



Telford & Wrekin
C O U N C I L

Addenbrooke House Ironmasters Way Telford TF3 4NT

LICENSING COMMITTEE

Date **Tuesday, 11 October 2016** Time **6.00pm**
Venue **Meeting Room G3 & G4, Ground Floor Addenbrooke House,
Ironmasters Way, Telford, TF3 4NT**

Enquiries Regarding this Agenda:

Democratic Services	Stacey Worthington	01952 382067
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Committee Membership: Councillors **C N Mason (Chair)**, C R Turley (**Vice Chair**), M Boylan, G H Cook, I T W Fletcher, J A Francis, M B Hosken, S J Reynolds, J M Seymour, M J Smith

Substitutes: Councillors K R Guy, J Jones, J C Minor, J A Pinter, C F Smith, S P Burrell, R T Kiernan

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Minutes** Appendix **A**
To confirm the minutes of the meeting of the Licensing Committee held on 19th July 2016.
4. **Review of the Council's Animal Welfare Licence Conditions** Appendix **B**
The report of the Service Delivery Manager, Public Protection
5. **AFC Telford United Safety Certificate** Appendix **C**
To receive the report of the Assistant Director: Business, Development & Employment **To Follow**

LICENSING COMMITTEE

Minutes of a meeting of the Licensing Committee held on Tuesday 19 July 2016 at 6pm at Addenbrooke House, Ironmasters Way, Telford

A

Present: Councillors C Mason (Chair), M Boylan, I Fletcher, J Francis, M Hosken, S J Reynolds, M Smith and R T Kiernan (Substitute for J Seymour)

In Attendance: A Astley (Assistant Director - Neighbourhood & Customer Services), S Fisher (Principal Licensing Officer), L Fletcher (Public Protection Manager), N Minshall (Service Delivery Manager), C Phillips (Licensing Technical Officer), D Moseley (Democratic and Scrutiny Services Team Leader), S Worthington (Democratic and Scrutiny Services Officer).

LC -1 Apologies for Absence

Councillors J Seymour and C Turley.

LC -2 Declarations of Interest

None.

LC -3 Minutes

Resolved – that the minutes of the meeting of the Licensing Committee held on 23 March 2016 be confirmed and signed by the Chairman.

LC -4 Licence Fees

The Principal Licensing Officer presented the report of the Service Delivery Manager: Public Protection regarding the proposed levels of License Fees and charges in respect of Hackney Carriages, Private Hire trades, Gambling and other licenses.

The Fees were based on cost recovery only, and since the fees were last reviewed, the Licensing Services had two significant changes within the service area. A Contact Centre had been introduced, which meant that the service no longer took calls from members of the public, as well as the implementation of a new software system. These changes had not been in place for a twelve month period and it was felt that there needed to be some time for this to settle so it was proposed that the license fees remain the same level as the previous year.

It was hoped that the fees could be reviewed further in January 2017, for implementation on 1 April 2017.

It was noted that there had often been problems when new software had been implemented and concerns were raised regarding this. The members were reassured that the software system, 'Uniform', had been used by other areas of the

Council and the team had looked at ways to improve it. The officers had needed time to get used to the new system but it had been working well. It was agreed that an update report on the new system would be provided to the Committee in six months.

During discussion, it was advised that the shortfall from the fees not having been fully recovered had been compensated for by savings and under-spend in other areas of public protection. The Licensing Income target had been based on annual licenses, however, not all of the licenses issued were annual, so a new way of calculating the income target had been discussed with finance so that the income target was modelled over the lifespan of the licensing period. The members were reassured that the efficiencies made had not been detrimental to the service.

Resolved – that

- (a) it be approved that the level of fees remain the same for the current financial year.**
- (b) the level of proposed fees, as shown at Appendix A of the report, be approved to come into force on 1 September 2016 subject to any consultation responses received.**

LC -5 Review of the Council's Hackney Carriage and Private Hire License Policies and Conditions

The Service Delivery Manager clarified that the review of policies and conditions had been due for some time. The Children & Young People Scrutiny Committee had completed a review of Child Sexual Exploitation and a decision had been made that the policy would not be updated until the recommendations had been received from and these had now been incorporated into the policy. This had given the opportunity for public safety to be put first and foremost in the policy. It was appreciated that licensed vehicles had a positive effect in Telford and Wrekin, especially in the night-time economy.

The Principal Licensing Officer presented the report of the Service Delivery Manager: Public Protection, to consider, and approve consultation on, a revision to the Council's Hackney Carriage and Private Hire Licensing Policies and License Conditions.

The last review of the conditions and policy had been completed in 2013. All the changes that were made in the documents were to be consulted on.

The Principal Licensing Officer referred to all proposed amendments to the Council's policies and conditions of licence as set out in the Appendices to the report which would be the subject of consultation with key stakeholders.

During discussion, it was asked if the proposed new vehicle types for Hackney Carriages would be confusing for the public. Members were advised that the proposed vehicles did not look similar to Private Hire Vehicles and no vehicle that had been licensed as a Private Hire Vehicle would be licensed as a Hackney Carriage.

Members raised their concern regarding the removal of the requirement for first aid kits and fire extinguishers, as this was felt to be a retrograde step. It was discussed that there could be implications when first aid kits were used and the driver would be liable if there had been issues. It was noted that the report was a consultation document and any recommendations made had been noted.

It was queried what would happen if a driver did not inform the Licensing Service of warnings, charges or arrests. Members were advised that the police informed the Service of incidents under the Protection of Freedoms Act. It was previously a condition for drivers to report that they had received a conviction, so the amendment aimed to broaden this requirement. If the driver did not report an offence, then the offence would be present on the next Disclosure and Barring Service Records Check, and their fitness and propriety to be licensed would be reviewed.

Members raised their concern regarding Private Hire Vehicles being parked in a safe place, rather than an approved parking area. There had been on-going difficulties with taxis parking outside of private properties and disturbing residents. It was agreed that this had been a longstanding issue, but the previous arrangements had not worked. Under the proposed requirements, stronger conditions relating to plying for hire gave some reassurance regarding parking but illegal parking was outside the jurisdiction of the Licensing Authority.

The Members questioned if the application forms had been amended, as it was felt that they had been misinterpreted by some drivers. It was agreed that the wording was not clear, but it was felt it was an administrative matter and did not need to form part of the policy.

The Chair proposed an amendment to the Policy and stated that the amendment to remove the requirement for drivers to carry a first aid kit and fire extinguisher should not take place.

Resolved – that

- (a) a twelve week consultation on the amendments to the policies and conditions of the license, including the reinsertion of the requirement to carry a first aid kit and fire extinguisher, with the Hackney Carriage and Private Hire trade, partners and stakeholders be approved to take place.**
- (b) the Chair of the Licensing Committee and the Principal Licensing Officer be authorised to consider and determine the results of the consultation. Any adverse comments as a result of the consultation will be referred to the Licensing Committee for determination.**

The meeting adjourned at 7.03pm for the Committee to view some examples of potential vehicles which were proposed to be licensed as Hackney Carriages.

The meeting resumed at 7.14pm.

LC -6 Park Homes Fees and Charges Policy

The Service Delivery Manager summarised the report in relation to the fees and charges policy for park homes.

The Mobile Homes Act 2013 allowed Local Authorities to introduce fees and charges in relation to park homes, as long as a published policy existed. This had not previously been implemented in Telford & Wrekin as there had been issues with implementing licenses for sites. This work had been completed, so the fees policy had again been looked at.

Neighbouring Local Authorities, including South Staffordshire, Hereford and Worcester, had implemented a fee policy or had been looking to do so.

It was noted that there did not need to be a policy in place, however, this meant that the Local Authority would not be able to charge for applications or renewal of licenses.

Resolved – that

- (a) the Park Homes Fees and Charges Policy be adopted.**
- (b) authority be delegated to the Public Protection Service Delivery Manager and Public Protection Manager to approve any future minor amendments to the Park Homes Fees and Charges Policy.**

The meeting ended at 7.21pm.

Chairman:

Date:

Telford & Wrekin Council**Licensing Committee – 11th October 2016****Review of the Council's Animal Welfare Licence Conditions****Report of the Service Delivery Manager, Public Protection****1. Purpose**

- 1.1 For Members to consider, and approve a revision to the Council's Animal Welfare Licence Conditions with a view to securing best practice and promoting public confidence in the operation of animal establishments.

2. Recommendations

Having considered all relevant information, for Members to :

- 2.1 Approve an eight week consultation on the draft standard conditions of licence attached at Appendices 1 to 8 with the Licence Holders, Partners and Stakeholders.
- 2.2 Resolve that the Chair of the Licensing Committee and the Principal Licensing Officer consider and determine the results of the consultation. However, if there are any adverse comments as a result of the consultation a further report will be brought before Members for determination.
- 2.3 Delegate authority to the Principal Licensing Officer to amend these standard conditions as appropriate in the circumstances of an individual case by altering, omitting or adding conditions as recommended by a veterinary practitioner or veterinary surgeon appointed, in accordance with the relevant legislation, to inspect the premises subject to the licence application.

3. Summary

- 3.1 Telford & Wrekin Council issue a number of licences under legislation aimed at the welfare of animals. The statutes concerned allow the Council to attach conditions to licences. Members are asked to approve standard conditions which will be attached to the various types of licences.

3.2 A comprehensive review of Telford & Wrekin Council's animal welfare conditions of licence has been undertaken and are now ready to go out to consultation with key stakeholders prior to their implementation.

4. Previous Minutes

4.1 There are no previous Minutes.

5. Information

5.1 Background

5.1.1 Telford & Wrekin Council is responsible for issuing licences under the following legislation :

Legislation	Regulated Activity
Pet Animals Act 1951	Keeping a pet shop
Animal Boarding Establishments Act 1963	Keeping a boarding establishment for other people's cats or dogs
Dangerous Wild Animals Act 1976	Keeping a dangerous wild animal
Riding Establishments Acts 1964 and 1970	Keeping a riding establishment
Breeding of Dogs Act 1973	Keeping a breeding establishment for dogs

5.1.2 Each of the above pieces of legislation contains provisions that allow the Council to attach appropriate conditions to any licence issued with a view to securing objectives set out in the relevant Act of Parliament.

5.1.3 Usually the Council would attach standard conditions to each type of licence it issues. However the Council can also amend the standard conditions as appropriate in the circumstances of an individual case by altering, omitting or adding conditions to the standard conditions when determining each individual case. Amendment of the standard conditions would be considered on the recommendation of a veterinary practitioner or veterinary surgeon appointed in accordance with the relevant legislation to inspect the premises subject to the licence application.

