 Adequate drainage must prevent pooling of liquids.
- A.2.3 Any drain covers in areas where cats have access must be designed and located to prevent toes/claws from being caught.

A.3.0 Safety Corridor/Entrance Lobby

- A.3.1 There must be an escape-proof area (safety corridor/entrance lobby) at the exit of each cat unit.
- A.3.2 For catteries where there are facing units accessed by an indoor corridor, the corridor must be at least 1.2 m wide, or the doors of the units must be solid or have sneeze barriers.
- A.3.3 At the end of the safety corridor there must be a securable door through which the inside of the cattery can be viewed from the outside and this must be kept closed when not in use.
- A.3.4 The door from the cat unit to the safety corridor must be escape-proof, securable, strong enough to resist impact and scratching and kept closed at all times.
- A.3.5 The floor must be finished to produce a smooth, impervious surface which is easy to clean and disinfect. Holes or gaps between tiles or paving slabs are not acceptable.
- A.3.6 Outdoor safety corridors must be roofed.
- A.3.7 External doors/gates must be lockable and staff must have easy access to keys in case of emergency.
- A.3.8 Sufficient lighting must be provided in the safety corridor to illuminate all year round. Where practicable this should be natural light during the day.
- A.3.9 The safety corridor must not be used as an exercise area.

A.4.0 Roofing

- A.4.1 There must be a safe, secure, waterproof roof over all of the cat units (sleeping accommodation and run) and the safety corridor. For the run, materials used must be capable of filtering UV light and providing adequate shade.

Section B - Cat Units

B.1.0 General

- B.1.1 Cats from different households must not share cat units.

B.2.0 Lighting

- B.2.1 There must be adequate lighting in the cat unit.

B.3.0 Ventilation and Humidity

- B.3.1 Ventilation must be appropriate all year round (both cool in hot weather and avoiding cold draughts in winter). Localised draughts in the sleeping accommodation must be avoided.

B.4.0 Interior Surfaces

- B.4.1 All interior surfaces to which cats have access must be durable, smooth and impervious, capable of being cleaned and disinfected, and be kept in good decorative order and repair.
- B.4.2 Where concrete or other building blocks or bricks are used, they must be sealed to be smooth and impervious.
- B.4.3 Surfaces which are peeling, scratched, chipped or in disrepair must be repaired or resealed to an acceptable standard, or replaced.
- B.4.4 Ceilings must be capable of being easily cleaned and disinfected.
- B.4.5 Junctions between sections must be coved or sealed.
- B.4.6 Floors must be finished to produce a smooth, non-slip, solid surface and all surfaces must be capable of being easily cleaned and disinfected. (There must be no open gaps if using concrete slabs or tiling).

B.5.0 Accessing the Cat Unit

- B.5.1 Each unit must be designed to allow staff to access and clean all parts of the cat unit safely.
- B.5.2 The unit must have a securable, full height door for access.
- B.5.3 Each unit must be clearly marked (e.g. numbered) and a system in place which ensures that relevant information about the cat in that unit is readily available.

B.6.0 Litter Trays

- B.6.1 Litter trays of a suitable size or type must be provided at all times.
- B.6.2 Each unit must have space to allow for at least 60 cm separation between the litter tray, resting place and feeding area. This allows cats to sit, rest and eat away from areas where they urinate and defecate.
- B.6.3 Trays must be impermeable, easy to clean and disinfect, or be disposable.
- B.6.4 A safe and absorbent litter material must be provided.
- B.6.5 In a multiple cat unit the number of trays must be appropriate to the number of cats.
- B.6.6 Trays must be regularly and appropriately cleaned.

B.7.0 Sleeping Accommodation

Size of Full Height Walk-in Unit Sleeping Accommodation:

- B.7.1 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

Existing buildings, floor area and dimensions of full height walk-in sleeping accommodation			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
One cat	0.85 m ²	0.9 m (e.g. 0.90 m x 0.95 m)	1.8 m
Up to two cats	1.5 m ²	1.2 m (e.g. 1.20 m x 1.25 m)	1.8 m
Up to four cats	1.9 m ²	1.2 m (e.g. 1.20 m x 1.60 m)	1.8 m

B.8.0 Shelving or Raised Area for A Full Height Walk-in Unit

- B.8.1 All resting areas/shelving must be large enough for each cat to lie on.
- B.8.2 Facilities must be easily accessible and provide safe easy access to the shelf for elderly, ill, very young or disabled cats if required.
- B.8.3 Shelving or raised areas must be made of impervious, easily cleanable materials.

