

**ANIMAL BOARDING ESTABLISHMENTS ACT 1963****LICENCE CONDITIONS FOR DOG BOARDING ESTABLISHMENTS  
(proposed to apply from 1 January 2001)****1 GENERAL**

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or are used in association with the boarding of dogs.

Use of the term 'kennel' refers to combined sleeping and individual exercise areas.

**2. LICENCE DISPLAY**

- 2.1 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.

**3. CONSTRUCTION****3.1 General**

- 3.1.1 The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the licensing officer of the local authority.
- 3.1.2 Where wood has been used in existing construction it must be smooth and treated to render it impervious. Wood should not be used in exposed construction of walls, floors, partitions, door frames or doors in the dog kennelling area. There must be no projections liable to cause injury.
- 3.1.3 Fencing material must be secure and safe.
- 3.1.4 Sleeping areas of kennels must be so insulated as to prevent extremes of temperature.
- 3.1.5 The construction must be such that the security of the dog is ensured.
- 3.1.6 All exterior wood must be properly treated against wood rot, eg Tanalised. Only products which are not toxic to dogs must be used.
- 3.1.7 All internal surfaces used in the construction of walls, floor, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.

**3.2 Walls and Partitions**

- 3.2.1 Walls with which dogs may come into contact must be of smooth, impervious materials, capable of being easily cleansed. Where concrete or other building blocks are used in such walls, they must be sealed so as to be smooth and impervious, and resealed as necessary.
- 3.2.2 Junctions between vertical and horizontal sections should be covered. If impractical in existing premises, all joints must be sealed.
- 3.2.3 Partition walls between kennels must be of solid construction to a minimum height of 1.2m (4ft)

3.2.4 In new construction, in exercise runs the lower section of partitions in adjoining runs must be of solid construction.

### 3.3 Floors

3.3.1 Floors of all buildings, individual exercise areas and kennels, must be of smooth, impervious materials, capable of being easily cleansed and in new kennels must incorporate a damp proof membrane.

3.3.2 All floors of kennels and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids.

3.3.3 In new construction, floors must be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or an effectively covered deep drainage channel.

3.3.4 Communal exercise areas must be suitably drained but need not comply with conditions 3.3.1 and 3.3.2.

### 3.4 Ceilings

3.4.1 Ceilings must be capable of being easily cleansed and disinfected.

### 3.5 Doors

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

3.5.2 Where metal bars and frames are used, they must be of suitable gauge (approximately 10-14) with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury to the dog.

3.5.3 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.

### 3.6 Windows

3.6.1 All windows which pose a security risk must be escape proof at all times.

### 3.7 Drainage

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

### 3.8 Lighting

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

3.8.2 Adequate supplementary lighting must be provided throughout the establishment.



### 3.9 Ventilation

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

### 3.10 Maintenance

3.10.1 Maintenance and repair of the whole establishment must be carried out regularly.

## 4. NUMBERS OF ANIMALS

### 4.1 Numbers of Dogs Permitted

4.1.1 The maximum number of dogs to be kept at any one time is ..... **(TO BE DETERMINED BY THE LOCAL AUTHORITY)**

4.1.2 Each dog must be provided with a separate kennel except that dogs from the same household may share a kennel of adequate size with the written consent of the dogs' owner.

4.1.3 Holding kennels may be provided for temporarily kennelling a dog for not more than 24 hours. Holding kennels, if provided, must comply with conditions as required for main kennels. Holding kennels must be a minimum area of 2.3 sq m (25 sq ft).

4.1.4 No animals other than dogs are to be boarded within the licensed facilities without the written approval of the local authority.

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

### 4.2 Kennel Size, Layout and Exercise Facilities

4.2.1 For new kennels each kennel must be provided with a sleeping area of at least 1.9 sq m (20 sq ft).

4.2.2 Suitable bedding equipment must be provided which allows the dog to be comfortable and which is capable of being easily and adequately cleaned and sanitised. Such equipment must be sited out of draughts. All bedding material must be maintained in a clean, parasite free and dry condition.

4.2.3 For new kennels each kennel must be provided with an exercise area of at least 2.46 sq m (26 sq ft) (for dogs up to 24 inches high at shoulder) or 36 sq ft for larger dogs, which is separate from the bedding area and exclusive to that kennel, for free use by the dog at all times except at night.

4.2.4 Kennels must have a minimum height of 1.8m (6ft) to facilitate adequate access by kennel staff for cleaning.

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

4.2.6 Exercise areas must not be used as bedding areas.

## 5. **MANAGEMENT**

### 5.1 **Training**

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

### 5.2 **Temperature in Kennels**

- 5.2.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog.
- 5.2.2 There must be some part of the dog's sleeping area where the dog is able to enjoy a temperature of at least 10°C (50°F).
- 5.2.3 In isolation kennels there should be a means of maintaining the temperature at a level suitable for the conditions of the dog and dependent on veterinary advice.

### 5.3 **Cleanliness**

- 5.3.1 All kennels, corridors, common areas, kitchens 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.
- 5.3.2 Each occupied kennel must be cleansed daily. All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary.
- 5.3.3 All bedding areas must be kept clean and dry.
- 5.3.4 Each kennel must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.
- 5.3.5 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 disposal route for all such waste must be incineration.
- 5.3.6 Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

### 5.4 **Food and Water Supplies**

- 5.4.1 All dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily.
- 5.4.2 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.
- 5.4.3 Eating vessels must be cleansed after each meal.
- 5.4.4 Drinking vessels must be cleansed at least once a day.



## 5.5 Kitchen Facilities

- 5.5.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.
- 5.5.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.
- 5.5.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash-hand basin with hot and cold water must be provided for staff use.
- 5.5.4 Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

## 5.6 Disease Control and Vaccination

- 5.6.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 5.6.2 Proof must be provided that dogs boarded or resident have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagiae*) 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 manufacturers instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
- 5.6.3 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 instruction for its treatment which have been given by a veterinary surgeon must be strictly followed.
- 5.6.4 A well stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 5.6.5 A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site.

## 5.7 Isolation

- 5.7.1 Isolation facilities must be provided.
- 5.7.2 In existing facilities these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main kennels. This must be a minimum 5m (15ft). (See also temperature control).
- 5.7.3 Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels must be provided.
- 5.7.4 Hands must be washed after leaving the isolation facilities before visiting the other kennels.

## **5.8 Register**

5.8.1 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 or tattoo
- ◆ description, breed, age and gender of dog
- ◆ name, address and phone number of owner or keeper
- ◆ name, address and phone number of contact person whilst boarded
- ◆ name, address and phone number of dog's veterinary surgeon
- ◆ anticipated and actual date of departure
- ◆ health, welfare and nutrition requirements

5.8.2 The register must be kept readily available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information.

5.8.3 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.

## **5.9 Identification of Kennels**

5.9.1 Each kennel must be clearly marked (eg numbered), and a system in place which ensures that relevant information about the dog in that kennel is readily available.

## **5.10 Supervision**

5.10.1 A fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.

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

## **5.11 Fire Precautions**

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

5.11.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on where dogs are to be evacuated to in the event of a fire or other emergency.

5.11.3 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.

5.11.4 All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of kennels.

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

5.11.6 Precautions must be taken to prevent any accumulation which may present a risk of fire.

5.11.7 There must be adequate means of raising an alarm in the event of a fire or other emergency.



## ANIMAL BOARDING ESTABLISHMENTS ACT 1963

## LICENCE CONDITIONS FOR CAT BOARDING ESTABLISHMENTS

## 1 GENERAL

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which cats have access and/or are used in association with the boarding of cats.

Use of the term 'unit' refers to combined sleeping and individual exercise areas.

## 2. LICENCE DISPLAY

- 2.1 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.

## 3. CONSTRUCTION

## 3.1 General

- 3.1.1 The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the licensing officer of the local authority.
- 3.1.2 All new units must be built on a concrete base with a damp proof membrane to Building Regulations standards. The base should have a minimum fall of 1 in 80 (see 3.3.2).
- 3.1.3 All exterior wood must be smooth and properly treated against wood rot. Only products which are not toxic to cats may be used.
- 3.1.4 All internal surfaces used in the construction of walls, floor, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.
- 3.1.5 Sleeping areas of the unit must be so insulated as to prevent extremes of temperature.
- 3.1.6 Fencing material must be secure and safe.
- 3.1.7 The construction must be such that security of the cat is ensured.
- 3.1.8 All areas to which cats have free access must be roofed (See 3.4.2).
- 3.2 Walls
- 3.2.1 The walls with which cats may come into contact must be of smooth, impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used, they must be sealed so as to be smooth and impervious, and resealed as necessary.
- 3.2.2 Junctions between vertical and horizontal sections should be covered. If impractical in existing premises, all joints must be sealed.
- 3.2.3 Full length sneeze barriers must be provided where the gap between units is less than 625mm (2ft)

### 3.3 Floors and Concrete Bases

- 3.3.1 The concrete base and floors of all buildings and units must be of smooth, impervious materials, capable of being easily cleansed. In new catteries, this must incorporate a damp proof membrane.
- 3.3.2 Floor of all units and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids (see condition 3.1.2).

### 3.4 Ceilings and Roofing

- 3.4.1. Ceilings must be capable of being easily cleansed and disinfected.
- 3.4.2 All exercise areas and the safety passage should be covered with mesh and impermeable material, a proportion of which must be translucent.

### 3.5 Doors

- 3.5.1 Doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
- 3.5.2 Where metal edging is used, this must not present a risk of injury to the cat.
- 3.5.3 Adequate constructional precautions must be taken to prevent and control the spread of infectious disease particularly by droplet infection.

### 3.6 Windows

- 3.6.1 All windows which pose a security risk must be escape proof at all times.

### 3.7 Drainage

- 3.7.1 Kitchens must be connected to mains drainage or an approved, localised sewage disposal system.