5.1.5 A review of the standard conditions that are attached by the Council to each type of licence has been undertaken

by officers in order to ensure the Council is issuing licences in accordance with the most up to date guidance and best practice. Updated model guidance and conditions in relation to some licence types have been published since the implementation of the Animal Welfare Act 2006 and since the Council's Animal Welfare licence conditions were last reviewed.

- 5.1.6 The Committee are being asked to approve an updated set of standard conditions to attach to licences issued under the various licensing regimes.

Pet Shop Licences

Section 1(3) of the Pet Animals Act 1951 states that when issuing a licence to a person to keep a pet shop the local authority shall specify such conditions in the licence as appear to the local authority necessary or expedient in the particular case for securing all or any of the objects below:

- (a) *that animals will at all times be kept in accommodation suitable as respects size, temperature, lighting, ventilation and cleanliness;*
- (b) *that animals will be adequately supplied with suitable food and drink and (so far as necessary) visited at suitable intervals;*
- (c) *that animals, being mammals, will not be sold at too early an age;*
- (d) *that all reasonable precautions will be taken to prevent the spread among animals of infectious diseases;*
- (e) *that appropriate steps will be taken in case of fire or other emergency;*

Appendix 1 contains draft standard conditions to attach to licences issued under the Pet Animals Act 1951. These are based on the contents of the Chartered Institute of Environmental Health (CIEH) publication "Model Conditions for Pet Vending Licensing 2013".

Animal Boarding Establishment Licences

Section 1 (3) of the Animal Boarding Establishments Act 1963 states that when issuing a licence to a person to

keep an animal boarding establishment the local authority shall specify such conditions in the licence as appear to the local authority necessary or expedient in the particular case for securing all or any of the objects below:

- (a) *that animals will at all times be kept in accommodation suitable as respects construction, size of quarters, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness;*
- (b) *that animals will be adequately supplied with suitable food, drink and bedding material, adequately exercised, and (so far as necessary) visited at suitable intervals;*
- (c) *that all reasonable precautions will be taken to prevent and control the spread among animals of infectious or contagious diseases, including the provision of adequate isolation facilities;*
- (d) *that appropriate steps will be taken for the protection of the animals in case of fire or other emergency;*
- (e) *that a register 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, such register to be available for inspection at all times by an officer of the local authority, veterinary surgeon or veterinary practitioner.*

Animal boarding establishment licences are not only required by boarding kennels and catteries, but also by those that offer “home boarding” and “day care” facilities for dogs or cats. As these types of businesses are very different, it is not felt that a single set of standard conditions for animal boarding establishment licences is appropriate.

Appendix 2 contains draft standard conditions to attach to licences issued under the Animal Boarding Establishments Act 1963 for dog boarding establishments (kennels). These are based on “Model Licence Conditions and Guidance Notes for Dog Boarding Establishments” published by the Pet Care Trade Association in 2011.

Appendix 3 contains draft standard conditions to attach to licences issued under the Animal Boarding Establishments Act 1963 for cat boarding establishments (catteries). These are based on the Chartered Institute of Environmental Health (CIEH) publication “Model Licence Conditions and Guidance for Cat Boarding Establishments 2013”

Appendix 4 contains draft standard conditions to attach to licences issued under the Animal Boarding Establishments Act 1963 for premises used for the home boarding of dogs. These are based on model standard conditions produced by the Local Authorities Coordinators of Regulatory Services) LACORS in 2005 as updated in 2009.

Both the Department for Environment, Food & Rural Affairs (DEFRA) and the Feline Advisory Bureau believe that the home boarding of cats should not be encouraged and therefore no standard conditions for this activity have been produced.

Appendix 5 contains draft standard conditions to attach to licences issued under the Animal Boarding Establishments Act 1963 for premises providing day care facilities for cats or dogs. These are based on standard conditions produced by Birmingham City Council for premises of this nature in their area.

Dangerous Wild Animals Licences

Section 1 (7) of the Dangerous Wild Animals Act 1976 states that subject to subsection (6) of this section, a local authority may, in granting a licence under this Act, specify such conditions of the licence as it thinks fit.

Section 1 (6) states:

Subject to subsections (2) to (5) of this section, a local authority may grant or refuse a licence under this Act as it thinks fit, but where it decides to grant such a licence it shall specify as conditions of the licence—

- (a) *conditions that, while any animal concerned is being kept only under the authority of the licence,—*
 - (i) *the animal shall be kept by no person other than such person or persons as is or are*

specified (whether by name or description) in the licence;

- (ii) the animal shall normally be held at such premises as are 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; and*
 - (v) the terms of any such policy shall be tory in the opinion of the authority;*
- (b) conditions restricting the species (whether one or 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 objects specified in paragraphs (c) to (f) of subsection (3) of this section.*

Appendix 6 contains draft standard conditions to attach to licences issued under the Dangerous Wild Animals Act 1976. There is no recent guidance on standard conditions for such licences and so these are based on standard conditions commonly attached by other authorities when issuing such licences.

Riding Establishment Licences

Section 1 (4) of the Riding Establishments Act 1964 states that when granting a licence under this Act the local authority shall specify such conditions in the licence,

if granted by them, as appear to the local authority necessary or expedient in the particular case with reference to the need for securing—

- (i) *that paramount consideration will be given to the condition of horses and that they will be maintained in good health, and in all respects physically fit and that, in the case of a horse kept for the purpose of its being let out on hire for riding or a horse kept for the purpose of its being used in providing instruction in riding, the horse will be suitable for the purpose for which it is kept;*
- (ii) *that the feet of all animals are properly trimmed and that, if shod, their shoes are properly fitted and in good condition;*
- (iii) *that there will be available at all times, accommodation for horses suitable as respects construction, size, number of occupants, lighting, ventilation, drainage and cleanliness and that these requirements be complied with not only in the case of new buildings but also in the case of buildings converted for use as stabling;*
- (iv) *that in the case of horses maintained at grass there will be available for them at all times during which they are so maintained adequate pasture and shelter and water and that supplementary feeds will be provided as and when required;*
- (v) *that horses will be adequately supplied with suitable food, drink and (except in the case of horses maintained at grass, so long as they are so maintained) bedding material, and will be adequately exercised, groomed and rested and visited at suitable intervals;*
- (vi) *that all reasonable precautions will be taken to prevent and control the spread among horses of infectious or contagious diseases and that veterinary first aid equipment and medicines shall be provided and maintained in the premises;*
- (vii) *that appropriate steps will be taken for the protection and extrication of horses in case of fire and, in particular, that the name, address and telephone number of the licence holder or some other responsible person will be kept displayed in a prominent position on the outside of the premises and that instructions as to action to be taken in the event of fire, with particular regard to the extrication of horses, will be kept displayed in a prominent position on the outside of the premises;*

(viii) *that adequate accommodation will be provided for bedding, stable equipment and saddlery;*

Appendix 7 contains draft standard conditions to attach to licences issued under the Riding Establishments Acts 1964 1970. The draft conditions have been written with reference to guidance issued by DEFRA on the keeping of horses on farms.

Dog Breeding Licences

Section 1 (4) of the Breeding of Dogs Act 1973 states that when granting a licence under this Act the local authority shall specify such conditions in the licence, if granted by them, as appear to the local authority necessary or expedient in the particular case with reference to the need for securing—

- (a) *that the dogs will at all times be kept in accommodation suitable as respects construction, size of quarters, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness;*
- (b) *that the dogs will be adequately supplied with suitable food, drink and bedding material, adequately exercised, and visited at suitable intervals;*
- (c) *that all reasonable precautions will be taken to prevent and control the spread among dogs of infectious or contagious diseases;*
- (d) *that appropriate steps will be taken for the protection of the dogs in case of fire or other emergency;*
- (e) *that all appropriate steps will be taken to secure that the dogs will be provided with suitable food, drink and bedding material and adequately exercised when being transported to or from the breeding establishment;*
- (f) *that bitches are not mated if they are less than one year old;*
- (g) *that bitches do not give birth to more than six litters of puppies each;*
- (h) *that bitches do not give birth to puppies before the the period of twelve months beginning with the day on which they last gave birth to puppies; and*
- (i) *that accurate records in a form prescribed by regulations are kept at the premises and made available for inspection there by any officer of the*

local authority, or any veterinary surgeon or veterinary practitioner, authorised by the local authority to inspect the premises

Appendix 8 contains draft standard conditions to attach to licences issued under the Breeding of Dogs Act 1973. These are based on CIEH's 2014 publication "Model Licence Conditions and Guidance for Dog Breeding".

5.2 Equal Opportunities

5.2.2 Every effort will be made to ensure that the consultation engages all the current licence holders.

5.3 Environmental Impact

5.3.1 Environmental impacts regarding the disposal of waste are addressed within the draft conditions of licence.

5.4 Legal Comment

5.4.1 The Committee's responsibilities are set out in the Council's Constitution and include setting and reviewing standard licence conditions.

5.4.2 Standard licence conditions ensure each establishment is aware of the standards they will have to maintain and enable officers to guarantee each establishment is treated fairly and consistently. The conditions have been written to protect the welfare and conditions of premises in which animals are kept.

5.4.3 If an applicant considers they have not been treated fairly they can appeal to the courts.

5.5 Links with Corporate Priorities

5.5.1 This report has links to the following Corporate Priorities:

- Protect and Create Jobs as a Business Winning Council
- Ensure that neighbourhoods are safe, clean and well maintained

5.6 Opportunities and Risks

5.6.1 Failure to attach relevant conditions based on the most up to date guidance and best practice could have an adverse impact on animal welfare and leave the Council open to legal challenge.

5.7 Financial Implications

5.7.1 The Public Protection team received income for licenses relating to animal welfare totalling £4.5k in 2015/16. This contributes towards the overall licensing income target of £193k. The license fees for animal welfare licenses have not been considered as part of the proposed amended conditions to licenses. There are no financial implications arising from the consultation process or proposed amended conditions to licenses.