B.9.0 Size of Penthouse Sleeping Accommodation (An Enclosed Boxed Sleeping Area Raised off The Ground)

- B.9.1 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

Existing buildings, floor area and dimensions of penthouse sleeping accommodation (box)			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height of box
One cat	0.85 m ²	0.9 m (e.g. 0.90 m x 0.95 m)	1m
Up to two cats	1.1 m ²	0.9 m (e.g. 0.9 m x 1.20 m)	1m
Up to four cats	1.7 m ²	0.9 m (e.g. 0.9 m x 1.90 m)	1m

B.10.0 Temperature In Sleeping Accommodation

- B.10.1 There must be a means of measuring, monitoring and recording temperature (maximum and minimum temperatures) representative of the temperature in the cat sleeping accommodation.
- B.10.2 Insulation and temperature regulation in the cattery must aim to keep the ambient temperature in the cat sleeping accommodation above an absolute minimum of 10°C.
- B.10.3 There must be part of the cat's sleeping accommodation where the cat is able to enjoy a minimum temperature of 15°C –this additional heat may be in the form of a heated bed/pad etc.
- B.10.4 The cat must be able to remove itself from the source of heat.
- B.10.5 Heaters must not be sited in a manner or location where they present a risk of burning or electrocution to cats or humans, or a risk of fire.
- B.10.6 Open flame appliances must not be used.
- B.10.7 All heating equipment must be installed and maintained in a safe condition.
- B.10.8 Additional forms of heating can be in the form of heated beds, headed pads or similar but these must not be the main source of heat for the cats. Use should be tailored to the needs of individual cats.
- B.10.9 Any sockets in the sleeping accommodation must be waterproof and as far out of reach of cats as possible.
- B.10.10 There must be a policy in place for dealing with high temperatures and a means of keeping cats cool.

B.11.0 Bedding

- B.11.1 There must be a clean resting place to provide comfort and warmth which is situated out of draughts.
- B.11.2 Soft bedding materials must be provided and adapted if necessary for old, young or infirm cats to help regulate their body temperature.
- B.11.3 Bedding must be made of a material that is easy to wash/disinfect, or is disposable.

B.12.0 Access To Run

- B.12.1 A cat must have access between the sleeping accommodation and run (eg a cat flap) so it can easily and safely access all parts of its unit.

B.13.0 Exercise Run (In Addition To And Not Including Sleeping Accommodation)

- B.13.1 Any part of the run to which the cat has access must be easily cleanable and not damaged by scratching. Any replacement wood must be clad with a smooth impervious material.
- B.13.2 The floor must be finished to produce a smooth, impervious surface and all surfaces must be capable of being easily cleaned and disinfected. There must be no open gaps if using concrete slabs or tiling.
- B.13.3 Where cats have access to mesh (catteries with gaps rather than sneeze barriers), the diameter of the wire must not be less than 1.6 mm (16 gauge welded mesh). Mesh size must not exceed 25 mm in one direction and should be positioned on the inside of the framework of runs to prevent damage of uprights by cats scratching any woodwork.
- B.13.4 All exercise runs must be roofed to provide protection from the elements.
- B.13.5 Communal exercise areas must not be used.

B.14.0 Size Of Exercise Run For Full Height Walk-In Unit And Penthouse Style Unit

- B.14.1 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

Existing buildings, floor area and dimensions of full height and penthouse exercise runs			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height of box
One cat	1.65 m ²	0.9 m (e.g. 0.90 m x 1.85 m)	1m
Up to two cats	2.2 m ²	0.9 m (e.g. 0.9 m x 2.45 m)	1m
Up to four cats	2.8 m ²	1.2 m (e.g. 1.2 x 2.35 m)	1m

B.15.0 Sneeze Barriers

- B.15.1 Full height, full width solid sneeze barriers must be installed between cat units.
- B.15.2 Sneeze barriers must be in place on the end walls of the exercise run at each end of the cattery block to prevent contact with animals from outside.

B.16.0 Shelving Or Raised Areas In Exercise Run

- B.16.1 Shelving must be made of impervious, easily cleanable materials.
- B.16.2 There must be a shelf or facility for providing a raised area in the exercise area.
- B.16.3 All resting areas/shelving must be large enough for each cat to lie on.
- B.16.4 Extra help (eg steps) to provide safe easy access to the shelf for elderly, ill, very young or disabled cats must be available if required.