### 3.8 Lighting

- 3.8.1 During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this must be natural light.
- 3.8.2 Adequate supplementary lighting must be provided throughout the establishment.

### 3.9 Ventilation

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

### 3.10 Maintenance

- 3.10.1 Maintenance and repair of the whole establishment must be carried out regularly.



#### 4. NUMBERS OF ANIMALS

##### 4.1 Numbers of Cats Permitted

- 4.1.1 The maximum number of cats to be kept at any one time is ..... (TO BE DETERMINED BY THE LOCAL AUTHORITY)
- 4.1.2 Each cat must be provided with a separate unit except that cats from the same household may share a unit of adequate size with the written consent of the cats' owner.
- 4.1.3 Holding units may be provided for temporarily boarding a cat for not more than 24 hours. Existing holding unit must have a minimum floor area of 9 sq ft. In new construction, the floor area must be a minimum of 12 sq ft. Holding units must have a minimum height of 0.9m (3ft).
- 4.1.4 No animals other than cats are to be boarded within the licensed facilities without the written approval of the local authority.
- 4.1.5 Where stray cats are accepted by the cattery, they must be kept in a separate area away from boarded cats.

##### 4.2 Unit Size, Layout and Exercise Facilities

- 4.2.1 In new construction, each unit must have a sleeping area and an adjoining exercise area which is exclusive to that unit.
- 4.2.2 In new construction, each unit must be provided with a sleeping area of at least 0.85 sq m (9 sq ft) for one cat, 1.5 sq m (16sq ft) for two cats and 1.85 sq m (20sq ft) for up to four cats.  
  
Units may be designated as suitable for a specific number of cats, greater than 4, at the discretion of the licensing authority.
- 4.2.3 Units must have a minimum internal height of 1.8m (6ft) to facilitate adequate access by unit staff for cleaning.
- 4.2.4 The height of the sleeping area must be at least 0.91m (3 ft) in existing and 1.22m (4 ft) in new build.
- 4.2.5 Suitable bedding must be provided which allows the cat to be comfortable and which is capable of being easily and adequately cleaned and disinfected. Such equipment must be sited out of draughts. Bedding material must be checked daily and must be maintained in a clean, parasite-free and dry condition.
- 4.2.6 In new construction, each unit must be provided with an exercise area of at least 1.7 sq m (18 sq ft) for a single cat; 2.23 sq m (24 sq ft) for two cats; 30 sq ft for up to 4 cats.
- 4.2.7 Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.
- 4.2.8 Exercise areas must not be used as sleeping areas.
- 4.2.9 There must be direct and voluntary access to the exercise area.

## 5. MANAGEMENT

### 5.1 Training

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

### 5.2 Temperature in Units

- 5.2.1 Heating facilities must be available in the unit and used according to the requirements of the individual cat.
- 5.2.2 There must be some part of the sleeping area where the cat is able to enjoy a temperature of at least 10°C (50°F).
- 5.2.3 In isolation units, there should be a means of maintaining the temperature at a level suitable for the conditions of the cat and dependent on veterinary advice.

### 5.3 Cleanliness

- 5.3.1 All units, corridors, common areas, kitchens 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 cat comfort.
- 5.3.2 Each occupied unit must be cleansed daily. All excreta and soiled material must be removed from all areas used by cats at least daily and more often if necessary.
- 5.3.3 All bedding areas must be kept clean and dry.
- 5.3.4 Suitably sized litter trays which are easy to clean and impermeable must be provided at all times. These must be emptied and cleansed at least once a day and as necessary at any time during the day if found to be unduly soiled. Suitable material for litter must be provided.
- 5.3.5 Each unit must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.
- 5.3.6 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 cats with infectious diseases. The final disposal route for all such waste must be incineration.
- 5.3.7 Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

### 5.4 Food and Water Supplies

- 5.4.1 All cats must be adequately supplied with suitable food. At least two meals a day must be offered at approximately 8 hours apart. Wholesome water must be available at all times and changed daily.
- 5.4.2 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. Disposable eating dishes may be used.



5.4.3 Eating vessels must be cleansed or disposed of after each meal.

5.4.4 Drinking vessels must be cleansed at least once a day.

## 5.5 Kitchen Facilities

5.5.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the cats.

5.5.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.

5.5.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash-hand basin with hot and cold water must be provided for staff use.

5.5.4 Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

## 5.6 Disease Control and Vaccination

5.6.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the cats, staff and visitors.

5.6.2 Proof must be provided that cats boarded or resident have current vaccinations against infectious feline enteritis, feline respiratory disease 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 manufacturers instructions. A record that this proof has been supplied must be kept on-site throughout the period that the cat is boarded.

5.6.3 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any cat is sick or injured any instruction for its treatment which have been given by a veterinary surgeon must be strictly followed.

5.6.4 A well stocked first-aid kit suitable for use on cats must be available and accessible on site.

## 5.7 Isolation

5.7.1 Isolation facilities must be provided.

5.7.2 In existing catteries these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main units. This must be a minimum 3m (10ft). (See also temperature control).

5.7.3 Adequate facilities to prevent the spread of infectious disease between the isolation unit and other units must be provided.

5.7.4 Hands must be washed after leaving the isolation facilities before visiting the other units.

## 5.8 Register

5.8.1 A register must be kept of all cats boarded. The information kept must include the following:

- ◆ date of arrival
- ◆ name of cat, any identification system such as microchip number or tattoo
- ◆ description, breed, age and gender of cat
- ◆ name, address and phone number of owner or keeper
- ◆ name, address and phone number of contact person whilst boarded
- ◆ name, address and phone number of cat's veterinary surgeon
- ◆ anticipated and actual date of departure
- ◆ health, welfare and nutrition requirements

5.8.2 The register must be kept readily available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information.

5.8.3 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.

## 5.9 Identification of Units

5.9.1 Each unit must be clearly marked (eg numbered), and a system in place which ensures that relevant information about the cat in that unit is readily available.

## 5.10 Supervision

5.10.1 A fit and proper person must always be present to exercise supervision and deal with emergencies whenever cats are boarded at the premises.

5.10.2 Cats must be visited at regular intervals as necessary for their health, safety and welfare.

## 5.11 Fire Precautions

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

5.11.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions where cats are to be evacuated to in the event of a fire or other emergency.

5.11.3 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.

5.11.4 All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of units.

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

5.11.6 Precautions must be taken to prevent any accumulation which may present a risk of fire.

5.11.7 There must be adequate means of raising an alarm in the event of a fire or other emergency.



**Environmental Services**

Riverbank Court  
Wakefield Road  
Aspley  
Huddersfield HD5 9AA  
Tel: 01484 226454  
Fax: 01484 223286  
Website: [www.kirklees.gov.uk](http://www.kirklees.gov.uk)  
Access for people who are deaf:  
Text phone 01484 226404  
E-mail address:  
[kim.walker@kirklees.gov.uk](mailto:kim.walker@kirklees.gov.uk)

Our Ref:

If calling please ask for: Kim Walker Tel: 01484 226454

Date: 15 September 2011

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**Animal Boarding Establishments Act 1963**

Dear \_\_\_\_\_,

We are considering amending the "Conditions of License" under the above Acts and would like to consult all interested parties on this matter. The current "Conditions of License" are enclosed with this letter for your reference.

In order to be consistent with other Local Authorities we would like to adopt the model conditions used by the Chartered Institute of Environmental Health. We feel these conditions have been created by a wide range of relevant experts and offer flexibility whilst complying with the regulations. Conditions to the license on 1<sup>st</sup> January 2012, with a phased implementation for establishments where structural work may be required.

Written responses to this consultation are invited and should be received at the above address before 21<sup>st</sup> November 2011.

Yours sincerely

Kim Walker  
Senior Environmental Health Officer

Enc

Consultation

Mr A Robinson  
 The Gables  
 Willow Terrace  
 Soothill  
 Batley  
 WF17 6LQ

Dear Jill Greenway

In response to your letter dated 17<sup>th</sup> August 2011, we have considered each point you have raised. We have explored each suggestion and agreed to act on many of your concerns however we feel we have the right to challenge areas where we feel our standards are already high.

Sneeze barriers: According to fabcats.org, "a good cattery design should ensure that adequate ventilation and air are present to minimise the danger of spreading air-borne diseases." Adding to this, "cats should have an interesting view to stimulate them."

For the past fifteen years we have frequently been commended by returning customers that our cattery hosts an open plan pen which maximises fresh air for their cats. Customers have offered highly positive feedback stating that they would prefer to use our facilities above other establishments due to our outdoor pens and views. This feedback mirrors the suggestions made on fabcats.org.

We cannot help but question whether our loyal customers would feel differently about our airy pens if an object such as the barriers were introduced. We appreciate your offer of an extended time frame however money is no obstacle here. We aim to please our customers and cats and can only draw from customer feedback which has suggested that barriers would be a hindrance.

Had sneeze barriers been introduced or even suggested prior to our developments we would have been less reluctant for this addition and happy comply however, during our fifteen years of business and three fully passed planning applications we are confused why no suggestions have never been voiced.

Contact details: We feel extremely reluctant displaying our home telephone number in a prominent position for passers by to view. Each customer is aware of our contact details therefore we are unsure why we should display such personal details to others who are not involved with the cattery.

Trade Waste: We remove our own waste on a regular basis. Dependent on the cattery intake each week we dispose the waste in accordance to the numbers of cats we have staying. We do not want to be dependent on a waste collection company as this service can be unreliable. We monitor the



accumulation of waste which prompts us to discard more frequently and cannot help but feel that we would complete your request to a much better standard than any company.

The insurance request has been met as well as your other issues including registration for a flock and Defra numbers for both the goats and poultry.