MLB 30.09.16

6. Ward Implications

6.1.1 This report has implications for all wards in the Borough.

7. Background Papers

- 7.1 Pet Animals Act 1951
- 7.2 Chartered Institute of Environmental Health (CIEH) - Model Conditions for Pet Vending Licensing 2013
- 7.3 Riding Establishments Acts 1964 and 1970
- 7.4 Royal college of Veterinary Surgeons and British Veterinary Association – Riding Establishments Acts 1964 and 1970 - Guidelines For Local Authorities And Their Riding Establishment Inspectors January 2012
- 7.5 DEFRA – Keeping Horses on Farms September 2012, updated December 2015
- 7.6 Dangerous Wild Animals Act 1976
- 7.7 DEFRA – Code of Practice for the Welfare of Privately Kept Non-Human Primates January 2010
- 7.8 Breeding of Dogs Act 1973
- 7.9 Chartered Institute of Environmental Health (CIEH) - Model Licence Conditions and Guidance for Dog Breeding 2014
- 7.10 Animal Boarding Establishments Act 1963
- 7.11 Pet Care Trade Association in 2011- Model Licence Conditions and Guidance Notes for Dog Boarding Establishments
- 7.12 Local Authorities Coordinators of Regulatory Services (Lacors) - Model standard conditions produced by the Local Authorities 2005 as updated in 2009.
- 7.13 Chartered Institute of Environmental Health (CIEH) - Model Licence Conditions and Guidance for Cat Boarding Establishments 2013
- 7.14 Birmingham City Council – Conditions of Home Day Care for Dogs

Report prepared by Suzanne Fisher, Principal Licensing Officer. For further information please telephone 01952-381818 or email licensing@telford.gov.uk.

Telford & Wrekin Council

Standard Licence Conditions - Pet Shop Licences

General Conditions

1.0 Licence Display

- 1.1 The licence or a copy of the licence must be suitably displayed to the public in a prominent position

2.0 Accommodation

- 2.1 Animals must at all times be kept in accommodation designed to prevent escape and an environment suitable to their species and condition with respect to behavioural needs, situation, size, temperature, ventilation, and cleanliness. All accommodation must avoid drafts and overexposure to direct sunlight and must be kept in good repair.
- 2.2 Ventilation must be provided to all interior areas without the creation of excessive, localized draughts. Ventilation is important as an aid to disease control and aims to decrease smell accumulation and prevent excessive humidity of the atmosphere.
- 2.3 If animals are displayed outdoors, they must have protection appropriate to their species
- 2.4 In order to control the spread of disease, and to prevent injury, housing must be constructed of non-porous materials or be appropriately treated. Junctions between all sections need to be fully cleanable.
- 2.5 Animals must be kept in housing which minimises stress from other animals or the public. Signage must be in place to deter public interference.
- 2.6 All animals for sale must be readily accessible and easy to inspect by staff.
- 2.7 Accommodation must be cleaned as often as necessary to maintain good hygiene standards
- 2.8 Where accommodation is on a tiered system, water, food or droppings must not be allowed to enter the lower housing
- 2.9 All accessories provided for environmental enrichment in the accommodation must be appropriate for the species.

3.0 Exercise Facilities

- 3.1 Suitable and sufficient exercise facilities must be available where appropriate.

4.0 Register of Animals

- 4.1 A purchase register must be maintained for all animals detailing their source and identification where appropriate.

- 4.2 A sales register must be maintained for:
- Dogs
 - Cats
 - Psittacines
 - Species contained in the Schedule to the Dangerous Wild Animals Act 1976

4.3 Animals under veterinary treatment must be identifiable.

5.0 Stocking Numbers and Densities (See attached Schedules)

5.1 No animals other than those specified in the licence, may be stocked.
(Animals are defined as any vertebrate animals; invertebrates are exempted from the regulations)

5.2 Where appropriate, all animals must be housed in social groups of suitable size.

6.0 Health Disease and Acclimatisation

6.1 All animals for sale must be in good health

6.2 Any sick or injured animal must receive appropriate care and treatment without delay. These must only be treated by appropriately competent staff or veterinary surgeons.

6.3 Provision must be made for the isolation of sick/injured/infectious animals and those that might reasonably be expected to be carrying serious infectious diseases.

6.4 Any animal with an abnormality which would materially affect its quality of life, must not be offered for sale. When in doubt, veterinary advice should be sought.

6.5 All reasonable precautions must be taken to prevent the outbreak and spread of disease.

6.6 No animal which is suffering from, or could reasonably be suspected of having come into contact with any other animal suffering from any infectious or contagious disease or which is infested with parasites, shall be brought into or kept on the premises unless effectively isolated.

6.7 All necessary precautions must be taken to prevent harbourage, or the introduction to the premises, of rodents, insects and other pests.

7.0 Food and Drink

7.1 Animals must be supplied with adequate amounts of food and drink, appropriate to their needs at suitable intervals, All food must be suitable for the species concerned.

7.2 Food and Drink receptacles must be appropriate to the species, constructed and positioned to minimise faecal and urine contamination and spillage. Receptacles must be cleaned out at regular intervals.

8.0 Food Storage

8.1 All food, excluding live foods intended for feeding to animals on the premises, must be stored in impervious closed containers.

8.2 The containers and equipment used for feeding must be kept in a clean and sound condition.

9.0 Observation

9.1 All animals must be attended to at regular intervals, except where defined in the schedule, at least once daily, and appropriate to the individual animal.

10.0 Disposal of Waste

10.1 All excreta and soiled bedding for disposal must be kept in a hygienic manner and stored in impervious containers with close fitting lids - away from direct sunlight. Excreta and soiled bedding should be removed from the premises on a regular basis, at least weekly, disposed of by an approved waste management company. There should be appropriate arrangements in place for the removal of dead animals.

11.0 Transportation to the Premises

11.1 When receiving animals, the licensee must make reasonable effort to ensure that they are transported in a suitable manner.

11.2 Any animals received or consigned shall be transported according to the regulations laid down in current legislation.

11.3 Animals must be transported or handed to purchasers in suitable containers

12.0 Sale of Animals

12.1 No mammal shall be sold un-weaned or, if weaned, at an age at which it should not have been weaned.

12.2 In the case of non-mammals, they must be capable of feeding themselves.

13.0 Dangerous Wild Animals as defined by the Dangerous Wild Animals Act 1976

13.1 When dangerous wild animals are kept, the cages must be of a secure construction appropriate to the species and kept locked.

13.2 The local authority must be notified, prior to stocking, that the pet shop wishes to offer for sale, any animal on the Schedule to the Dangerous Wild Animals Act.

14.0 Pet Care Advice, Staff Training and Knowledge

14.1 New applicants must have a qualification or be registered with a recognized body such as City & Guilds. They must have suitably progressed in 12 months and have completed the qualification within 2 years.

14.2 The licensee must ensure that the purchaser is informed of the correct care of the animal covering feeding, housing, handling, husbandry, accessories and veterinary care.

- 14.3 Appropriate reference materials on the care of each species must always be available for use by staff.
- 14.4 Staff members must be able to provide suitable advice to purchasers and answer questions as required by them. No animal should be stocked or sold unless the staff or at least one member of staff on call is familiar with the care and welfare of the animals stocked and has a recognised qualification and/or suitable experience/training.
- 14.5 The licensee must be able to demonstrate appropriate staff training is carried out and that that staff are competent in pet shop management and animal handling.

15.0 Fire and Other Emergency Precautions

- 15.1 Suitable emergency precautions and written procedures must exist and be made known to all staff, including arrangements for evacuation of animals.
- 15.2 Entrances and exits must be clear of obstructions at all times.
- 15.3 Suitable fire fighting, prevention and detection equipment must be provided, maintained, regularly serviced and sited as advised by the local fire protection/prevention officer and approved by the local authority.
- 15.4 The licensee, or a designated key holder, must at all times be within reasonable travelling distance of the premises and available to attend in case of emergency.
- 15.5 A list of key holders must be logged with the local police and local authority
- 15.6 In the interests of animal welfare, the following notice must be displayed prominently at the front of the premises: "In case of an emergency dial 999".
- 15.7 When pet shops are sited within other premises, the licensee or key holders must have access at all times to the premises containing the animals
- 15.8 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 registered with the NICEIC, NAPIT or ECA. If in doubt regarding approved contractors please contact this office.
- 15.9 There must be an effective contingency plan for essential heating, ventilation and aeration/filtration systems, as appropriate.

Schedule A – Conditions Relating to the Sale of Dogs

A.1 Puppies must be weaned before leaving the mother.

A.2 The minimum kennel size must be:

- For a batch of small breed puppies – max 6 pups – 1.5m² for sleeping, plus 2m² for exercise
- For a batch of medium breed puppies – max 4 pups – 2m² for sleeping, plus 2m² for exercise
- For a batch of large breed puppies – max 2 pups – 2m² for sleeping, plus 2m² for exercise

These are minimum requirements, for larger batches the size of the pens should be adjusted pro-rata accordingly. Ideally the puppies should have free access to the exercise area at all times. Any covered pens should have a minimum height of 1.8m or removable covers to allow adequate access by staff for cleaning. These are minimum standards and meeting the correct size of pens alone are not a defence if the welfare of the animals are in question.

A.3 Extreme temperatures must be avoided.

A.4 General bedding must include an adequate amount of absorbent material.

A.5 Any soiled material must be removed at least four times a day or as required to ensure the puppy does not have to lie in a soiled area.

A.6 A specific lying place must be provided lined with soft material

A.7 Puppies must be fed at least four times daily, at appropriate intervals.

A.8 Puppies must have frequent, quality contact time with staff.

A.9 Batches of puppies must not be mixed until they have been on the premises for seven days or have shown no sign of infectious disease for seven days.

A.10 Ideally, single puppies must not be left alone in a kennel, but where they are, special attention should be paid to specific human interaction. When they are mixed they should be of similar size, age and temperament and there should be good supervision of mixing.

A.11 There must be environmental enrichment in all kennels.

Schedule B – Conditions Relating to the Sale of Cats

- B.1 Kittens must be weaned before leaving the mother.
- B.2 The minimum pen floor area for a batch of up to 4 kittens, up to 12 weeks of age, must be 1 m², with a minimum height of 0.6m (for example, 0.6m x 1 x 1) No dimension must be less than 0.6m. Any shelving or platforms must be in addition to the minimum floor area. Each additional kitten must have 0.25m² additional floor space.
- B.3 Extreme temperatures must be avoided.
- B.4 Disposable or washable bedding must be provided and kept clean.
- B.5 A litter tray and appropriate litter must be available at all times and cleaned and disinfected at least once daily with an appropriate disinfectant which is safe for use with cats and cleaned as appropriate. The disinfectant should be anti-viral and used in accordance with manufacturers' instructions, as some disinfectants are toxic to cats.
- B.6 Kittens must be fed at least four times daily, at appropriate intervals.
- B.7 Batches must not be mixed and if several batches are kept in one area then the pen must have solid sides.
- B.8 Kittens must have frequent, quality contact time with staff.
- B.9 There must be environmental enrichment in all cages such as toys, climbing frames and platforms.