B.17.0 Fire And Other Emergencies

- B.17.1 There must be a written emergency plan (agreed by the local authority) which must be on display and known to staff and a contingency plan should the premises be destroyed or uninhabitable.
- B.17.2 Premises and activities must be risk assessed (including fire). These risk assessments must be recorded and relayed and understood by all staff.
- B.17.3 Fire fighting equipment must be provided, maintained in good working order (maintenance must be evident and should show date checked) and easily accessible.
- B.17.4 Fire exits must be clearly marked and access left unrestricted.

- B.17.5 The premises must comply with current legislation with regards to electricity and gas (if connected).

Section C - Providing The Cat(S) With An Appropriate Diet

C.1.0 Drinking

- C.1.1 Fresh water must be available at all times. Clean water must be provided daily in a clean container or changed sooner if it is visibly soiled.
- C.1.2 Food and water must be kept separate (Joint feeding and water bowls must not be used).
- C.1.3 Water must be positioned well away from the litter tray, as cats will not drink if it is placed too close to a toilet site
- C.1.4 Adequate water bowls must be provided for multi-cat units.
- C.1.5 Water bowls must be non-porous and easy to clean/disinfect.

C.2.0 Eating

- C.2.1 There must be exclusive facilities, hygienically constructed and maintained, for the storage and preparation of food for the cats.
- C.2.2 Refrigeration facilities must be provided.
- C.2.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels.
- C.2.4 Clean, safe containers must be provided for the storage of foods and must be insect and rodent proof
- C.2.5 Cats must be fed a balanced diet suitable for their age, health status, reproductive status and lifestyle.
- C.2.6 The type of food, specific diet or prescription diet is usually by agreement with the owner.
- C.2.7 Food must be unspoilt, palatable, and free from contamination.
- C.2.8 For healthy adult cats at least two meals a day must be offered at a minimum of 8 hours apart, as appropriate to the individual's requirements.
- C.2.9 Unconsumed wet or fresh food must be removed before it deteriorates, and before the next feed time. Dry food can be fed as indicated by the manufacturer.
- C.2.10 Food must not be left for excessive periods to prevent it being spoiled and attracting flies. This will vary with temperature conditions and type of food.
- C.2.11 All food must be positioned well away from the litter tray, (minimum 60cm), as cats will not eat if it is placed too close to their toilet site.

- C.2.12 One feeding bowl must be provided per cat.
- C.2.13 Food bowls must be non-porous and easy to clean and disinfect, or disposable.
- C.2.14 Food intake must be monitored daily and any problems recorded.
- C.2.15 Veterinary advice must be followed if feeding debilitated, underweight or ill cats, or those with specific dietary requirements.
- C.2.16 Cats displaying marked weight loss/gain must be evaluated by a vet and treated as necessary.

Section D - Allowing Cats To Express Normal Behaviour Patterns

D.1.0 General Points On Cat Behaviour

- D.1.1 The behaviour of individual cats must be monitored on a daily basis and abnormalities or changes noted and acted upon if necessary.
- D.1.2 Cats must be able to access different levels within the unit.
- D.1.3 Cats must be given the opportunity for play and exercise.

D.2.0 Hiding Places

- D.2.1 A hiding place must be provided for cats in the sleeping accommodation

D.3.0 Play

- D.3.1 Any toys provided must be safe and be disinfected between use in the cattery, or disposed of. If provided by the owner toys must be kept within that cat's unit and used solely for that cat and returned to the owner and the end of the cat's stay.

D.4.0 Scratching

- D.4.1 Cats must be provided with suitable facilities for scratching.
- D.4.2 Any surface available for scratching must either be disinfected between use for different cats, or disposable. If provided by the owner it must be kept within that cat's unit and used solely for that cat and returned to the owner and the end of the cat's stay.

D.5.0 Noise

- D.5.1 Cats must not be exposed to excessive noise of barking boarded dogs or other excessive/continuous noise.

D.6.0 Long Stay Cats

- D.6.1 A Standard Operating Procedure (SOP) must be in place explaining how to ensure the health and welfare of long-term stay cats (those staying for more than 3 weeks)

Section E – Providing Cats With The Appropriate Company

E.1.0 Feline Company And Interactions

- E.1.1 Cats from different units must not share exercise runs or an exercise area either at the same time or sequentially.

E.2.0 Human Company And Interactions

- E.2.1 Cats must be always be handled humanely and appropriately to suit the requirements of the individual cat.