We feel we have met the requirements which needed addressing however I hope you can identify our concerns about other aspects of our business and our home surroundings. I hope that you can appreciate our apprehensions after such a long time running a successful business.

Please also note that all future correspondence to be addressed to Mr A B Robinson and Ms T Martin and not Ms L Senior.

Kind Regards

Mr Robinson and Ms Martin

*T Martin*



Arrunden Boarding Kennels  
9 Arrunden  
Holmfirth  
W. Yorks  
HD9 2RN

7/11/11

Dear Ms Walker

Thankyou for your letter of 6<sup>th</sup> October regarding adopting the model conditions used by the Chartered Institute of Environmental Health.

Firstly the system we have has worked perfectly well for decades, so is it change for changes sake or a case of new brooms? Over the years Kirklees have shifted the boarding kennel licensing responsibility from one department to another - this means goal posts can change according to whims and personal ideas.

My views are that existing kennels should not be forced to make alterations to set ups that have worked perfectly well for years, and that have been acceptable to previous departments responsible for issuing licences. Personally speaking, and I think this would apply to the majority of kennels, ours is a small family business, the cost of making alterations is prohibitive. Keeping the premises in good repair is already quite costly and making, what to my mind are unnecessary alterations, would place a burden on our finances, especially when we are in the midst of a deep recession. We provide a valuable service and our customers are more than happy with the facilities we provide and most importantly our charges are happy while with us.

Listed below are specific points relating to my own premises that Jill Greenway felt needed attention.

#### **CATS**

1) 5.7.1 - Isolation facilities - I don't have an isolation area for cats but if a cat is ill enough to isolate it needs to be at the vets.

#### **DOGS**

1) 3.2.3 Height of partition walls in the kennels - apart from the bedroom areas in which the walls are all 6' high not all of mine are 4' high in the exercise area, actually if these areas of my kennels are regarded as individual exercise areas then they are all of an adequate height (27"). High walls make the kennels seem more like prison cells which owners do not like and affects the mental well being of some dogs, they are after all pack animals.



2) 3.2.4 Exercise runs solid partitions to 27" - the majority of my outside runs do not have solid partitions, it gives the dogs a chance to interact with each other which makes their stay with us happier, especially puppies - they have a great time when they can see each other.

Another concern is the increase of public liability cover you would like us to have. We are insured with Petplan for £3,000,000. They think this cover is more than adequate, surely they are in a good position to know what level of cover is necessary. To increase the cover to 5,000,000 would add more than £100 to our premium.

Yours sincerely



Mrs Jackie Tidmarsh

# COMBS BOARDING CATTERY

Park House Farm, The Common, Thornhill, Dewsbury, West Yorkshire, WF12 OLJ.  
Tel: 01924 461305 Mobile: 07778 893819 e - mail: [barbarian.clevelands@virgin.net](mailto:barbarian.clevelands@virgin.net)

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Environment Health,  
Investment & Regeneration,  
Riverbank Court,  
Wakefield Road,  
Aspley,  
Huddersfield,  
HD5 9AA.

Date – 17<sup>th</sup> November 2011.

## **Re – Animal Boarding Establishments Act 1963. Proposed changes to licence conditions.**

Dear Sir/Madam,

Thank you for including us in the consultation regarding the proposed changes to Cattery licence conditions, which Kirklees Council is proposing to adopt on 1<sup>st</sup> January 2012.

I have spoken to Kim Walker at length on the telephone regarding this matter and I have detailed my position and views in writing below for consideration at the consultation meeting(s).

### **Our position,**

Previously, as a family we ran a Boarding Cattery and Kennels business in the Bradford area, prior to our relocation to Dewsbury, where we established our current Boarding Cattery business.

Combs Cattery is a long established, small family business based in Dewsbury, which prides itself in the fact that we have had no customer complaints or adverse reports throughout our long trading history which dates back to 1980. This is a business which we created from scratch and liaised fully with Kirklees Council and the Department of Environment in order to comply with the Cattery Boarding Licence conditions at that time.

We have maintained our compliance with all the conditions put to us as they have changed throughout the years and always maintained a high standard and a fully licenced Cat Boarding facility.

We as a Cat Boarding establishment are fully committed to the welfare of the animals boarding in our care. Following years of trading as a Licenced Cattery we have extensive knowledge in respect of Cat health, psychology and their welfare needs. We provide the correct facilities and the excellent care our customers expect for their Cat whilst boarding with us. We have the support of the local Veterinary Practices and a loyal customer base that return year after year and recommend our business to others.



The statement, "Phased implementation for establishments where structural work maybe required," is a good example. Please be realistic when considering a business has to conduct structural work of any sort and adopt a common sense approach, please consider the economic costs to that business.

Kirklees Council should be encouraging PRIVATE enterprise especially in these bad economic times, not potentially causing so much financial expenditure that it would close a small local business.

I fully acknowledge that a new business venture OR an existing business that wishes to expand, full compliance to the letter of the Model Conditions and Model Guidelines could be implemented. BUT the already established section of that original business should be allowed to be adapted with a common sense approach and flexibility of some conditions.

I personally do not think that our business will need to change as we already are run in compliance with the Council requirements. I hope that there will not be drastic changes implemented without due consideration and discussion with the establishment owners as outlined above.

Yours faithfully,

Mrs. Janet Webster,

(Proprietor)

Hillcrest Boarding Kennels  
63 Gomersal Lane  
Cleckheaton  
BD19 4JQ

☎ 01274 873750

17<sup>th</sup> November 2011

Dear Kim,

**Re: Consultation on Dog Boarding Proposals**

Thank you for your letter dated 6<sup>th</sup> October 2011 enclosing copies of the Model Conditions and Guidance for Dog Boarding and also the current Conditions of Licence. Your letter invited written responses to the proposed adoption of the model conditions from 1<sup>st</sup> January 2011.

As responsible owners of a long standing and respected establishment, under our management for the past 22 years, we are happy to see the adoption of any proposals which we feel would enhance the welfare of animals, service to customers and safety for staff. As such we welcome a unified approach to the licensing and regulation of boarding kennels.

However, any enforcement of these proposals must take into account the question as to how businesses will pay for such significant changes when the economy is in the worst recession in recent history. Like the majority of organisations in the UK, the past three years have presented very difficult trading conditions for our business. With rising unemployment and consumer confidence shaken, our revenues have declined in recent years and 2010 looks like being the worst for many years – the same customers still use us but less frequently.

In such an economic climate, funds available for significant and immediate investment are limited, making any requirement to implement changes in the short term unaffordable. Our expectation is that all of this work will involve significant costs and as such would have to be phased in gradually over a period of not less than 5 years, any agreed scheme of works being reviewed annually. Having to commence any significant works in this economic climate would represent the worst possible timing.

Our view is that the proposed changes to conditions are suitable for new kennel businesses (i.e. new constructions), but we feel it is very unfair for the Local Authority, who have inspected us and granted the business an annual licence for the past 22 years (and an additional 20 years previously to other family members) to expect existing premises to be brought up to those standards in the short term. We have no evidence of any customer dissatisfaction with the standard of the service we provide.



Examining the various proposed conditions individually, there are some which we feel add no value, or indeed may be detrimental, to the welfare of household pets, namely;

5.3.6 – we feel that in the vast majority of cases, customers providing the dog's own bedding is very important in what is a strange environment for the pet. Our experience is that this has proven to be very successful over the years and we have a dedicated washing machine available solely for the purposes of daily washing of kennel bedding, as required. We are opposed to the removal of this option for customers;

5.4.2 the use of disposable eating dishes carries with it the risk of the pet eating this item itself. Our preference is to minimise this risk and continue to use stainless steel dishes which are washed and dried after every use;

We trust that you will take our concerns seriously and hope that there will be further discussions with proprietors before any major decisions are made, as we feel that such a sudden introduction of these proposed conditions will very likely result in the closure of several kennels, well established business that have provided customers with a valuable service for their pets.

Should you wish to discuss any aspect of this matter, please call us on 02174 873750.

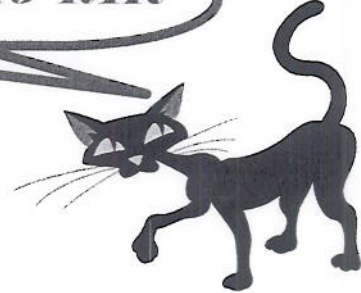
Yours faithfully

*Dawn and Rick Girling*

# ***ANDILEES***

## ***Boarding Cattery***

***178 Latham Lane, Gomersal, Cleckheaton. BD19 4AR***



**Att: Kim Walker  
Senior Environmental Health Office**

**11 th November 2011**

**Dear Kim,**

**With regard to the new Licensing Conditions, we all need guidelines when starting a business but many of the new proposals will be very expensive if not imposable for existing catteries.**

**In the last 20 years there have been many changes ,but this time there are some that just will not work.**

**The Cats are all individuals, with very different needs, both vets and customers know that I provide the care and attention needed for old or infirm cats which are booked into my emergency units. (Blind, lame or injured) These are also used as holding pens when pickup is delayed which can be hours, days or even weeks, through strikes, accidents or the weather, you just cannot restrict this important part of the service.**

**A cattery is not just a business it's a way of life, and only just pay's the bills. So any expensive, unnecessary changes the cost would have to be passed on to my customers which is unacceptable, particularly the increase in the Public liability Insurance.**

**Hope you understand and accept that we already give an excellent service, drastic changes are not necessary.**

**Yours**

**Pat Craven**



**Contact *Pat or Arthur Craven***

**Tele: 01274 680344**





Holmfirth Boarding Kennels  
Greenfield Road  
Holmfirth  
HD9 3XF 01484 850150  
09.11.2011



Dear Ms Walker,  
Thank you for your letter of 6<sup>th</sup> October and the enclosed Conditions of Licence.

To expect us to abide by all of these new conditions is unacceptable.