Schedule C – Conditions Relating to the Sale of Rabbits

- C.1 Rabbits must be correctly sexed and housed in same sex groups.
- C.2 The minimum enclosure size must be 0.4m² for up to 4 standard juvenile rabbits and a height of 0.4m. 0.5m² for up to 2 giant breed juvenile rabbits and a height of 0.5m. These are minimum requirements, for larger batches, larger breeds or adult rabbits the size of the pens should be adjusted pro-rata accordingly.
- C.3 There must be environmental enrichment in all enclosures. A hiding place must be provided.
- C.4 Extreme temperatures must be avoided.
- C.5 Rabbits must be provided with a suitable substrate and bedding material in sufficient amounts.
- C.6 Visibly soiled substrate and bedding must be removed daily. The pen should be thoroughly cleaned and disinfected before introducing a new animal.
- C.7 If batches are mixed you must ensure all animals are free from obvious parasitic infection.
- C.8 Rabbits must have a constant supply of fresh hay and water, and be offered an appropriate amount of dry food for the breed and age. Feed dishes should be suitable to ensure feed does not get contaminated by urine or faeces.
- C.9 Animals must be provided with an appropriate diet and any new feeds must be introduced slowly.

Schedule D – Conditions Relating to the Sale of Other Small Mammals

- D.1 All small mammals must be correctly sexed and housed in single sex groups unless a solitary species (or sold as a breeding pair),
- D.2 Animals must at all times be kept in suitably sized accommodation
- D.3 Animals must be provided with a suitable substrate in sufficient amounts.
- D.4 Animals must be provided with a suitable bedding material in sufficient amounts.
- D.5 Animals must be provided with places to hide. Accessories and enrichment should be provided, suitable to the species.
- D.6 Suitable food and drink receptacles must be provided and positioned to avoid faecal contamination.
- D.7 All rodents must be fed a suitable diet, ad lib and have free access to hay where required.
- D.8 All rodents must be fully weaned on admission.

Minimum Accommodation Requirements – Small Rodents

Area is square metres:

No. of Animals	1-4	5	6	7	8	9	10	Minimum Cage Height (m)	Minimum Cage Depth (m)
Mice, Hamsters, Gerbils	0.068	0.079	0.09	0.100	0.113	0.124	0.135	0.30	0.25
Rats	0.135	0.157	0.18	0.202	0.225	0.247	0.27	0.30	0.28
Guinea Pigs, Degus	0.225	0.263	0.3	0.338	0.375	0.413	0.45	0.30	0.30
Chinchillas	0.25	0.375	0.5	0.625	0.75	0.875	1.0	0.45	0.45
Chipmunk	0.25	0.375	0.5	0.625	0.75	0.875	1.0	0.90	0.45

Schedule E – Conditions Relating to the Sale of Ferrets

- E.1 Ferrets must be at least eight weeks old
- E.2 Ferrets must be housed with batch companions
- E.3 Ferrets must be housed in groups or pairs of either sex. Adult hobs (males) require individual accommodation.
- E.4 Batches of ferrets must not be mixed.
- E.5 The minimum pen floor area for a litter of up to 4 ferrets, up to 12 weeks of age, must be 1 m², with a minimum height of 0.6m. No dimension must be less than 0.6m. Any shelving or platforms must be in addition to the minimum floor area. Each additional ferret must have 0.25m² additional floor space.
- E.6 Sleeping quarters must be draught free and dark.
- E.7 Ferrets must have suitable bedding.
- E.8 Extreme temperatures must be avoided.
- E.9 Ferret kibble must be provided at appropriate intervals.
- E.10 Water must be supplied in both a heavy based bowl and a water bottle attached to the side of the enclosure.

Schedule F – Conditions Relating to the Sale of Birds

- F.1 There must be adequate perching space for all birds at the same time. Outdoor aviaries must include sufficient sheltered and non-sheltered space. Cage size must be adequate to allow birds to open their wings fully in all directions. Cages must include appropriate environmental enrichment.
- F.2 Perches must be positioned so that birds do not defecate on each other and must be of appropriate size and shape for each species
- F.3 Ambient temperature must be appropriate for the species. Extremes of temperatures must be avoided.
- F.4 There must be adequate drinkers/feeders commensurate with the number of birds and these must be cleaned regularly. Bowls etc. must be positioned so that birds do not defecate in food/water
- F.5 Cages must be constructed from materials suitable to the type and size of birds. Materials must be safe to birds and in good repair.
- F.6 Windproof nest boxes must be provided in all outside housing and inside where appropriate.
- F.7 Flooring must be drop-through or easily washed/hosed.

Stocking Densities for Birds in Cages

Type	Length of Bird (cm)	Floor Area (m ²) housing up to 4 birds	Linear cms per additional bird on either cage length or depth (see note 3)
Budgerigar		0.15	5
Canary		0.15	5
Cockatiel		0.48	7.5
Finches	Less than 12.5	0.113	5
	12.5 – 17.5	0.15	5
	More than 17.5	0.225	7.5
Parakeets and Lovebirds (see note 1)	Less than 25	0.42	7.5
	25 – 30	0.48	7.5
	More than 30	0.675	7.5
Parrots (see note 2)	Less than 30	0.225	10
	30 – 35	0.4050	15
	More than 35	0.4725	20
Chickens, Bantams or Quail		1.6	

Note 1 – It is recommended that, wherever possible, these species are displayed for sale in aviaries or flights rather than cages per se.

Note 2 – It is recommended that, wherever possible, these species are displayed for sale in aviaries or flights if more than two birds are housed together

Note 3 - The extra-linear centimetre per additional bird, is intended to refer to an increase in either width or length or a combination of the two ie, a 20cm increase could refer to 20cm width, 20cm length or say 10cm width combined with 10cm length.

Stocking Densities for Birds in Aviaries and Flights

Type	Length of Bird (cm)	Number of Birds per "Standard" Aviary (1.8 x 0.9 x 1.8m)
Budgerigar		18
Canary		18
Cockatiel		8
Finches	Less than 12.5	24
	12.5 – 17.5	18
	More than 17.5	12
Parakeets and Lovebirds	Less than 25	10
	25 – 30	6
	More than 30	4
Parrots	Less than 30	10
	30 – 35	6
	More than 35	4
Chickens		4 (min height 0.9m)
Bantams		6 (min height 0.9m)
Quail		8 (min height 0.9m)

Schedule G – Conditions Relating to the Sale of Reptiles and Amphibians

- G.1 Stocking and density must be appropriate to the species.
- G.2 The enclosure size must be appropriate to the species and adjusted according to its size.
- G.3 Temperature, humidity, lighting and ventilation must be appropriate to the species.
- G.4 Substrate appropriate to the species must be present.
- G.5 Enrichment must be provided appropriate to the species.
- G.6 Food and water must be provided in the appropriate manner for the species.
- G.7 Hygiene: enclosures must be cleaned appropriately.
- G.8 Handling must be kept to a minimum at all times.

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Schedule H – Conditions Relating to the Sale of Fish

H.1 Water quality is a key determinant of fish welfare. To assess it, levels of ammonia and nitrite must be checked first. Only if such measurements exceed the recommended standards below, or there is an unexplained problem, is there any need to proceed further.

H.2 Minimum water standards must be:

H.3 Cold Water Species

Free Ammonia	max 0.02mg/l
Nitrite	max 0.2mg/l
Dissolved Oxygen	min 6mg/l
Nitrate	max 50mg/l above ambient tap water

H.4 Tropical Freshwater species

Free Ammonia	max 0.02mg/l
Nitrite	max 0.2mg/l
Dissolved Oxygen	min 6mg/l
Nitrate	max 50mg/l above ambient tap water

H.5 Tropical Marine Species

Free Ammonia	max 0.01mg/l
Nitrite	max 0.125mg/l
Nitrate	max 100mg/l
pH	min 8.1
Dissolved Oxygen	min 4.0 mg/l

H.6 Water quality must be checked regularly and records kept of all tests. Centralised systems must be tested weekly. 10% of individually filtered tanks or vat must be tested weekly. On aquaria or vats in which visual inspection indicates unusual behaviour or deaths, water quality inspections should be undertaken.

H.7 Holding systems must be cleaned and checked regularly.

H.8 No aquatic organisms should be exposed to excessive light or heat, or lack of adequate warmth.

Schedule J – Conditions Relating to the Sale of Venomous Snakes

- J.1 The licence holder must have attended venomous snake training.
- J.2 All venomous snakes must be kept in vivaria with a lockable porch, approved by the Licensing Authority.
- J.3 Clear and prominent signs should be erected inside the room and outside the venomous porch area, indicating that venomous snakes are present.
- J.4 A set of clear and simple instructions (including emergency numbers) should be posted to a wall inside the room to describe what should be done in the event of a snake bite.
- J.5 The local police should be notified of what is being held on the premises. The police should also be supplied with the names and telephone numbers of people to contact in the event of an emergency and the names and telephone numbers of the expert consultants in the event of a snake bite.
- J.6 All exterior windows and doors should be properly secure from potential intruders. The room, windows and doors should be fitted with a dial out alarm system, which will alert the police in the case of a breach of security.
- J.7 Written confirmation should be obtained of a source of anti-venom(s). It is a condition of licence that appropriate anti-venom resources are available for all species kept on the premises.
- J.8 It is a condition of licence that the licence holder must apply, to hold all new species, to the Licensing Section at the Borough of Telford & Wrekin.
- J.9 Details of a named back-up keyholder for use in the event of an emergency should be given to the licensing authority.
- J.10 The Licencee should confirm to the Licensing Authority the name of a veterinary surgeon who is both willing and competent to treat the venomous snakes in the event of a clinical condition.
- J.11 There must at all times be two competent handlers present when the vivaria are opened and a snake is cleaned, fed, moved or examined.
- J.12 The Licence Holder shall have a Public Liability Insurance policy in place, which will be submitted to the Council for the purposes of the Licence.
- J.13 Rodents for snake feeding must not be housed in the reptile room.

Telford & Wrekin Standard Conditions
Animal Boarding Establishment Licences
Dog Boarding Establishments (Kennels)

Section A – Animal Welfare

A.1.0 Need for a Suitable Diet

- A.1.1 Animals must have access to fresh water at all times
- A.1.2 All animals must be provided with a diet to maintain full health and vigour

A.2.0 Need for a Suitable Environment

- A.2.1 All animals must be provided with an appropriate environment including shelter and a comfortable resting area.

A.3.0 Need to be Free from Pain, Injury or Disease

- A.3.1 Any sick or injured animal must receive appropriate care and treatment without delay. Veterinary advice should be sought whenever necessary.
- A.3.2 All animal housing and exercise areas should be in a good state of repair to prevent injuries as far as reasonably possible.