E.3.0 Multi-Cat Units

- E.3.1 For any multi-cat unit (cats from the same home) cats must be monitored and consent obtained from the owner for separating cats, should problems arise (e.g. cats fighting or 'stressed').
- E.3.2 There must be multiples of all resources (food and water bowls, litter trays and sleeping areas (warmed if required), depending on the number of cats, to ensure that some cats cannot monopolise resources and prevent the others from accessing them.
- E.3.3 A separate bed must be provided for each cat.
- E.3.4 A separate hiding place must be provided for each cat eg a cardboard box, igloo bed.
- E.3.5 Separate feeding bowls (not double feeders) must be provided for each cat.
- E.3.6 Several sources of water must be provided if multiple cats are housed.

Section F - Protecting Cats From Pain, Suffering, Injury And Disease

F.1.0 Monitoring Cats

- F.1.1 All cats must be observed regularly throughout the day. Cats must be checked daily for signs of illness and/or injury and to ensure that their needs are being met. Any signs of ill health or unusual behaviour must be recorded and advice sought without delay.
- F.1.2 The cattery proprietor or responsible person must visit the cats at regular intervals (of no more than 4 hours apart during the working day), or as necessary for the individual health, safety and welfare of each cat.
- F.1.3 Presence or absence of faeces and urine in trays must be noted daily. Any signs of abnormalities in excreta must also be noted or acted upon as appropriate.
- F.1.4 Drinking and eating habits must be monitored and any problem investigated.

F.2.0 Keeping Records

F.2.1 A register must be kept of all cats boarded and available to key members of staff and to local authority inspectors if requested. Records should be backed up and records kept for a minimum of 24 months. It is also useful to know if cats are insured, should problems occur.

F.2.2 The information kept must include the following:

- Date of arrival and departure.
- Name, sex, description of cat and microchip number.
- Number of cats sharing from same household.
- Name, address, phone number and email of owner (including emergency contact details).
- Name, address, email and phone number of emergency local contact (who is able to take the cat if necessary).
- Cat's veterinary surgeon.
- Cat's diet and relevant requirements.
- Cats' relevant medical history.
- Consent forms eg veterinary treatment, consent to share or separate cats if needed, record of baskets/toys etc left at the cattery (Check vet consent forms i.e. own vet or designated vet if not in area).
- Record of vaccination.
- Any medical treatment must be recorded and visible to prevent mis-dosing.

F.3.0 Disease Control

F.3.1 Where work with rescue cats or breeding cats is also undertaken, this must be kept completely separate, and extra precautions taken to prevent the spread of disease.

F.3.2 When there is any cause for concern regarding the health status of a cat, that cat must be handled last and the unit must be cleaned after all the others.

F.3.3 Cats must remain in their assigned unit and not be moved to other units (rotation) or to a holding unit for cleaning purposes, except for moving to an isolation facility.

F.3.4 Standard operating procedures (SOPs) must be in place and followed to prevent spread of disease, and staff trained in these procedures.

F.3.5 Facilities must be provided for the proper reception and containment of all waste to meet with local authority approval. All excreta and soiled material must be removed from all areas used by cats as necessary and disposed by an approved waste management company.

F.3.6 Isolation facilities must be available.

F.4.0 Hygiene Practices - Cleaning And Disinfectant Products

F.4.1 Products must be suitable to use and effective against the pathogens, (especially feline parvovirus (FIE) and ringworm)) for which the cats are at risk and under the conditions present in the environment in which they are used.

F.4.2 Cleaning agents and disinfectants must be non-toxic to cats.

- F.4.3 The compatibility of different bactericides, fungicides and virucides (if used together and/or with a detergent) must also be taken into account. Manufacturers' recommended guidelines for use, correct dilutions and contact time for use in cleaning and disinfection products must be followed. Standing water must not be allowed to accumulate in areas around the cat units due to the possibility of pathogens residing in these moist environments.