All Kirklees kennels and catteries, when constructed, were given planning permission and had to adhere to the Kirklees standards of the day which have been stringent enough to be suitable for decades. The Kirklees 2001 conditions are already their interpretation of the 1995 CIEH conditions as applied in a practical and common sense way.

We are at the beginning of possibly the deepest recession in living memory and to expect small family run businesses to adopt these new conditions and commit themselves to substantial future expense is impractical, unnecessary and unaffordable. Even the repair and maintenance of our existing premises in order to stay within the current guidelines requires a significant annual financial commitment.

The proposed phased implementation of further structural work - particularly point 3.2.4 walling off visual access between dogs which is effectively solitary confinement for the animals and unpopular with their owners - is a burden too far. How this aids socialisation I cannot understand.


I also understand that Kirklees wishes us to have £5million public liability cover - even our specialist insurer has queried this, saying the industry standard is £3million. As well as being unnecessary, it would cost us several hundred pounds more.

While the new conditions may be suitable for new build, it is clearly unfair to expect our existing premises to be brought up to those standards, it would be similar to asking all owners of older cars to retro fit passenger airbags.

Our Kennels and Cattery are already up to a satisfactory standard (as confirmed by our licences being renewed annually after inspection), if not, you would no doubt be receiving complaints about us, and our customers would be voting with their feet and not returning.

We would therefore strongly urge you not to adopt these conditions, which may result in some of us being forced to close or increase our fees to the point of being unaffordable, whilst current conditions are providing the Public and their pets with a safe and well regulated environment.

Yours Sincerely,

  
Elaine Saunders





# SCAMMONDEN BOARDING KENNELS & CATTERY

Kim Walker  
Senior Environmental Health Officer  
Environmental Health Investment & Regeneration  
Riverbank Court  
Wakefield Road  
Aspley  
Huddersfield  
HD5 9AA

14 November 2011

## **Animal Boarding Establishments Act 1963 Proposed changes to licence conditions**

Dear Ms Walker

Further to your letter of 6 October 2011 please note the following responses to your consultation on the model conditions used by the Chartered Institute of Environmental Health:

### 1. Introduction

It should be noted that the working group responsible for the model conditions and guidance comprised of those groups with a vested interest to benefit financially from their recommendations – ie vets, both local and central government and the PTIA. Such financial gains are made at the expense of kennel and cattery owners - small businesses without the resources to be heard as a collective voice.

Naturally it is in the interests of kennel and cattery owner's to ensure high standards of animal care or they would lose their customers and in turn their livelihood. The real concern with adopting the model and guidance is whether "the freedom of interpretation and flexibility to be applied by the licensing authorities in accordance with local circumstances" is applied realistically.

The model conditions generally acknowledge the heavy burden of costs involved and are either suggestions or where imperative, allow phasing in over a "realistic timescale".

3.2.4 states that in "new construction" the lower section of exercise runs is to be of solid construction. The guidance notes go on to say this condition should be "phased in over a suitable period" taking into consideration existing construction and the condition of the kennels. Also your covering letter regarding the proposal to adopt the conditions from January 2012 mentions "a phased implementation for establishments where structural work may be required".

The interpretation of what is a reasonable time period to "phase" in such amendments is of concern. Given that a kennel block is generally built to last around 25 years it would be unrealistic to expect all amendments to be carried out in a period as short as one or two years. This also applies to

**GREENSLACK'S FARM, OCOT LANE,  
SCAMMONDEN, HUDDERSFIELD HD3 3FR**

**01484 842584**



# SCAMMONDEN BOARDING KENNELS & CATTERY

sections 4.2.1 and 4.2.3. Further consideration has to be given to the current climate and the fact that the boarding industry is not recession proof given that holidays are not a necessity.

3.5.1 provides a guidance note "consideration could be given to opening the outer door in an inward direction in the interests of staff safety". Whilst appreciating the reasons cited for doing this we consider outward opening doors to be a safer option when dealing with an aggressive dog. Further the potential injuries from an aggressive dog could by far exceed those sustained from an over friendly dog pushing a door into your face. Again the concern is the interpretation of the guidance and that the words "consideration could" are not read as a "must" by over zealous inspectors.

4.1.1 "the maximum number of dogs is.....". Historically we have always been licensed according to the number of physical cat units and kennels on site ie we currently have 108 kennels and 60 cat units. This is very different to the actual number of cats and dogs on site particularly in the peak holiday season when we might have up to 160 dogs and 100 cats. This is due to the fact animals from the same family share kennel units or cat units (never mixed). The wording of the license leaves this situation ambiguous and in our opinion it would provide more clarity to specify the number of units rather than the number of animals licensed ie "the maximum number of kennels is 108 and cat units is 60".

5.4.2 recommends the use of disposable eating dishes. Having seen the damage a dog can do to stainless steel bowls and plastic beds would these not pose as a hazard to a dog's health should they be consumed? Also the expense is a consideration in today's climate.

5.6.2 " a record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded". Our current procedure is to check the vaccination certificates for each animal, on arrival, every time it comes to board and then to prevent damage to the certificate or its loss we always return it to the owner. As our register keeps details of each animals vets and vets keep records of their clients vaccinations we cannot understand the need to keep the certificate on site for the period of stay. Further if the proof that is intended is simply a tick box type of initialled evidence we still struggle to see what benefit this can provide. Could you please clarify this matter.

5.7.1 "Isolation facilities must be provided". Again this control lacks clarity with regards to the circumstances that would necessitate isolation. In the event of illness a dog/cat would go to the vets and remain there to be diagnosed and treated. An out break of rabies or similar disease would lead to closure of the kennels and a sanitary cordon under the control of central government.

With kennel cough by the time symptoms are showing it is quite likely to have already spread. In these instances we would consider it more prudent to leave the dogs that may have been infected where they are and to not put any new arrivals in that block. This in effect isolates the block that the infected dog was in so that it is continually emptying over a number of days as the dogs go home.

The only time this would not be practical is in the 6 week holidays in summer. Given the turn around of animals that occurs over this period of time it is unlikely that an isolation kennel or so would make any difference at all. Especially considering any outbreak would be occurring all over Kirklees in parks, veterinary surgeries, dog shows, puppy training classes etc.

5.8.1 requires a register to contain the "health, welfare and nutrition requirements of an animal" and 5.8.2 requires these to be kept for 2 years. A dogs / cats dietary requirement can change

**GREENSLACK'S FARM, OCOT LANE,  
SCAMMONDEN, HUDDERSFIELD HD3 3FR**

**01484 842584**

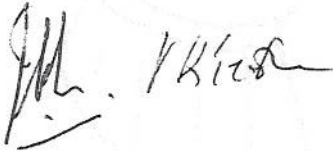
# SCAMMONDEN BOARDING KENNELS & CATTERY

regularly and we always take instructions each time an animal arrives. Please could you advise why any nutrition requirements should be kept for a minimum of 2 years.

6 "Dog sitting services" is Kirklees considering adopting the model licence conditions for home boarding to ensure they meet the same high standards of animal care? (see those attached which are already in place in Calderdale)

Thank you for taking your time to consult with us on this matter. We are sure it is no accident that Kirklees has chosen this moment to propose these changes, being in the middle of the worst recession known and at a time when council departments have to justify their very existence. Hopefully, as in the past, inspectors will continue to use a degree of common sense when applying the conditions. It is not clear from your letter what the next stage in this consultation process is but we look forward to hearing your comments / conclusions on ours and other kennels responses.

Yours sincerely



AJ & VK Tuton

Cc Holmfirth Boarding Kennels

**GREENSLACK'S FARM, OCOT LANE,  
SCAMMONDEN, HUDDERSFIELD HD3 3FR**

**01484 842584**





**Investment & Regeneration  
Environmental Health**  
Riverbank Court  
Wakefield Road  
Aspley  
Huddersfield HD5 9AA  
Tel: 01484 416701  
Fax: 01484 223286  
Website: [www.kirklees.gov.uk](http://www.kirklees.gov.uk)  
E-mail address:  
[Rachel.wetherill@kirklees.gov.uk](mailto:Rachel.wetherill@kirklees.gov.uk)

Our Ref: LIC/boarding/001  
Your Ref:  
If calling please ask for: Rachel Wetherill

Date: 14<sup>th</sup> December 2011

ADDRESS

Dear .....

**Animal Boarding Establishments Act 1963  
Consultation regarding amended conditions.**

Thank you for taking the time to comment on our consultation regarding the above. It has been helpful to gauge the thoughts and concerns of businesses. It is my intention to reflect these in the report and amended conditions which will go to licensing committee.

I would like to assure you that in line with the Investment and Regeneration Enforcement Policy that all enforcement decisions will be proportionate, consistent, balanced, fair and transparent and ensure the public is (and in this case animals are) adequately protected.

At the moment I have do not know the date the report will go to committee; however I will keep you informed. If you would like to discuss this matter further or meet with me, please do not hesitate to contact me.

Yours Faithfully



RACHEL WETHERILL  
Food Safety Manager



# **KIRKLEES COUNCIL LICENCE CONDITIONS CAT BOARDING ESTABLISHMENTS**

**Based on Model Licence Conditions and Guidance for Cat  
Boarding Establishments - Published by the Chartered  
Institute of Environmental Health (1995)**

**ANIMAL BOARDING ESTABLISHMENTS ACT 1963**

## 1 INTRODUCTION

The licence conditions and guidance conditions adopted by Kirklees Council are based on the Model Licence Conditions and Guidance for Cat Boarding Establishments published by the Chartered Institute of Environmental Health in 1995. However, taking in to account the local circumstances some additions have been made; these are indicated *in bold italics*.