A.4.0 Need to Express Normal Behaviour Patterns

- A.4.1 All animals must be provided with sufficient space to allow for normal behaviour.
- A.4.2 All animals must be given the opportunity for daily interaction and stimulation.
- A.4.3 All establishments must develop and implement an appropriate enrichment plan to ensure the dog is not deprived of sensory stimulation.
- A.4.4 Animals housed in indoor accommodation must be let out of their accommodation at suitable and regular intervals.

A.5.0 Need to be free from Fear and Distress

- A.5.1 All establishments must provide conditions and care for animals which avoid fear and distress.

Section B – Operational Management

B.1.0 Hygiene

- B.1.1 All animal accommodation, including corridors, common areas, kitchens etc must be kept clean, dry and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.
- B.1.2 All occupied accommodation must be cleaned at least once daily.
- B.1.3 All bedding must be kept clean and dry as far as reasonably possible.
- B.1.4 Upon vacation a dog unit including all fittings and bedding must be thoroughly cleaned, disinfected and dried, before another dog is placed in the unit.
- B.1.5 Facilities must be provided for the proper, storage and disposal of all waste.
- B.1.6 Measures must be taken to minimize the risks from rodents and other pests within the establishment.
- B.1.7 All excreta and soiled material must be removed from all areas used by the dogs as necessary and disposed of by an approved waste management company.
- B.1.8 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.

B.2.0 Kitchen Facilities

- B.2.1 There should be a suitable “fit for purpose” area that is used exclusively for the storage and preparation of boarder’s meals.
- B.2.2 All animal feeds must be stored appropriately.
- B.2.3 All eating and drinking bowls must be capable of being easily cleaned and disinfected to prevent cross-contamination. They must be maintained in a clean condition.
- B.2.4 All feeding bowls must be cleaned after each meal. Drinking bowls must be cleaned at least once a day.

B.3.0 Temperature in Kennels

- B.3.1 An adequate procedure should be in place to protect dogs from extremes of temperature.

B.3.2 Heating facilities must be available in the sleeping area of the dog unit and used according to the requirements of the individual dog.

B.3.3 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.

B.4.0 Disease Control and Vaccination

B.4.1 Adequate precautions must be taken to prevent and control the spread of disease and parasites amongst the dogs.

B.4.2 Before admittance to the kennels verification of current vaccination or acceptable titer levels must be obtained.

B.4.3 A first-aid kit suitable for use on dogs must be available and accessible on site.

B.4.4 A suitable range of muzzles of varying sizes and a suitable dog catching device, must be kept on site.

B.5.0 Supervision of Animals

B.5.1 A competent person must be present at all reasonable times whenever dogs are boarded at the premises.

B.5.2 Dogs must be visited at regular intervals as necessary for their health, safety and welfare.

Section C – Kennel Administration and Management

C.1.0 Display of Licence

C.1.1 A copy of the licence must be displayed to the public in a prominent position in, on or about the boarding establishment and a copy of the conditions available.

C.2.0 Staff Training

C.2.1 A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.

C.3.0 Register

C.3.1 A register must be kept of all dogs boarded. The information kept must include the following:

- Date of arrival
- Name of dog
- Description, breed, age and gender of dog.
- Name, address & telephone number of owner or keeper.
- Name and telephone number of local contact person whilst boarded.
- Name and address and telephone number of the dog's veterinary surgeon.
- Anticipated and actual date of departure
- Nutrition requirements.
- Proof of current vaccinations, medical history and requirements.

C.3.2 Information from the register required to verify accuracy of the records must be kept available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information.

C.4.0 Identification of Kennels

C.4.1 Each kennel must be clearly marked (e.g. numbered).

C.4.2 A system must be in place to ensure that relevant information about the dog in that kennel is readily available.

C.5.0 Emergency Procedures

C.5.1 There must be a written emergency plan which must be on display and known to staff.

Section D – Construction

D.1.0 General

D.1.1 For new build. The establishment must be constructed in accordance with planning permission and building regulations

D.2.0 Layout

D.2.1 For new build. Buildings should be so constructed that they offer visual stimulation and distraction to the dogs being housed where applicable.

D.2.2 The premises, buildings, grounds and perimeters must offer a safe and secure environment for boarders.

D.3.0 Walls and Partitions

D.3.1 Walls should be of smooth impervious materials, capable of being easily cleansed.

D.3.2 Junctions between vertical and horizontal sections must be sealed.

D.3.3 Internal partition walls must be of solid construction.

D.4.0 Floors

D.4.1 Floors of all buildings, individual exercise areas and kennels, must be of smooth, impervious materials, capable of being easily cleaned.

D.5.0 Ceilings

D.5.1 Ceilings must be capable of being easily cleaned.

D.5.2 For new kennels. Buildings should meet building regulations or have a minimum height of 2.30m. New kennel units within these buildings should have a minimum height of 1.83m to facilitate adequate access by kennel staff.

D.6.0 Doors

D.6.1 Kennel doors must be secure and fit for purpose.

D.7.0 Windows

D.7.1 All windows must be escape proof at all times.

D.7.2 Windows should be of suitable size and placement.

D.8.0 Drainage

D.8.1 The establishment must be connected to mains drainage or an approved, localised sewage disposal system.

D.9.0 Lighting

D.9.1 During day light hours light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this must be natural light.

D.9.2 Adequate supplementary lighting must be provided throughout the establishment.

D.10.0 Ventilation

D.10.1 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the bedding area.

D.11.0 Maintenance

D.11.1 Maintenance and repair of the whole establishment must be carried out as required to maintain a safe clean environment.

Section E – Number of Animals

E.1.0 Number of Dogs Boarded

E.1.1 The maximum number of dogs to be kept at any one time is as specified on the licence issued.

E.1.2 Each dog must be provided with a separate kennel except dogs from the same household / family may share a kennel of adequate size with the written consent of the dogs' owners.

E.1.3 Holding kennels may be provided for temporarily kennelling a dog for not more than 24 hours.

E.1.4 No animals other than dogs are to be boarded within the licenced facilities.

E.1.5 Where stray dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs.

E.2.0 Kennel Sizes

E.2.1 All kennels must offer adequate floor area to allow the dog sufficient room to move

without hindrance.

- E.2.2 For new build kennels each kennel must be provided with a covered run.
- E.2.3 Kennels and run areas must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.
- E.2.4 Exercise areas must not be used as sleeping areas.

E.3.0 Exercise Facilities / Play Areas

- E.3.1 In new build. Kennels must offer out of kennel exercise/play areas where appropriate in addition to the run.
- E.3.2 In new build. Exercise areas must be of sufficient size to allow dogs to run free and must be a minimum of 100m² with a shortest length of 10m.
- E.3.3 An effective hygiene and cleaning procedure should be established to minimise the risk of infection.
- E.3.4 In establishments without exercise/play areas a dog walking system must be implemented.

Kennel Sizes – (For New Builds and Refurbishments)

		Sleeping	Exercise	Total
Kennel and run sizes	Dogs under 40- 55cm at the shoulder	2.5m ²	2.5m ²	5.0m ²
	Dogs over 55cm at the shoulder	3.0m ²	3.5m ²	6.5m ²

Notes on kennels sizes:

Recommended minimum widths of 1.2m

When more than one dog is boarded in the same kennel the minimum size for the kennel must be increased. It is recommended that this be by an additional 20% per dog.

When dogs of different sizes are boarded together the shoulder height of the larger dog should be used.

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 covered 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.

Telford & Wrekin Council Standard Conditions

Animal Boarding Establishments

Home Boarding of Dogs

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 boarding of dogs.
- 1.3 The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.
- 1.4 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 1.5 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- 1.6 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.

2.0 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, on or about the premises or made available to each boarder.

3.0 Number of Animals

- 3.1 The maximum number of dogs to be kept at any one time is as shown on the licence.
- 3.2 Only dogs from the same household may be boarded at any one time unless the following requirements are in place:
 - Specific written consent of each household showing confirmation that they are content for their dogs to be boarded with others.
 - A mandatory, trial (documented) familiarisation session for all dogs prior to the stay.
 - Separation of dogs from different households in secure areas when they are left unattended.
 - Separate feeding of dogs to minimise the likelihood of dispute and aggression.
- 3.3 Dogs must not be boarded with any cat, unless they normally live together in the same household.

- 3.4 Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog must be gained following a trial familiarisation session.
- 3.5 The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property.

4.0 Construction

- 4.1 Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.
- 4.2 The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 4.3 There must be adequate space, light, heat and ventilation for the dogs.
- 4.4 As far as reasonably practicable all areas/rooms within the home to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.
- 4.5 There must be sufficient space available to be able to keep the dogs separately if required.
- 4.6 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.

5.0 Training

- 5.1 A written training policy for staff must be provided. Systematic training of staff must be demonstrated to have been carried out.

6.0 Cleanliness

- 6.1 All areas where the dogs 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 maintenance of disease control and dog comfort.
- 6.2 All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Licensing Authority.
- 6.3 All bedding areas must be kept clean and dry.
- 6.4 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. The final route for all such waste shall comply with current waste regulations.
- 6.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

7.0 Food and Water Supplies

- 7.1 All dogs shall have an adequate supply of suitable food as directed by the client.
- 7.2 Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water must be changed at least twice a day.
- 7.3 Clients must be encouraged to provide each dog with its own bedding, bowls, grooming materials etc. These items must be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material.
- 7.4 Where necessary, eating and drinking vessels must be provided, and where so, they must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned or disposed of after each meal and each dog must be provided with its own bowl.

8.0 Kitchen Facilities

- 8.1 Airtight 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.
- 8.2 All bulk supplies of food shall be kept in vermin proof containers.

9.0 Disease Control and Vaccination

- 9.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 9.2 Proof must be provided that boarded and resident dogs 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 is boarded.
- 9.3 Advice from a veterinary surgeon must be sought in 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.
- 9.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 9.5 The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice must be known and consulted if necessary.
- 9.6 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Proof must be maintained of all routine and emergency treatment for parasites.
- 9.7 The premises shall be regularly treated for fleas and parasites with a veterinary

recommended product.

- 9.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

10.0 Isolation and Contagious Disease Outbreak

- 10.1 Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.
- 10.2 The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.
- 10.3 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. This period will be specified by the Licensing Authority as agreed with their authorised veterinary surgeon.
- 10.4 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 owners return.