F.5.0 Cleaning And Disinfecting Routines For Units When Cats Are Resident

- F.5.1 There must be cleaning and disinfection routines in place for day-to-day management of the cats and for ensuring a cat unit and all equipment is cleaned and disinfected effectively before a new cat comes in.
- F.5.2 Each unit must be supplied with its own dustpan, brush and scoop, to be used exclusively in, and kept in that unit, until departure of the cat, and then cleaned and disinfected before re-use, or disposed of prior to the next resident.
- F.5.3 Foul waste water must be disposed of by discharge to the appropriate or an approved drainage system. Those wishing to operate an incinerator must seek advice from the Environment Agency and/or the local authority.
- F.5.3 Litter trays must be emptied and cleaned and disinfected at least once a day, or more frequently as necessary.
- F.5.4 Beds and bedding material must be checked daily and be maintained in a clean, dry and parasite-free condition.
- F.5.5 Drinking vessels must be changed/cleaned and disinfected at least once a day.
- F.5.6 Grooming equipment must either be cleaned and disinfected between use on different cats, or be disposable. If provided by the owner, it must only be used on that cat and must be sent home with the cat.
- F.5.7 Toys and scratch posts must be cleaned and disinfected between use for different cats, disposed of, or returned to the cat's owner (if they came in with the cat).

F.6.0 Handling Cats

- F.6.1 Hygiene protocols must be observed between handling cats. Hands must be washed/disinfected or hand sprays or alcohol gel used between handling of each cat.
- F.6.2 Protective garments must be changed and laundered with an appropriate disinfectant/disposed of immediately after handling a cat with a suspected infectious disease.

F.7.0 Vaccination, Fleas, Worms And Other Parasites

- F.7.1 An up-to-date veterinary health record must be seen to ensure that cats boarded have current vaccinations against feline parvovirus (feline infectious enteritis) (FIE) and against feline respiratory viruses (feline herpesvirus and feline calicivirus).
- F.7.2 Vaccination (including boosters) must have been completed, at the very least, 2 weeks before the cat's arrival in order to ensure maximum protection.

- F.7.3 Homoeopathic vaccination is not acceptable as it will not protect against infectious diseases.

F.8.0 Isolation Facilities

- F.8.1 The area must provide separate, self contained facilities for the isolation of suspected infected cats and must have a separate entrance to the rest of the units.
- F.8.2 Separate cleaning supplies and clothing must be designated for the isolation area and other cattery sections.
- F.8.3 Protective clothing and footwear must be worn when handling cats in the isolation facility, and sanitation protocols adhered to, to avoid the transmission of disease. Whilst in use, the clothing should be kept in the isolation unit and not be removed other than for cleaning and disinfection.
- F.8.4 Hands must be washed/disinfected between handling cats.
- F.8.5 Separate feeding and water bowls, litter trays, litter, a dedicated safe cat basket, bedding and cleaning utensils must be stored in the isolation unit ready for immediate use.
- F.8.6 Any cats in the isolation facility must be checked regularly and unless a separate person is caring for them, they should be visited after the other cats.
- F.8.7 A Standard Operating Procedure (SOP) for barrier nursing and information must be provided for staff.
- F.8.8 Should a cat need to be removed from its unit, it must be carried in a secure and disinfected cat carrier, and the carrier disinfected after use.
- F.8.9 In emergency cases, such as admission of unvaccinated cats because of owner hospitalisation, there must be provision to be able to place these animals in isolation.

F.9.0 Veterinary Treatment And Health Care

- F.9.1 A veterinary practice must be appointed for the establishment. The name, address and telephone number of the establishment's veterinary service must be displayed in a prominent position for staff.
- F.9.2 Where cats require wiping of eyes, grooming or other cleaning regimes, these must be carried out frequently enough to keep the cat clean and comfortable providing it is safe to do so.
- F.9.3 When a cat is suspected of being ill or injured (staff should be trained to recognise when a cat requires veterinary care), a veterinary surgeon must be contacted for advice immediately. Any instructions for treatment given by a veterinary surgeon must be strictly followed with further advice sought if there is ongoing concern.
- F.9.4 Medicines must be stored safely, securely, at the correct temperature and labelled correctly according to manufacturer's instructions. Any unused medications must be returned to the owner or prescribing vet.

F.10.0 Holding Units For Temporary Housing

- F.10.1 If, in an emergency, holding units/pens are used, they must not be sited in the reception.
- F.10.2 Cats must be provided with a bed, litter tray, food and water.

F.11.0 Transportation Of Animals

- F.11.1 Any transport legislation must be complied with.
- F.11.2 Cats must be secured in durable carrying baskets any time they are transported/carried outside the cat unit (A spare cat carrier should be kept at the cattery for situations where owners do not arrive with their cat in a secure carrier).
- F.11.3 All vehicles and equipment must be kept clean and disinfected after each collection or delivery.
- F.11.4 Cats must not be left in vehicles except for transportation.