Local Authorities issue licences to proprietors of boarding catteries under the provisions of The Animal Boarding Establishments Act 1963. The licence can stipulate a number of conditions to secure the following objectives:

- i) that the cats are kept in accommodation suitable in respect of construction, size, temperature, ventilation and cleanliness;
- ii) that boarded cats are adequately supplied with food and drink, and are visited at suitable intervals;
- iii) that the cats are kept secure;
- iv) that reasonable precautions are taken to prevent the spread of infectious diseases;
- v) that appropriate steps be taken in the event of an emergency;
- vi) that a suitable consistent level of management is maintained.

In 1993, The Chartered Institute of Environmental Health (CIEH) published comprehensive guidance and model licence conditions to ensure that a consistent approach was maintained in the issuing of licences and the enforcement of the legislation by local authorities.

Following the publication of the guidance and model conditions it became apparent that the conditions were being applied by some local authorities too rigidly and without due regard to the detailed guidance notes which, in the original document, were separated from the model conditions. The Guidance Notes provided a detailed explanation for the conditions and provided a framework for a consistent approach while allowing freedom of interpretation and flexibility to be applied by the licensing authorities in accordance with local circumstances.

A working group consisting of CIEH, Association of District Councils (ADC), British Veterinary Association (BVA), British Small Animal Veterinary Association (BSAVA), Feline Advisory Bureau (FAB) and the Pet Trade and Industry Association (PTIA) met to consider changes in the format of the guidance and model conditions based on the CIEH's original work in order to improve the readability, interpretation and consistent application of the document. This document contains the model conditions and guidance together with additional information which will be of value to both the industry and enforcement officers.

It should be stressed that the aim of licence conditions is to ensure high standards of animal care and health and safety are maintained in animal boarding establishments. If variations to the model conditions are made, local authorities should bear in mind that the principal aim must still be met.

In new establishments, there is an expectation that all appropriate conditions should be met as a basic minimum standard. In existing establishments taking into account local circumstances, it is accepted that some of the conditions may need to be phased in over a period of time by agreement between the establishment owner and the local authority in which case a licence, subject to an agreed scheme of works and a suitable realistic timescale for implementation, should be issued.

Where appropriate and as necessary, the local authority should seek the advice and assistance of a veterinary surgeon.

For ease of reference and application the model conditions have been set out in the text in normal type with notes appended adjacent in italics giving additional information and amendments made by Kirklees Council are in *bold italics*.

Throughout the text and as a licence condition the following applies:



## GENERAL

1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which cats have access and/or which are used in association with the boarding of cats.

Use of the term 'unit' relates to combined sleeping and individual exercise areas.

## LICENCE DISPLAY

The principal legislation dealing with Animal Boarding Establishments is the Animal Boarding Establishments Act 1963 which addresses the areas to be covered by the licence relating to animal welfare and management. It is essential that consumers and those responsible for premises management are aware of the licence conditions:

### 2.1 A copy of the licence must be displayed to the public in a prominent position

*Notes: If displayed externally the licence and its conditions should be protected from the weather. Preferably the licence should be displayed in the reception area.*

*The number of cats for which the premises is licensed, will be specified on the licence.*

#### INSURANCE

*Notes: Adequate insurance indemnity should be arranged by the operator of the premises. This should be maintained at a sufficient level to cover the maximum number of cats boarded. Several companies offer policies specific to animal boarding establishments. Details are often advertised in pet publications.*

*Proprietors of animal boarding establishments are able to ensure purely the liability aspect by taking out third party liability cover. In addition, you can insure against veterinary fees for accident and illness, death from accidents, death from illness and loss from theft and straying. You must insure against public liability.*

*Employers Liability Insurance is mandatory for boarding establishment owners who employ staff. Employers Liability (Compulsory Insurance) Act 1969.*

*Certificates of insurance must be prominently displayed.*

#### STAFF FACILITIES

*Notes: Staff should be adequately trained in the safe handling of cats, emergency procedures to be followed, and all other aspects of the licence conditions which are pertinent to their work.*

*Adequate toilet and washing facilities must be available for staff in accordance with health and safety requirements.*

*An adequate First Aid Kit must be available for staff use.*

*Staff should also be regularly vaccinated against Tetanus*

#### ESTABLISHMENTS RECEIVING BOTH CATS AND DOGS

*Notes: When the granting of the licence is being considered by the local authority, there will be a presumption against cats and dogs being kept within sight of each other, unless good reason can be made otherwise.*

*In consideration of "Good Reasons" existing facilities and management must be taken into account.*



## CONSTRUCTION

### 3.1 GENERAL

3.1.1 The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the licensing officer of the local authority.

3.1.2 All new units must be built on a concrete base with a damp proof membrane to Building Regulation standards. This should have a minimum fall of 1 in 80. (see 3.3.2)

3.1.3 All exterior wood must be smooth and properly treated against wood rot. Only products which are not toxic to cats may be used.

3.1.4 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames are to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.

3.1.5 Sleeping areas of units must be so insulated as to prevent extremes of temperature.

3.1.6 Fencing material must be secure and the construction must be such that security of the cat is ensured.

3.1.7 All areas to which cats have free access must be roofed. (See - 3.4.2)

*Notes: The conversion of existing buildings should be discouraged. Experience has shown that they may be more expensive to adapt and less efficient to operate.*

*Application for building works may well require approval from the building control department and/or planning department.*

*The purpose of the plan is to aid interpretation of the conditions applied.*

*An approved plan need not be a detailed surveyors drawing. A site plan to scale of the whole site including domestic/staff accommodation will suffice.*

*The interior and exterior of the buildings should be kept in good decorative order and repair. Outer paths, gardens, exercise areas and general surroundings must be kept to a good, clean, presentable condition. Failure to comply with this recommendation may be a consideration in any decision by the local authority to withdraw the licence for any reason.*

*A safe system of work must ensure correct use of chemicals and materials used in the cattery and must include constructional details suitable to reduce the spread of infection, disease and contamination.*

*Materials used in construction must not contain chemicals harmful to cats. For example, phenol or creosote. Consideration should also be given to providing suitable finishes and adequate thermal insulation, which should be fireproof.*

*Where galvanised welded mesh is used the wire diameter must not be less than 1.60mm (16 gauge welded mesh) excluding any covering and mesh size must not exceed 2.5 cm (1").*

*Units may be of different construction, eg full-height houses, half-height penthouses or similar. Units may also be of the ideal outdoor type or indoor units, either built within an existing building (eg a barn) or purpose built as an indoor cattery. Wherever possible, such indoor units should be provided with an outdoor exercise area. Units may also be constructed in a roundel, ie. individual units entered from a circular central area. If correctly constructed and managed to the following specifications, all these will provide better conditions for boarded animals, improved hygiene and safer systems of work.*

*In designing a building conversion to be used as a cattery, consideration should be given to providing a window with a shelf underneath, within the sleeping quarters, as cats are great spectators.*

## 3.2 WALLS

3.2.1 The walls with which cats may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used, they must be sealed to be as smooth, impervious and be resealed as necessary.

3.2.2 Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, these joints must be sealed.

3.2.3 Full length sneeze barriers must be provided where the gap between units is less than 625 mm (2ft).

## 3.3 FLOORS AND CONCRETE BASES

3.3.1 The concrete base and floors of all buildings and units, must be of smooth, impervious materials, capable of being easily cleansed. In new catteries, this must incorporate a damp proof membrane.

3.3.2 Floors of all units and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids. (See Condition 3.1.2)

## 3.4 CEILINGS AND ROOFING

3.4.1 Ceilings must be capable of being easily cleansed and disinfected.

3.4.2 All exercise areas and the safety passage should be covered with mesh and impermeable material, a proportion of which must be translucent.

*Notes: Suitable materials for the construction of partition walls would be properly surfaced brick/block constructions, moulded plastic, glass reinforced plastic (GRP), pre-formed plastic-surfaced board etc. Sealing refers to the use of a proprietary water proofing agent for sealing the wall against damp-penetration. Under certain circumstances, sealing of brickwork can only be achieved by rendering prior to sealing.*

*Current best building practice should be followed when providing coving for junctions between vertical **and** horizontal sections.*

*A sneeze barrier is particularly effective in controlling droplet infection, which is the commonest disease problem in catteries.*

*For sneeze barriers it is preferable to use translucent GRP sheeting or high impact glass or similar, which allows some transmission of light. Where a full height sneeze barrier is provided it will be necessary to ensure ventilation works effectively. A gap between units is not mandatory. If incorporated in new buildings this gap must be a minimum of 625 mm (2ft).*

*If there is no gap a sneeze barrier must be provided to a minimum height of 1.2 m (4 ft). If a shelf is provided the barrier must be extended to a minimum of 0.5 m above the shelf and at least 150 mm beyond the shelf within the exercise area.*

*All wooden construction or framework should stand on non-absorbent (eg plastic) blocks to prevent damage to the wood.*

*Notes: When roofing the exercise area consideration should be given to installing translucent ceiling material capable of filtering UV light and providing adequate shade.*

*Where indoor units are provided, particularly within converted outbuildings, consideration should be given to ease of cleaning, energy conservation, wildlife access, lighting and ventilation. It is therefore advisable to have a ceiling height of as close to 1.8 m (6 ft) as possible. Where this is not practicable a higher ceiling may be permitted provided it meets the requirements of the condition.*

### 3.5 DOORS

3.5.1 Doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.

3.5.2 Where metal edging is used, this must not present a risk of injury to the cat.

3.5.3 Adequate constructional precautions must be taken to prevent and control the spread of infectious disease particularly by droplet infection.

