

Telford & Wrekin Council Standard Conditions

Animal Boarding Establishments

Day Care - Dogs

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.
- 1.2 It is the responsibility of the Licensee to enquire as to whether planning permission is required to undertake the business activity. The Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.
- 1.3 The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance.
- 1.4 Entire males and bitches in season or bitches due to be in season during boarding, must not be boarded together.
- 1.5 Written consent from the owner(s) of every boarded dog must be gained before it is placed in the establishment for the first time, confirming that they agree that their dog may socialise with other dogs.
- 1.6 The Licensee must take appropriate steps to ensure that dogs from different families are compatible and should take the necessary measures if they feel that the safety and welfare of the animal is compromised.
- 1.7 Dogs are not permitted to be boarded overnight.

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 the premises.

3. Numbers of Animals

- 3.1 The maximum number of dogs to be kept at any one time is stipulated by Licence approval.

4. Construction

- 4.1 There must be adequate space, light, heat and ventilation for the dog(s). (Dogs should have access to an area where the temperature is at least 10 degrees C or 50 degrees F.)
- 4.2 As far as reasonably practicable all areas/rooms to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.
- 4.3 There must be sufficient space and separate pens available to be able to keep the dogs separately as required.
- 4.4 There must be a minimum of 100 square feet of floor space per dog within the building.

5. Management

5.1 Cleanliness

- 5.1.1 All areas where the dog(s) 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 be conducive to the prevention of disease.
- 5.1.2 All excreta and soiled material must be removed from all areas used by the dogs as soon as possible and at least daily. Disposal facilities for animal waste must be agreed with the Licensing Authority.
- 5.1.3 All bedding areas must be kept clean and dry. Bedding should be provided for each individual dog and should be thoroughly cleaned before being used by another dog.
- 5.1.4 Measures must be taken to eliminate the risks from rodents, insects and other pests within the premises.

5.2 Food And Water Supplies

- 5.2.1 All dogs, if fed on site should be fed in isolation from other dogs.
- 5.2.2 Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessels cleaned daily. The water must be changed at least twice per day.
- 5.2.3 Eating and drinking vessels where provided, must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition.

5.3 Kitchen Facilities

- 5.3.1 Air tight 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.
- 5.3.2 All bulk supplies of food shall be kept in vermin proof containers.

5.4 Disease Control And Vaccination

- 5.4.1 Adequate precautions must be taken to prevent the spread of infectious and contagious disease and parasites amongst the dog(s) and visitors.
- 5.4.2 Proof must be provided that boarded dog(s) have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) 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 throughout the period that the dog(s) is boarded.
- 5.4.3 Advice from a veterinary surgeon must be sought in the 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.
- 5.4.4 The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practise must be known and consulted if necessary.
- 5.4.5 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in boarded dog(s).
- 5.4.6 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.

5.5 Isolation And Contagious Disease Outbreak

- 5.5.1 Any dog showing signs of any disease or illness shall be isolated from any other dog until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.
- 5.5.2 The Licensee must inform the Licensing Authority in the next working day if a dog develops an infectious disease.
- 5.5.3 Following any episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before any new boarders are admitted. This period will be specified by the Licensing

Authority as agreed with an authorised veterinary surgeon.

- 5.5.4 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 a veterinary surgeons premises until the owner returns.

5.6 Register

- 5.6.1 A register must be kept of all dog(s) boarded. The information kept must include the following;

- Date of arrival
- Name of dog, any identification system such as microchip number and / or tattoo.
- 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
- Health, welfare nutrition and exercise requirements

- 5.6.2 Such a register is to be available for inspection at all times by an officer of the local authority.

- 5.6.3 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.

- 5.6.4 If medication is to be administered, this must be recorded.

5.7 Supervision

- 5.7.1 A fit and proper person with relevant experience must always be present to exercise supervision and deal with emergencies whenever a dog(s) is boarded at the premises. This person must not have any conviction or cautions for any animal welfare related offence.

- 5.7.2 Sufficient staff must be on site to supervise dog(s) at all times. The ratio of dogs to staff at any one time shall not **exceed 6 dogs per member of staff. Dogs must not be left unattended.**

- 5.7.3 Only people over 16 years of age are allowed to walk a dog(s) in a public place.

5.8 Exercise

- 5.8.1 Dog(s) must be exercised in accordance with their owner's wishes. If dog(s) are taken off the premises, they must be kept on a lead.

- 5.8.2 Dog(s) must wear a collar and identity tag during their time in boarding. The tag must display a valid name, address and telephone number of the dog's owner or of the boarding premises.
- 5.8.3 The local authority must immediately informed if a dog is lost by telephoning and asking for licensing - 01905 822799.

5.9 Fire/Emergency Precautions

- 5.9.1 Appropriate steps must be taken for the protection of the dog(s) in case of fire or other emergencies.
- 5.9.2 Fire fighting equipment and detectors must be provided and properly maintained.
- 5.9.3 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.
- 5.9.4 A proper emergency evacuation plan must be drawn up. This must include instructions on where and how dogs are to be evacuated to in the event of a fire or other emergency. All staff must be aware of this plan.