11.0 Register

- 11.1 A register must be kept of all dogs boarded. The information kept must include the following:
- Date of arrival
 - Name of dog, any identification system such as microchip number, tattoo
 - Description, breed, age and gender of dog
 - 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
- 11.2 Such a register is to be available for inspection at all times by an officer of the Licensing Authority or an authorised veterinary surgeon.
- 11.3 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.
- 11.4 If medication is to be administered, this must be recorded.
- 11.5 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.

12.0 Supervision

- 12.1 A fit and proper person with relevant experience must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. This person must not have any conviction or formal Cautions for any animal welfare

related offence.

12.2 Dogs must be visited at regular intervals, as necessary for their health, safety and welfare, and must not be left unattended for longer than 3 hours at a time and then not on a regular basis.

12.3 No home where there are children under 5 years of age will be licensed.

12.4 Only people over 16 years of age are allowed to walk the dogs in public places.

13.0 Exercise

13.1 Dogs must be exercised in accordance with their owner's wishes. If dogs are taken off the premises, they must be kept on leads unless with the owners written permission.

13.2 There must be direct access to a suitable outside area. The area / garden must only be for use by the homeowner (not shared with other residents). The area must be kept clean.

13.3 The exercise/garden area of the premises and any other area to which the boarded dogs may have access, must be totally secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.

13.4 If there is a pond, it must be covered to avoid drowning.

13.5 Dogs must wear a collar and identity tag during their time in boarding. The tag must display the name, address and telephone number of the boarding premises.

13.6 The Licensing Authority must be informed on the next working day if a dog is lost.

14.0 Fire / Emergency Precautions

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

14.2 The occupier of the property must be aware of the location of the dogs in the property at all times.

14.3 Careful consideration needs to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.

14.4 A fire warning procedure and emergency evacuation plan – including details of where dogs are to be evacuated to in the event of a fire or other emergency - must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises is rendered uninhabitable.

14.5 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least 2 working smoke detectors located at the top & bottom of the staircase, or other appropriate location.

- 14.6 All doors to rooms must be kept shut at night.
- 14.7 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.
- 14.8 All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.
- 14.9 A relative, friend or neighbour within 5 minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. These details must be made available to the Licensing Authority.

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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.

Telford & Wrekin Council

Standard Conditions - Dangerous Wild Animal Licences

1. The species and number of animals of each species which may be kept under the authority of the licence shall be restricted to those specified in the licence.
2. The animal(s) shall be kept by no person other than the person or persons specified on the licence.
3. The animal(s) shall normally be held at such premises as are specified on the licence.
4. The animal(s) shall not be moved from those premises without prior authorisation of the Council.
5. 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(s) under the authority of the licence against liability for any damage which may be caused by the animal(s), the terms of such policy being satisfactory in the authority.
6. All entrances to the animal(s) enclosure(s) or surrounding area(s) must be secured.
7. All recommendations made by a Veterinary Surgeon authorised by the Council will be observed and implemented.
8. Animals must be maintained in a good state of health.
9. The animal(s) must be kept in accommodation which secures that the animal(s) 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 proposed to be kept in the accommodation.
10. The animal(s) shall be supplied with adequate and suitable food, drink and bedding material and be visited at suitable intervals.
11. In order to be granted DWA licences for primates, applicants must demonstrate that they meet the conditions laid out in DEFRA's Code of Practice for the Welfare of Privately Kept Non-human Primates.
12. Appropriate steps must be in place, at all times, to ensure the protection of any animal concerned in case of fire or other emergency.
13. All excreta and soiled bedding for disposal must be kept in a hygienic manner and stored in impervious containers with close fitting lids - away from direct sunlight. Excreta and soiled bedding should be removed from the premises on a regular basis, at least weekly, disposed of by an approved waste management company.
14. All reasonable precautions must be taken to prevent and control the spread of infectious diseases.
15. Accommodation must be sufficient to ensure that the animal(s) can take adequate

exercise.

16. A copy of the licence must be available at all reasonable times.
17. Fire fighting equipment and smoke detectors must be provided.
18. The person to whom the licence is granted shall ensure that all reasonable precautions are taken to protect public safety and ensure that no nuisance is caused to the public.
19. The licensee must be 18 years of age or over and not disqualified from holding a licence under the Act.
20. In the case of commercial premises, but not in the case of private dwellings used for the purposes of keeping Dangerous Wild Animals, 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 is must comply with B.S.5266. Please note that any Electrical contractor carrying out work in support of the application must be registered with the NICEIC, NAPIT, ECA. If in doubt regarding approved contractors please contact this office.

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Telford & Wrekin Council

Standard Licence Conditions - Riding Establishments

1. The number of horses accommodated at the establishment at any one time must not exceed the number certified in the annual report of the Veterinary Surgeon appointed by the Telford & Wrekin Council to be the maximum number of horses that can properly be accommodated at the establishment at any one time.
2. Horses must be in good health, and in all respects physically fit and, in the case of a horse kept for the purpose of its being let out on hire for riding or a horse kept for the purpose of its being used in providing instruction in riding, the horse must be suitable for the purpose for which it is kept.
3. No horse aged three years or under nor any mare heavy with foal nor any mare within three months after foaling may be let out on hire for riding or used, in return for payment, for instruction in or demonstrating riding.
4. Any riding equipment supplied for a horse let out on hire must be free from visible defect which is likely to cause suffering to the horse or accident to the rider.
5. The feet of all animals must be properly trimmed and, if shod, their shoes must be properly fitted and in good condition.
6. A horse found on inspection of the premises by an authorised officer to be in need of veterinary attention must not be returned to work until the holder of the licence has obtained at his expense and has lodged with the local authority a veterinary certificate that the horse is fit for work.
7. No horse may be let out on hire for riding or used for providing instruction in riding without supervision by a responsible person of the age of 16 years or over unless (in the case of a horse let out for hire for riding) the holder of the licence is satisfied that the hirer of the horse is competent to ride without supervision.
8. Horses must be adequately supplied with suitable food, drink, bedding material, and must be adequately exercised, groomed and rested and visited at suitable intervals. Horses at grass must be visited twice daily. Water and supplementary feeds must be provided as and when required. Fields used for sustenance must have enough grass to keep each animal. When a horse is not stabled, protection must be provided from adverse weather and at all times access allowed to a well-drained lying area.
9. The construction of the riding establishment must be substantial, adequate to contain the animals, and provided with warmth and shelter in clean and hygienic conditions. There must be convenient and safe access to stalls and boxes. Stalls must be large enough to allow the animal to lie down and get up without risk of injury. Boxes must be large enough to allow the animal to turn round. You must provide secure and safe horse-proof fencing. If barbed wire is present, it must be separated by a secure guard fence or electric tape.
10. All reasonable precautions must be taken to prevent and control the spread among horses of infections or contagious diseases and veterinary first aid equipment and medicines must be provided and maintained in the premises.

11. Yards must provide enough space for every animal kept there.
12. Lighting must be adequate to render the use of artificial unnecessary in day light.
13. Ventilation must provide fresh air without draughts.
14. Drainage must be adequate to carry away liquid voided by the horses and keep the standings dry.
15. There must be provision for storage and disposal of manure and spoiled bedding. Run-off from yards, manure heaps, stable washing and hay soaking must be in accordance with DEFRA guidelines.
16. Adequate accommodation must be provided for forage bedding, stable equipment and saddlery.
17. The licence holder must ensure that appropriate steps will be taken for the protection and extrication of horses in case of fire and in particular, that the name, address and telephone number of the licence holder or some other responsible person are kept displayed in a prominent position at the outside of the premises and that instructions as to action to be taken in the event of fire, with particular regard to the extrication of horses, are kept displayed in a prominent position on the outside of the premises.
18. The carrying on of the business of the establishment must at no time be left in the charge of any person under 16 years of age.
19. The licence holder must hold a current insurance policy which insures against liability for any injury sustained by those who hire a horse for riding and those who use a horse in the course of receiving, in return for payment, instruction in riding and arising out of the hire or use of a horse as aforesaid and which also insures such persons in respect of any liability which may be incurred by them in respect of injury to any person caused by, or arising out of, the hire or use of a horse as aforesaid.
20. A register must be kept of all horses in the licence holders possession aged three years and under and usually kept on the premises which shall be available for inspection by an authorised officer at all reasonable times.

Telford & Wrekin Council

Standard Conditions - Dog Breeding Licences

Conditions Relating to Accommodation

1.0 General

- 1.1 Dogs must at all times be kept in accommodation suitable as respects construction, size of quarters, numbers of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness
- 1.2 Dogs kept in domestic premises must have free access to more than one room and every dog must be provided with continual access to a comfortable, dry, draught-free, clean and quiet place to rest.
- 1.3 Dog crates, where used (and whilst not acceptable as permanent housing) must be of sufficient size to allow each dog to be able to sit and stand at full height, step forward, turn around, stretch and lie down in a natural position and wag its tail without touching the sides of the crate and to lie down without touching another individual.

2.0 Kennel Construction

- 2.1 Where kennels are provided, within converted outbuildings, consideration must be given to cleaning, wildlife access, vermin control, natural lighting and ventilation.
- 2.2 All internal surfaces used in the construction of walls, floors, ceilings, partitions, doors and door frames must be durable, smooth and impervious, easily cleaned and disinfected. Kennels must be free from hazards and there must be no projections or rough edges liable to cause injury.
- 2.3 Sleeping areas of kennels must be insulated so as to prevent extremes of temperature.

3.0 Security

- 3.1 The construction must be such that the security of the dog is ensured. Fencing material must be safe and secure.

4.0 Walls and Partitions

- 4.1 Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleaned and disinfected.

5.0 Floors

- 5.1 Flooring must be of a non-slip, urine-resistant material. It must be laid in a way and at a fall that avoids the pooling of liquids. Slatted or wire mesh floors must not be used.
- 5.2 Floors of all buildings, individual exercise areas and kennels must be of smooth, impervious materials, capable of being easily cleaned and disinfected while providing

sufficient grip for the animal to walk or run without sustaining injury.

6.0 Ceilings

6.1 Ceilings must be capable of being cleaned and disinfected.

7.0 Doors

7.1 Kennel doors must be strong enough to resist impact and scratching and must be capable of being effectively secured.

8.0 Windows

8.1 Windows must not pose a security risk and must be escape proof for the protection of the dog as well as the public.

9.0 Drainage

9.1 The establishment must be connected to mains drainage or an approved sewerage disposal system.

10.0 Lighting

10.1 During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible.

10.2 Lighting must be of sufficient standard to enable efficient working both during and after daylight hours.

10.3 Supplementary lighting, adequate to allow inspection, must be provided throughout the establishment.

11.0 Ventilation

11.1 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the sleeping area.