*Notes: For ease of working consideration should be given to the gates to exercise areas and doors to sleeping areas opening outwards.*

*A cat-flap should be provided in the door to the sleeping compartment to permit easy access to the exercise area. This flap should be closed at night. In catteries of penthouse construction where the litter tray is left outside at night, a swing flap should be used to prevent excessive heat loss in colder weather.*

*In an indoor cattery, there should also be a solid, full-height door between the sleeping compartment and the exercise area to permit staff access from the exercise area to the central corridor through the sleeping compartment. It is advisable to have a cat flap in this door in order to conserve energy.*

*In new units, the solid doors between units and the central corridor must have an adequate viewing panel to permit inspection of the whole area.*

*In an indoor cattery the danger of infection from shared air supply is heightened. Effective barriers to prevent cross-infection should be in place, ie solid doors, partitions and ceilings.*

### 3.6 WINDOWS

3.6.1 All windows which pose a security risk must be escape proof at all times.

*Notes: Windows, when a security risk, must be protected by welded mesh, or be made of reinforced glass, polycarbonate or other impact resistant material.*

*In designing a building conversion to be used as a cattery, consideration should be given to providing a window, with a shelf beneath it, within the sleeping quarters, as cats are great spectators.*

*Each sleeping compartment should have its own window, with a shelf beneath it, to allow natural daylight into the unit and to permit the cat to look out.*

### 3.7 DRAINAGE

3.7.1 Kitchens must be connected to mains drainage or an approved, localised sewage disposal system.



### 3.8 LIGHTING

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

3.8.2 Adequate supplementary lighting must be provided throughout the establishment.

### 3.9 VENTILATION

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

*Notes: Wherever practicable, each unit should have a source of natural light, both to the exercise and to the sleeping compartments.*

*Natural and artificial lighting must be of sufficient standard to enable efficient working after daylight hours.*

*Notes: Draughts can be the outcome of ventilation provided for animal health. Heating can equally be removed by ventilation. A balance is necessary between adequate ventilation and the unnecessary removal of warm air.*

*Ventilation is important as an aid to disease control, a protection against smell accumulation, and prevents excessive humidity of the atmosphere. High humidity should be avoided.*

*Siting of the bed is an important consideration. Providing a bed with adequate protective sides to allow the cat "depth" to seek protection, together with efficient individually controlled heating, are considerations in protecting the cat.*

*Moulded polypropylene beds which can be easily cleaned and disinfected are useful here.*

## NUMBERS OF ANIMALS

### 4.1 NUMBER OF CATS PERMITTED

4.1.1 The maximum number of cats to be kept at any one time is **1 per unit, unless the cats are from the same household and are compatible**

4.1.2 Holding units may be provided for temporarily boarding a cat for not more than 24 hours. Existing holding units must have a minimum floor area of 9 sq ft. In new construction the floor area must be a minimum of 12 sq ft. Holding units must have a minimum height of (0.9 m) 3ft.

4.1.4 No animals other than cats are to be boarded within the licensed facilities without the written approval of the local authority.

4.1.5 Where stray cats are accepted by the cattery they must be kept in a separate area away from boarded cats.

### 4.2 UNIT SIZE, LAYOUT AND EXERCISE FACILITIES

4.2.1 In new construction each unit must have a sleeping area and an adjoining exercise area, which is exclusive to that unit.

4.2.2 In new construction each unit must be provided with a sleeping area of at least 0.85 sq m (9 sq ft) for one cat, 1.5 sq m (16 sq ft) for two cats, 1.85 sq m (20 sq ft) for up to four cats.

Units may be designated as suitable for a specific number of cats, greater than 4, at the discretion of the licensing authority.

4.2.3 Units must have a minimum internal height of 1.8 m (6 ft).

*Notes: The number of cats permitted relates to the number and size of the units and must be stipulated clearly on the front sheet of the displayed licence. The decision regarding the number of cats, as well as considering unit size and numbers, will take into account the effectiveness of site management.*

*Cats from the same family who normally live together may prefer to share a unit. It is a requirement that operators obtain written authorisation from the cat owner before unit sharing is allowed. Where sharing occurs, the cats must be provided with separate beds. **Regard will be had to the size of the units as detailed overleaf.***

*Holding Units - The number of holding units provided should be agreed between the cattery proprietor and the local authority and noted on the licence. In general, holding units should constitute not more than 25% of the total number of residential units.*

*The use of holding pens should be kept to a minimum.*

*It is strongly recommended that any collars or flea collars be removed while cats are being boarded as fatal accidents regarding these have been known to occur.*

*Notes: In existing units, the size requirements for units should be phased in over a number of years after consultation between the cattery owner and the local authority taking into account local circumstances.*

*During cattery construction, it is necessary to use an appropriate design and correct materials to ensure energy conservation and to minimise discomfort to the cat.*

*The sleeping area may be at ground level or in the form of Penthouses (raised sleeping areas). The latter must be a minimum of 3ft above floor level with a maximum depth of 3ft 6 inches.*

*All exercise areas must be covered with welded mesh and roofed with a translucent material capable of filtering UV light and providing adequate shade.*

*It is strongly recommended that, in new units, the minimum floor area of the sleeping area be 1.5 sq m (16 sq ft) as this allows greater flexibility in usage ie, one or two cats may be boarded in all chalets.*

4.2.4 The height of the sleeping area must be at least 3 ft (91 cm) in existing and 4 ft (1.22 m) in new build.

4.2.5 Suitable bedding must be provided which allows the cat to be comfortable and which is capable of being easily and adequately cleaned and disinfected. Such equipment must be sited out of draughts. Bedding material must be checked daily and must be maintained in a clean, parasite-free and dry condition.

4.2.6 In new construction each unit must be provided with an exercise area of at least 1.7 sq m (18 sq ft) for a single cat; 2.23 sq m (24 sq ft) for two cats; 30 sq ft for up to 4 cats.

4.2.7 Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.

4.2.8 Exercise areas must not be used as sleeping areas.

4.2.9 There must be direct and voluntary access to the exercise area.

*Where galvanised welded mesh is used, the wire diameter must not be less than 1.60mm (16 gauge welded mesh) excluding any covering. The mesh size must not exceed 2.5 cm (1').*

*All main entrance gates must be lockable.*

*Communal exercise areas: New communal exercise areas must never be permitted because of the risk of disease spread and fighting. Where they do exist, they must be phased out as an immediate priority.*

***The following are a guideline to the relevant sizes of units and the number of cats in occupation:***

<i>No of Cats</i>	<i>Size of Sleepins Area</i>	<i>Size of Exercise Area</i>
<i>1</i>	<i>9 sqft</i>	<i>18 sqft</i>
<i>2</i>	<i>16 sqft</i>	<i>24 sqft</i>
<i>4</i>	<i>20 sqft</i>	<i>30 sqft</i>

*Greater than 4: the size required will be subject to the agreement and discretion of the licensing authority.*

*It is strongly recommended that, in new units, the minimum floor area of the sleeping area be 1.5 sq m (16 sq ft) as this allows greater flexibility in usage ie, one or two cats may be boarded in all chalets.*

*Adverse Weather: In adverse weather conditions the responsible person must decide whether or not cats are given free access to their exercise area.*



## MANAGEMENT

### 5.1 TRAINING

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

*Notes: The licensee must formulate a written training policy for permanent, part time and seasonal workers. The following are regarded as essential topics to be covered in the programme:*

*Animal Welfare  
Cleanliness and Hygiene  
Feeding and Food Preparation  
Disease Control  
Recognition and Treatment of Sick Animals  
Health and Safety  
Emergency Procedures*

#### Transportation of Animals

*All vehicles used by the establishment for the transportation of cats should be regularly serviced and kept clean. Suitable carrying baskets or containers for the safe transportation of cats must be used. All vehicles must be secure and should not be left unattended when transporting a cat.*

### 5.2 TEMPERATURE IN UNITS

5.2.1 Heating facilities must be available in the unit and used according to the requirements of the individual cat.

*Notes: Many units have been built without proper concern for the welfare of the cat. The materials used in construction or the lack of sufficient insulation may not offer adequate protection against seasonal temperature variations.*

5.2.2 There must be some part of the sleeping area where the cat is able to enjoy a temperature of at least 10°C (50°F).

*There will be periods in the year where ambient external temperatures will cause temperatures to fluctuate above or below the recommended levels. If the higher temperature is exceeded due to structural shortcomings rather than normal ambient temperature then artificial means of counteracting this high temperature should be introduced.*

5.2.3 In isolation units, there should be a means of maintaining the temperature at a level suitable for the conditions of the cat and dependent on veterinary advice.

*Where temperatures lower than indicated are reached, it may be more economical to provide localised sources of heat. The use of individually thermostatically controlled infra-red dull emitters is recommended. Ambient air in the bedding area should be kept at least 10°C (50°F). Heated beds may also be used, provided these are maintained in a safe condition. Convalescing or elderly cats may require higher ambient air temperatures.*

*The temperature of the isolation units should not be allowed to fall below 15.5°C (60°F) generally, unless specific advice is given to the contrary by the Veterinary Surgeon.*

*The difficulty of providing maximum temperature levels is acknowledged. 26°C (79°F) is a realistic temperature which should not be exceeded in normal circumstances.*

*It is important to remember that a minimum temperature of 10°C (50°F) is required in the bedding area and if inadequate attention has been given to construction and insulation it will be necessary to use additional heating and thereby increase running costs.*

*Failure to provide additional heating will cause cats to suffer. Particular attention should be paid to design and construction. Geographical orientation is also relevant. Aspect affects temperature and it is often difficult to maintain adequate temperature with north facing openings. Correct attention to orientation of the unit will allow maximum use of natural light.*

*Similarly in summer temperatures, poorly insulated exteriors will allow internal temperatures to build up (similar to car interiors) to excessive levels. Even with additional ventilation the cats will suffer.*

*Some summer temperatures will naturally exceed 26°C (79°F). Inadequate construction or ventilation of the units must not be an excuse to allow unnecessarily high temperatures being attained.*

*Where temperatures are likely to rise above the maximum levels specified in the notes there should be some means of mechanical or automatic cooling/ventilation.*

*A safe system of heating must be provided so that risks of electrocution and burning are avoided. Open flame appliances must not be used.*

*Maintenance and repair of the whole establishment must be carried out regularly to achieve the requirements listed above.*

### 5.3 CLEANLINESS

5.3.1 All units, corridors, common areas, kitchens 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 cat comfort.

5.3.2 Each occupied unit must be cleansed daily. All excreta and soiled material must be removed from all areas used by cats at least daily and more often if necessary.

5.3.3 All bedding areas must be kept clean and dry.

5.3.4 Suitably sited litter trays, which are easy to clean and impermeable, must be provided at all times. These must be emptied and cleansed at least once a day and as necessary at any time during the day if found to be unduly soiled. A suitable material for litter must be provided.

*Notes: Arrangements must be made with the Waste Collection Authority or other waste management contractor authorised for the purposes of the duty of care, under the Environmental Protection Act 1990, for the removal of other wastes from the establishment.*

*Sawdust or soils are not considered to be suitable litter material.*

#### Cleaning and Disinfection

*There are a range of alternative cleansing regimes.*

*Basically, the regime should include:*

- 1. Removal of bed, litter tray, faeces and all removable fittings*
- 2. Wash down, rinse and dry with a detergent, **pressure hose or steam cleaner.***
- 3. Apply disinfectant to manufacturer's stated instructions*
- 4. Allow to dry.*
- 5. Cleanse and disinfect all fittings.*

*The use of detergent and water will "wash down".*

*There is little point in putting down disinfectant only to wash it away in a short period of time. Bacteria, viruses and fungi can be controlled by using a suitable disinfectant.*

*Care should be taken to ensure the compatibility of different bactericides, fungicides and virucides if used together.*

*Great care should be taken when using any chlorine based chemical, eg bleach. (See notes on COSHH)*

5.3.5 Each unit must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.

5.3.6 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 cats with infectious diseases. The final disposal route for all such waste must be incineration.

5.3.7 Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

#### 5.4 FOOD AND WATER SUPPLIES

5.4.1 All cats must be adequately supplied with suitable food. At least two meals a day must be offered at approximately 8 hours apart. Wholesome water must be available at all times and changed daily.

5.4.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected and must be maintained in a clean condition. Disposable eating dishes may be used.

5.4.3 Eating vessels must be cleansed or disposed of after each meal.

5.4.4 Drinking vessels must be cleansed at least once a day.

#### 5.5 KITCHEN FACILITIES

5.5.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the cats.

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

*There is a balance between the cat enjoying a known environment and introducing infection and infestation in wickerwork baskets and old clothing/bedding etc.*

*Where such bedding is provided, the operator must ensure that it is clean and parasite free*

*The use of scratching posts, sit boxes, etc is quite acceptable although care should be taken to ensure that the post is properly fixed and frequently replaced.*

*Notes: Cats should be fed to a standard compatible with the maintenance of health. Inspectors will observe the general nutritional status of the cats and the type and quality of food in store and in the process of preparation. If necessary, a veterinary surgeon should be called in to advise. Bear in mind cats will usually be fed in accordance with the instructions of the owner.*

*Food should not be left for excessive periods within the unit in order to avoid smells and flies. More food and water may be required for old or young cats. No food should be left outside at night.*

***Stainless steel or disposable eating dishes are recommended.***

*Notes: Kitchen facilities must be provided in an area separate from the domestic facilities. No household or boarded animals should ever enter this area.*



5.5.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash-hand basin with hot and cold water must also be provided for staff use.

5.5.4 Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

## 5.6 DISEASE CONTROL AND VACCINATION

5.6.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst cats, staff and visitors.

5.6.2 Proof must be provided that cats boarded or resident have current vaccinations against Infectious Feline Enteritis, Feline Respiratory Disease 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's instructions. A record that this proof has been supplied must be kept on site throughout the period that the cat is boarded.

5.6.3 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any cat is sick or injured any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.

5.6.4 A well stocked first-aid kit suitable for use on cats must be available and accessible on site.

*Notes: "Other relevant diseases" allow for the insertion of diseases which may be as yet unknown but which may be regarded as important in future or which may be added according to circumstance eg. chlamydia.*

*Four weeks is the maximum time for all current vaccines to become fully effective. A shorter time is acceptable if suitable veterinary evidence is provided, based on manufacturer's instructions. Feline respiratory disease includes herpes virus and calici virus.*

***It is good practice to keep details of any medication or disorders, in case treatment is needed during the duration of the stay.***

*It is important that there are facilities and procedures for cleansing and disease control and that staff are familiar with the procedures and understand what action to take in the event of an outbreak of disease.*

*Phenolic disinfectants should not be used around cats and cats should be kept dry during cleaning of enclosures.*

*If there is evidence of external parasites (fleas, ticks etc) the cat should be thoroughly combed with a flea comb, it may then also be treated with a proprietary insecticide except where a long-acting topical insecticide has already been administered.*

*If there is evidence of internal parasites the advice of a veterinary surgeon should be sought.*

*All insecticides, disinfectants etc should be used strictly in accordance with the manufacturers instructions, and hazard data sheets kept for staff which explain the precautions to be taken by the user.*

*The first-aid kit for use on cats must be kept well stocked at all times. Advice on contents should be available from the establishment's veterinary surgeon.*

*It is important to consider procedures to be carried out in case of death or escape. All staff should be made fully aware of these procedures. They will also help to reassure owners that the establishment acted correctly in that situation. Any cat that has died on the premises must be referred to a veterinary surgeon and the licensing officer of the local authority must be informed. A*

*veterinary practice should be appointed for the establishment. The name, address and telephone number of the establishment's veterinary surgeon must be displayed in a prominent position in a public area. The 24 hour telephone contact number of the veterinary surgeon used by the establishment should be displayed in a suitable place, close to the telephone and accessible to all members of staff.*

## 5.7 ISOLATION

5.7.1 Isolation facilities must be provided.

*Notes: Isolation facilities must be provided at the rate of at least 1 isolation unit for up to 30 units and pro rata above that. The number should be noted on the Licence.*

5.7.2 In existing catteries these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main units. This must be a minimum 3 m (10 ft). (See also temperature control.)

***Alternatively regard will be had to the contingency plans the business has to isolate a sick cat. For example written arrangements / agreements with local veterinary surgeries and written procedures on housing of cats prior to receiving veterinary care.***

5.7.3 Adequate facilities to prevent the spread of infectious disease between the isolation unit and other units, must be provided.

*Isolation facilities must be used where the presence of infectious disease is suspected. Where stray cats are accepted by the cattery, they must be kept in a separate area away from boarded cats. Isolation facilities must only be used for this purpose in exceptional circumstances*

5.7.4 Hands must be washed after leaving the isolation facilities before visiting the other units.

*In isolation units there must be a means of maintaining the temperature at a level suitable for the condition of the cat and dependant upon veterinary advice. Extremes of temperature in the isolation unit must be avoided and the temperature not allowed to fall below 15°C (60°F).*

## 5.8 REGISTER

*Protective clothing and equipment, for use only in the isolation facility, must be used to reduce the spread of infection.*

5.8.1 A register must be kept of all cats boarded. The information kept must include the following:

*In new build isolation facilities separated from the main units must be provided.*

- date of arrival
- name of cat, any identification system such as microchip number or tattoo
- description, breed, age and gender of cat,
- 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 cat's veterinary surgeon
- Anticipated and actual date of departure
- health, welfare and nutrition requirements.

*Notes: Computerised, loose-leaf index card and book register systems are acceptable. If a book register is used, pages must be consecutively numbered. Records of the owner's agreement to share may be kept on a separate form if a computerised system is used.*

*It is strongly urged that the establishment introduce formal boarding agreements, stating clearly the responsibilities of both parties during the duration of the boarding. The Licensing Officer of the local authority will consider the details recorded in the register together with the actual facts observed.*

*Owners should be encouraged to sign an authorisation for veterinary treatment.*

5.8.2 The register must be kept readily available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information.

5.8.3 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.

## 5.9 IDENTIFICATION OF UNITS

5.9.1 Each unit must be clearly marked (eg numbered), and a system in place which ensures that relevant information about the cat in that unit is readily available.

*Notes: An alternative system of identification can be used with the approval of the Licensing Authority, providing the system in use meets the criteria for identification and information provision for each cat and is readily accessible and easy to use.*

*The system of identification of units must be capable of containing relevant information such as feeding habits and frequencies, medicinal treatments, etc. If identified on the unit, it must not obscure the primary information. If additional information is stored electronically or manually away from the unit, the information must be readily and easily accessible.*

## 5.10 SUPERVISION

5.10.1 A fit and proper person must always be present to exercise supervision and deal with emergencies whenever cats are boarded at the premises.

*Notes: Suitable intervals for visiting means intervals of not less than four hours, starting at 8.00 am, until 6.pm. A late evening visit, between 9 pm and midnight, is strongly recommended to check the welfare of the cats and that the heating is working.*

5.10.2 Cats must be visited at regular intervals, as necessary for their health, safety and welfare.

## 5.11 FIRE PRECAUTIONS

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

5.11.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions to where cats are to be evacuated to in the event of a fire or other emergency.

*Notes: It is recommended that plans and details of the establishment are logged with the police and fire authorities. Fire protection advice must be sought from the Fire Prevention Officer regarding appropriate fire extinguishers and their correct siting fire drills, fire escapes, etc. and implemented. The general maxim of "people first" in the event of fire is good advice.*

*Where rebuilding or providing new buildings, the Fire Prevention Officer will give advice on fireproofing requirements.*

**5.11.3** Fire fighting equipment must be provided in **accordance with the businesses fire risk assessment.**

*Cats should not have direct access to open flame heating devices.*



5.11.4 All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of units.

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

5.11.6 Precautions must be taken to prevent any accumulation which may present a risk of fire.

5.11.7 There must be adequate means of raising an alarm in the event of fire or other emergency.

## 6 OTHER RELEVANT LEGISLATION

### Animal Welfare Act 2006

This Act places a duty on people to ensure that an animal didn't suffer unnecessarily. The Act also imposes a duty of care on anyone responsible for an animal to take reasonable steps to ensure that the animal's needs are met. This means that a person has to look after the animal's welfare as well as ensure that it does not suffer.