12.0 Kennel Design (Size, layout and exercise facilities)

12.1 Kennels must be divided into sleeping and activity areas.

12.2 Kennels must be provided with an adequate size of sleeping area, such that dogs can stand, turn around, stretch and lie down flat in a natural position, with sufficient space for the door to open fully.

12.3 Adequate exercise areas must be provided for all kennels. How much space will depend upon the size of the dog as well as the circumstances of each breeding establishment. Dogs must be able to walk, turn around easily, wag their tails without touching the kennel sides, and lie down without touching another dog.

12.4 Kennels and runs must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.

12.5 Exercise areas must not be used as sleeping areas

- 12.6 Outdoor areas where animals exercise and interact cannot have strict temperature regulation. Dogs must not be restricted to such areas when climatic conditions may cause them distress. They must have constant access to fresh clean water, shade and shelter so they can avoid rain, wind, snow, ice or direct sunlight, etc. In adverse weather conditions, the responsible person must decide whether or not dogs are given free access to their run.
- 12.7 The run must be at least partially roofed to provide the dog with sufficient protection against all weathers.

13.0 Number of Dogs Permitted

- 13.1 The maximum number of dogs to be kept at any one time is as shown on the licence

14.0 Temperature in Accommodation

- 14.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog.
- 14.2 Devices used for heating and cooling must be safe and free from risk of burning or electrocution.
- 14.3 Manufacturer's instructions must be followed. Open flame appliances must not be used.

15.0 Cleanliness

- 15.1 All kennels, corridors, common areas, kitchens and so on must be kept clean and free from accumulations of dirt and dust so that disease control is maintained.
- 15.2 An agreed standard operating procedure must be followed.
- 15.3 Each occupied kennel must be cleaned daily at a minimum.
- 15.4 All excreta and soiled material must be removed from all areas used by the dogs as necessary and disposed of by an approved waste management company.
- 15.5 All sleeping areas and bedding must be kept clean and dry.
- 15.6 Facilities must be provided for the proper reception, storage and disposal of waste.
- 15.7 Measures must be taken to minimise the risks from rodents, insects and other pests within the breeding establishment.
- 15.8 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.

16.0 Whelping Facilities

- 16.1 There must be a separate whelping pen or room for each whelping bitch in which to whelp. There must be direct access to the whelping area for kennel personnel without disturbing the general kennel population. Once separated there must be increased social contact with humans.

- 16.2 Each whelping pen must be constructed of easily cleanable impervious materials. The area must be cleaned regularly and a record kept of cleaning procedures. The whelping pen must have a divider to allow the bitch to access an area where she cannot be reached by the puppies. There must be natural daylight.
- 16.3 There must be a whelping bed raised off the floor and with sides high enough to prevent new born puppies from falling out. The bed must contain sufficient bedding to ensure a soft surface for the bitch and to enable the absorption of mess resulting from whelping. The bed must be constructed of easily cleanable impervious material and must be thoroughly cleaned and disinfected between litters.
- 16.4 The whelping area must be maintained at an appropriate temperature. The bitch must be able to move away from heat spots.
- 16.5 Bitches must be adequately supervised during whelping and records kept of:
- time of birth of each puppy
 - puppies' sex, colour and weight
 - placentae passed
 - any other significant events.
- 16.6 Bitches must be allowed a minimum of four periods a day for toileting and exercise away from their puppies.

Conditions Relating to Management

17.0 General

- 17.1 Dogs must be adequately supplied with suitable food, drink and bedding material, adequately exercised, and visited at suitable intervals.
- 17.2 A fit and proper person must always be present to exercise supervision and deal with emergencies.

18.0 Numbers of staff

- 18.1 Numbers of staff must be appropriate for the breed/type and number of dogs being bred. Numbers must be sufficient to provide the level of care set out in these model conditions.
- 18.2 Sufficient adequately trained staff must be available every day to carry out all the interactions and procedures with dogs required by these conditions
- 18.3 Dogs must not be left alone for long periods and must be checked at the start and end of every working day and regularly by a member of staff at least every four hours during the day.

19.0 Environmental Enrichment and Exercise

- 19.1 Dogs must be provided with environmental enrichment and the ability to have some control over their environment.
- 19.2 Breeding establishments are the permanent home for some dogs and therefore provision of exercise facilities must be adequate for the long term. Dogs must not be

kept permanently confined.

19.3 Arrangements must be made for the dogs to be exercised at least twice a day.

20.0 Handling and habituation

20.1 Breeding dogs must be handled and examined regularly to identify changes in health, weight and behaviour, also to ensure dogs are habituated to handling by people. This is particularly important for bitches, as fear of people will influence development of puppy behaviour.

21.0 Food and Water Supplies

21.1 All dogs must be adequately supplied with suitable food. Clean water must be available at all times and changed at least daily. Dogs must be fed a diet appropriate to their age, breed, activity level and stage in the breeding cycle. Dogs must be fed individually with separate bowls. Food must be stored in vermin-proof containers and fresh food must be refrigerated.

21.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross contamination. They must be maintained in a clean condition and cleaned and disinfected or disposed of after each meal.

21.3 Dogs must be fed sufficiently well to maintain health.

22.0 Weaning Procedures

22.1 Puppies must start the weaning process as soon as they are capable of ingesting food on their own. The food offered must be appropriate for the stage of development of the puppies.

22.2 During lactation, the bitch must have sufficient appropriate food to satisfy the demands being made upon her.

23.0 Kitchen Facilities

23.1 Facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.

23.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided. Food contamination must be avoided.

23.4 A sink with hot and cold running water must be available for washing kitchen utensils and eating and drinking vessels.

23.5 Containers for storing foods must be provided and must be constructed and maintained to guard against insects and other pests.

23.6 Cross-contamination must be avoided.

24.0 First-Aid Kit for Dogs

24.1 A fully maintained first-aid kit suitable for use on dogs and puppies must be available and accessible on the premises.

25.0 Isolation Facilities

- 25.1 Veterinary advice must be sought for any animal with a potentially infectious disease.
- 25.2 Facilities for isolation must be available when required. Isolation facilities must be used where the presence of infectious disease is suspected or known.
- 25.3 Isolation facilities must be in compliance with the other licence conditions but must be physically separate from other dogs.
- 25.4 Hands must be washed after leaving the isolation facilities before handling other dogs.
- 25.5 Protective clothing, footwear and equipment, for use only in the isolation facility, must be used to reduce the spread of infection and must not be worn outside the isolation facility.
- 25.6 Complete disinfection of the isolation facilities and equipment must be carried out once vacated.

Conditions Relating to Disease Control, Vaccination and Worming

26.0 General

- 26.1 All reasonable precautions must be taken to prevent and control the spread among dogs of infectious or contagious diseases
- 26.2 Licence holders must take all reasonable steps to protect the animal from pain, suffering, injury and disease. Advice from the veterinary surgeon must be sought where a dog shows signs of disease, injury or illness. A competent person must ensure this advice is followed.
- 26.3 All breeding establishments must be registered with a Veterinary Practice and ensure full details are made available to the Licensing Authority.

All dogs should be vaccinated against Canine Distemper, Infectious Canine Hepatitis (*Canine Adenovirus*), Leptospirosis (*Leptospira icterohaemorrhagiae*) and Canine Parvovirus. It may be necessary to vaccinate against other diseases and veterinary advice should be sought.

Conditions Relating to Emergencies / Fire Prevention

27.0 General

- 27.1 There must be Emergency Evacuation and Contingency Plans in place which meets approval with the local authority, and in consultation with the local authority.

Conditions Relating to Transport

28.0 General

- 28.1 Dogs and puppies being transported to and from breeding establishments must be properly supervised to ensure compliance with the obligations under the 1973 Act.
- 28.2 All appropriate steps must be taken to ensure that the dogs will be provided with suitable food, drink and bedding material and adequately exercised when being transported to or from the breeding establishment.
- 28.3 Bitches must not be transported in the last stages of pregnancy, ideally not from 54 days after mating, unless to a veterinary surgeon for treatment.
- 28.4 Bitches must not be transported for 48 hours after whelping unless it is to see a veterinary surgeon for treatment.
- 28.5 Whenever dogs are transported they must be fit and healthy for the intended journey. Injured and/ or diseased dogs must not be transported (except for minor illness or injury, as determined by trained and competent staff) unless they are being taken to a veterinary surgery.
- 28.6 Puppies must not be transported before eight weeks of age without their dam unless a veterinary surgeon agrees otherwise for health and/or welfare reasons, or in an emergency.

Conditions Relating to Health and Welfare of the Breeding Stock and Litters

29.0 Mating

- 29.1 Bitches must not be mated if they are less than one year old.

30.0 Maximum Number of Litters

- 30.1 Bitches must not give birth to more than six litters of puppies each in their lifetime

31.0 Twelve Months Between Litters

- 31.1 Bitches must not give birth to puppies before the end of the period of twelve months beginning with the day on which they last gave birth to puppies.

32.0 Social Contact for Dogs and Socialisation of Puppies - Adult Dogs

- 32.1 Social contact is very important, and all dogs used for breeding must be kept in an environment that allows adequate social contact with both other dogs and people.

33.0 Social Contact for Dogs and Socialisation of Puppies - Puppies

- 33.1 Puppies must be handled regularly from shortly after birth for short periods (e.g. gently picking up and examining) to habituate them to human contact and to examine them for any sign of disease and to ensure they are feeding properly.
- 33.2 From 3 weeks old puppies must be habituated to events likely to be encountered in a domestic environment.
- 33.3 To learn social skills with other dogs, puppies must be maintained as a litter or with puppies of a similar age and size.

34.0 Record Keeping

- 34.1 Accurate records in a form prescribed by regulations as shown below must be kept at the premises and made available for inspection there by any officer of the local authority or any veterinary surgeon, authorised by the local authority to inspect the premises.
- 34.2 The Breeding of Dogs (Licensing Records) Regulations 1999 (SI 1999 No 3192) prescribe the form of records to be kept by licensed breeding establishments. These records must be accurate and kept on the premises and made available to local authority inspectors or any veterinary surgeon authorised by the local authority.
- 34.3 A record must be kept for each breeding bitch providing the name of the bitch, date of birth, address where she is kept, breed, description, date of mating and details of sire. Licensed dog breeders must also keep a record of any litters, including the sex of the puppies, date of birth, weight, description and total number in the litter. The record must also show the details of sale, namely the date of sale, name and address of who was supplied and the status of the purchaser (ie, private owner or pet shop).

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Telford & Wrekin Council

Licensing Committee - 11th October 2016

**The Safety of Sports Grounds Act 1975 and Fire and Places of Sport Act 1987 -
Regulated Stands Certificates for AFC Telford Utd Football Stadium**

**Report of Development Team Group Manager and Service Delivery Manager
Development Management**

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1. Purpose

For Members to consider the application for Regulated Stand Certificates for the David Hutchison (north), University of Wolverhampton (west) and Frank Nagington (south) stands at AFC Telford for the 12 month period 14th October 2016 to 14th October 2017.

2. Recommendation

2.1 That the Service Delivery Manager Development Management be authorised to grant the Safety Certificate applications for the Regulated Stands for a period of 12 months, subject to the remedial work to the fire alarm system being carried out in accordance with the recommendations in the Fire Detection and Alarm System Inspection and Servicing Report and completed before the Certificate is issued and subject to conditions including a condition that the affected areas of the West stand referred to in paragraph 5 below are closed to the public and cordoned off until the barriers have been repaired, replaced or redesigned to the satisfaction of the Council.

3 Summary

The Report to Licensing Committee on the 4th February 2016 is attached at Appendix A and sets out the nature of the application before Committee. Members will recall and note from the Minutes that the Committee was prepared to grant a certificate for the balance of the 12 month period expiring on 14th October 2016. This application is now before Members for consideration and decision for the next 12 month period to October 2017.

4 Previous Minutes

14th October 2015
9th December 2015
4th February 2016

5. Update since 4th February 2016

With regard to the issues raised at Committee on 4th February, namely the barrier testing and the fire alarm system, the updated position is as follows:

1. The Council has received from the Club a report of the barrier testing undertaken by Sandberg Consulting on 16th February 2016. The report concludes that ten of the 12 barriers tested meet the safety requirements. Two locations identified as test sites 6 and 7 within the West stand did not accept their full “bedding in load” and the report recommends that “it would be considered prudent to temporarily close areas of the terrace around the barriers identified as tests 6 and 7 until the barriers have been repaired/replaced or redesigned.” Closing off this section of the stand will not cause an issue in terms of spectator capacity and AFC Telford has confirmed in writing that the affected area of the West stand is cordoned off to prevent it being use by spectators.
2. The fire alarm installation is now complete and testing was undertaken on 4th October 2016. The testing has identified 8 No. minor remedial measures that require to be addressed. AFC Telford’s contractor Q Technical has confirmed in writing that there is a programmed works plan in place to be undertaken between 12th and 14th October 2016 to resolve these matters.

As the issues previously highlighted are all actively being addressed, the recommendation is to grant the Safety Certificate applications for the Regulated Stands for the 12 month period expiring in October 2017 subject to conditions regarding the barriers in the West stand and fire detection and alarm system implications and the on-going standard conditions of the certificate e.g. CCTV requirements that will continue to apply and will be monitored by the Safety Group.

6. Legal Comment

Following the deregulation of the sports ground as a whole, from the 1st of October 2015 the Club has to ensure that the appropriate Regulated Stand Certificates are in place prior to any sporting activity taking place. The Council has a duty to consider and, if appropriate, issue Certificates with appropriate conditions having regard to the relevant legislation contained in the Act.

Rights of Appeal

Section 30 of the Act provides rights of appeal to the magistrate’s court including

- An appeal by a person against a determination by the local authority that he /she is not qualified to hold a safety certificate for a regulated stand
- An appeal by any interested party against the inclusion of anything in or omission of anything, from a safety certificate for a regulated stand or the refusal of the local authority to amend or replace it.

Transparency

The decision that the Licensing Committee are being asked to make must include the following in order to ensure fair, transparent decision making :-

- All members of the Licensing Committee taking part in this decision must read this report in its entirety including the recommendations and the appendices.
- If any member of the Committee believes that any aspect of the report or document is ambiguous or requires further explanation then questions should be raised with those officers presenting the report before any decision is made.

7. Financial Comment

The assessment of Certificate applications is carried out by building control officers within existing resources. (AEM 10/10/16)

8. Links with Corporate Priorities

This report has links to the following:

Corporate Priorities

Protect and Create Jobs as a “Business Supporting Winning Council”

Officers have been advising the club for a long time supporting them on what they need to do to meet the standards required for the certificates to be approved.

It is important for members to note that the Lead Officer at AFC Telford in respect of this matter is now Sharon Bowyer, the General Manager.

9. Risks and Opportunities

The following key risk and opportunity associated with this action has been identified and assessed and arrangements put in place to manage them

- (1) The financial risks to the Council in the event of a legal challenge to any decision

10. Equal Opportunities

There are no equal opportunity implications arising from this report

11. Environmental Impact

There is no environmental impact arising from this report

12. Ward Implications

There are Borough wide implications

13. Background Papers

Safety at Sports Grounds Act 1975

Fire Safety and Places of Sport Act 1987
Safety at Sport Grounds Designation Order 2015
Guide to Safety as Sports Grounds (Green Guide)

Current General Safety Certificate
Letter received regarding Deregulation

Report prepared by

Keith Harris Development Team Group Manager and David Fletcher Service Delivery
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Licensing Committee - 4th February 2016

**The Safety of Sports Grounds Act 1975 and Fire and Places of Sport Act 1987 -
Regulated Stands Certificates for AFC Telford Utd Football Stadium**

**Report of Building Control Team Leader and Service Delivery Manager
Development Management**

1. Purpose

For Members to consider further applications for Regulated Stand Certificates for the David Hutchison (north), University of Wolverhampton (west) and Frank Nagington (south) stands at AFC Telford following this Committee's decision on the 9th December 2015 to grant a certificate for 70 days subject to the conditions set out in the minutes of the last Licensing Committee held on the 9th December 2015 ("the Minutes")

2. Recommendation

2.1 That the Service Delivery Manager Development Management be delegated to grant the Safety Certificate applications for the Regulated Stands for the balance of the 12 month period expiring on the 14th October 2016, subject to a condition requiring any remedial work identified (if any) by the barrier testing (which is being undertaken on the 1st/2nd Feb 2016) being carried out in accordance with the recommendations in the barrier testing report .

3 Summary

The Report to Licensing Committee on the 9th December 2015 is attached at Appendix A and sets out the nature of the application before Committee. Members will recall and note from the Minutes that the Committee was only prepared to grant a certificate for 70 days in view of the fire alarm and safety barrier issue. Prior to the expiry of the 70 day grant, this application is now before Members for further consideration and decision.

4 Previous Minutes

14th October 2015

9th December 2015

5. Update since 9th December 2015

A pre match inspection was carried out by the Sports Safety Group with various members of the licensing committee familiarising themselves with the club and its management, on the 23rd January 2016. At the pre match inspection the Club's ground management demonstrated that they had actively taken on board the previous

comments made by the safety group and only minor areas were identified that could be picked up in their maintenance programme. The Club also demonstrated that the fire alarm installation was well under way. A further meeting will be held by the safety group on the 3rd February 2016 and a verbal update from that meeting will be given to Committee of any comments.

With regard to the issues raised at Committee on 9th December namely the fire alarm system and the barrier testing, the updated position is as follows

1. The Council has been informed by the Club that the barrier testing company have rearranged the test date so no report is available relating to the barriers. However this testing is now scheduled for 1st/2nd February and officers will update Members verbally if any further information is received prior to the Committee meeting.
2. The fire alarm installation is well under way although at present no firm completion date is available.

A further meeting of the Safety Group is scheduled to take place on February 3rd when the Club will update the group as to the progress of work on the alarm system and barrier testing.

As the issues previously highlighted are actively being addressed, the recommendation is to grant the balance of the 12 months subject to a condition regarding the barrier testing implications and the on-going standard conditions of the certificate eg CCTV requirements, that will continue to apply .

8. Legal Comment

Following the deregulation of the sports ground as a whole, from the 1st of October 2015 the Club has to ensure that the appropriate Regulated Stand Certificates are in place prior to any sporting activity taking place .The Council has a duty to consider and, if appropriate, issue Certificates with appropriate conditions having regard to the relevant legislation contained in the Act

Rights of Appeal

Section 30 of the Act provides rights of appeal to the magistrate's court including

- An appeal by a person against a determination by the local authority that he /she is not qualified to hold a safety certificate for a regulated stand
- An appeal by any interested party against the inclusion of anything in or omission of anything, from a safety certificate for a regulated stand or the refusal of the local authority to amend or replace it.

Transparency

The decision that the Licensing Committee are being asked to make must include the following in order to ensure fair, transparent decision making :-

- All members of the Licensing Committee taking part in this decision must read this report in its entirety including the recommendations and the appendices.

- If any member of the Committee believes that any aspect of the report or document is ambiguous or requires further explanation then questions should be raised with those officers presenting the report before any decision is made.

9. Financial Comment

Since the October meeting of the Licensing Committee, Telford and Wrekin Council have signed an Agreement with AFC Telford for the provision of capital gap funding, which has allowed AFC Telford to commission the necessary upgrades to the alarm systems. The assessment of Certificate applications will be carried out by building control officers within existing resources.

JAC 091215

10. Links with Corporate Priorities

This report has links to the following:

Corporate Priorities

Protect and Create Jobs as a “Business Supporting Winning Council”

Officers have been advising the club for a long time supporting them on what they need to do to meet the standards required for the certificates to be approved.

It is important for members to note that the Lead Officer at AFC Telford in respect of this matter is currently Lee Carter. Given his role as a senior councillor and Cabinet Lead Finance and Service Delivery, there are established systems agreed with Councillor Carter for demonstrating good governance and separating him from involvement in decisions in respect of matters relating to the football club. Principally, this means that the Monitoring Officer liaises with the Councillor and Officers are encouraged to speak to the Monitoring Officer if they have any concerns about the Councillor using his position to influence the consideration of the application.

In view of the seriousness of this application, normal rules have been waived as the Councillor is the person with overall responsibility for the club and the stands.

11. Risks and Opportunities

The following key risk and opportunity associated with this action has been identified and assessed and arrangements put in place to manage them

- (1) The financial risks to the Council in the event of a legal challenge to any decision

12. Equal Opportunities

There are no equal opportunity implications arising from this report

13. Environmental Impact

There is no environmental impact arising from this report

14. Ward Implications

There are Borough wide implications

15. Background Papers

Safety at Sports Grounds Act 1975
Fire Safety and Places of Sport Act 1987
Safety at Sport Grounds Designation Order 2015
Guide to Safety as Sports Grounds (Green Guide)

Current General Safety Certificate
Letter received regarding Deregulation

Report prepared by

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