The Act says that an animal's welfare needs include:

- a suitable environment (how it is housed);
- a suitable diet (what it eats and drinks);
- the ability to exhibit normal behaviour patterns;
- any need it has to be housed with, or apart from, other animals; and
- protection from pain, suffering, injury and disease.

### Health and Safety at Work etc Act 1974

- i) There is a duty on all employers and employees to ensure safety of themselves, workmates and visitors to the site and contractors. This also extends to the self-employed.
- ii) An "accident book" must be provided to record details of accidents and "near misses". An annual review will indicate how to keep staff safer by introducing safer practices based on experience.
- iii) Regard should be had to providing safe systems of work for staff, particularly those involved in handling problem cats.
- iv) An establishment employing more than four people requires a written safety policy.
- v) There is a requirement for a risk assessment to be carried out to identify hazards in the workplace and assess risks, eg number of people affected etc, in order to assess any health and safety risk in an objective manner as far as possible.

Legislation is evolving all the time and reference should be made to enforcement authorities for up to date advice.

More details will be available from your local authority or from the Health and Safety Executive Website at [www.hse.gov.uk](http://www.hse.gov.uk)

### Environmental Protection Act 1990

- i) Under section 34 operators have a "duty of care" to ensure that all waste arising from their premises is disposed of without harm to human health or the environment. They may only pass their waste to registered carriers or appropriately licensed or authorised disposal facilities.

The definition of waste is currently under review. Reference to the local authority will help clarify the position with regard to waste material generated from boarding establishments.

- ii) Part III of this Act deals with nuisance. When setting up a boarding establishment, it is most important to consider the potential problems of noise and odour nuisance in order to prevent possible legal action which could lead to closure at a later date.

Environmental Health Officers are able to give further advice and guidance on nuisance problems and related statutory provisions.

- iii) The use of incinerators to dispose of animal carcasses may require licensing by your local authority who will advise you regarding the requirements of part 1 of the Environmental Protection Act.

If you use an incinerator you are advised to notify the local authority.

The Environmental Protection Act 1990 places a duty of care on businesses to ensure that waste is disposed of by a registered carrier to an appropriately licensed or authorised disposal facility. Those wishing to dispose of waste on their premises or operate an incinerator may need planning permission, and a waste management licence or authorisation under the Environmental Protection Act 1990. They should seek advice from their Waste Regulation Authority or Environmental Health Department.

Cat faeces and "sharps" such as needles, scalpels, etc, constitute "clinical" waste and are likely to be subject to specific disposal conditions.

#### Electricity at Work Regulations 1989

Apply to every employer or self employed person, and you therefore have a duty to comply with these Regulations ensuring your electrical fittings and equipment are maintained in a safe condition.

In the event of something going wrong, you will be asked to say why you thought the equipment was safe, which means regular testing of fittings is advisable.

#### Control of Substances Hazardous to Health Regulations 2002 (COSHH)

- i) These are known as the "COSHH" Regulations. They require you to keep chemical substances on your premises in a safe manner, and to review whether you are able to reduce the number of chemicals used and to see if you are able to use chemicals which are less hazardous in order to do the same job.
- ii) They also deal with zoonoses (diseases transmitted from animals to people, such as Salmonellosis, Toxocariasis and Toxoplasmosis) and you should bring suitable advice on risks and precautions to the attention of your staff, and ensure that they are suitably vaccinated.

For further advice, contact your medical practitioner and/or the environmental health department.

#### Controlled Waste Regulations 1992

The definition of clinical waste in these regulations includes animal tissue, blood or other body fluids, excretions, drugs or other pharmaceutical products, swabs, dressings or syringes, needles or other sharp instruments which unless rendered safe may prove hazardous to any person coming into contact with it.

***See Appendix 1 for Kirklees Councils guidance on this matter.***

## APPENDIX 1

### The Environmental Protection Act 1990

January 2012

#### What to do with dog and cat faeces.

Dog and cat faeces falls under Section 34 of the above legislation. Which means that operators have a 'duty of care', to ensure that all waste arising from their premises is disposed of without harm to human health or the environment. This means that you are required to dispose of this waste through a recognised method.

The recognised methods of disposal are:-

- Composting – To compost you would require an Environmental Permit and currently an application fee costs £1,590 and then an annual subsistence fee of £2,420. The operator would then also have to comply with the terms of the permit which may include infrastructure requirements with financial implications.
- Site Storage – Storage for up to 6 months. The material would have been produced on site and may be stored there pending collection for disposal by an authorised waste carrier and taken to a permitted site. The issue here is the possible nuisance caused by storing the faeces for that long.
- Regular Waste Collection – Collection of waste on a weekly, fortnightly, monthly basis by an authorised waste carrier and taken to a permitted site.

These companies listed below are approved waste carriers and may be able to remove this waste for you.

Kirklees Waste	-	01484 223153
BIFA	-	0800 307307
Veolia, Environmental Services	-	0845 6060460
Sita Uk	-	0870 4211122
PHS	-	029 2080 9090
Environmental Agency	-	03708 506 506

It is not acceptable to compost without a licence or take the waste to the local household tip, unless it had an approved commercial waste site. If you choose to dispose of your waste at a commercial site you must keep the disposal receipt for a period of 2 years.



# **KIRKLEES COUNCIL LICENCE CONDITIONS DOG BOARDING ESTABLISHMENTS**

**Based on Model Licence Conditions and Guidance  
for Dog Boarding Establishments - Published by  
the Chartered Institute of Environmental Health  
(1995)**

Draft issued: 17 April 2012



## **1 INTRODUCTION**

The licence conditions and guidance conditions adopted by Kirklees Council are based on the Model Licence Conditions and Guidance for Dog Boarding Establishments published by the Chartered Institute of Environmental Health in 1995. However taking in to account the local circumstances some additions have been made; these are indicted in ***bold italics***.

Local Authorities issue licences to proprietors of boarding kennels under the provisions of The Animal Boarding Establishments Act 1963. The licence can stipulate a number of conditions to secure the following objectives:

- i) that dogs are kept in accommodation suitable in respect of construction, size, temperature, lighting, ventilation and cleanliness;
- ii) that dogs are adequately supplied with suitable food and drink, and are visited at suitable intervals;
- iii) that dogs are kept secure;
- iv) that reasonable precautions are taken to prevent the spread of infectious diseases;
- v) that appropriate steps be taken in the event of an emergency;
- vi) that a suitable consistent level of management is maintained.

In 1993 The Chartered Institute of Environmental Health (CIEH) published comprehensive guidance and model licence conditions to ensure that a consistent approach was maintained in the issuing of licences and the enforcement of the legislation by local authorities.

Following the publication of the guidance and model conditions it became apparent that the conditions were being applied by some local authorities too rigidly and without due regard to the detailed guidance notes, which in the original document, were separated from the model conditions. The Guidance Notes provided a detailed explanation for the conditions and provided a framework for a consistent approach while allowing freedom of interpretation and flexibility to be applied by the licensing authorities in accordance with local circumstances.

A working group consisting of CIEH, Association of District Councils (ADC), British Veterinary Association (BVA), British Small Animal Veterinary Association (BSAVA), Feline Advisory Bureau (FAB) and the Pet Trade and Industry Association (PTIA) met to consider changes in the format of the guidance and model conditions based on the CIEH's original work in order to improve the readability, interpretation and consistent application of the document. This document contains the model conditions and guidance together with additional information which will be of considerable value to both the industry and enforcement officers.

It should be stressed that the aim of licence conditions is to ensure high standards of animal care and health and safety are maintained in animal boarding establishments. If variations to the model conditions are made local authorities should bear in mind that the principal aim must still be met.

In new establishments there is an expectation that all appropriate conditions should be met as a basic

minimum standard. In existing establishments it is accepted that some of the conditions may need to be phased in over a period of time by agreement between the establishment owner and the local authority in which case a licence, subject to an agreed scheme of works and a suitable realistic timescale for implementation should be issued.

Where appropriate and as necessary the local authority should seek the advice and assistance of a veterinary surgeon.

For ease of reference and application the model conditions have been set out in the text in normal type with notes adjacent in italics giving additional information and amendments made by Kirklees Council are in bold italics.

Throughout the text and as a licence condition the following applies:

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or are used in association with the boarding of dogs.

Use of the term 'kennel' refers to combined sleeping and individual exercise areas.



## 2 Licence Display

The principal legislation dealing with Animal Boarding Establishments is the Animal Boarding Establishments Act 1963 which addresses the areas to be covered by the licence relating to animal welfare and management. It is essential that consumers and those responsible for premises management are aware of the licence conditions:

### LICENCE DISPLAY

2.1 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on, or about the boarding establishment.

*Notes: If displayed externally the licence and its conditions should be protected from the weather. Preferably the licence should be displayed in the reception area.*

*The number of dogs for which the premises is licensed, will be specified on the licence.*

### INSURANCE

*Notes: Adequate insurance indemnity should be arranged by the operator of the premises. This should be maintained at a sufficient level to cover the maximum number of dogs boarded. Several companies offer policies specific to animal boarding establishments. Details are often advertised in pet publications.*

*Proprietors of animal boarding establishments are able to insure purely the liability aspect by taking out third party liability cover. In addition, you can insure against veterinary fees for accident and illness, death from accidents, death from illness and loss from theft and straying. You must insure against public liability.*

*Employers Liability Insurance is mandatory for boarding establishment owners who employ staff. Employers Liability (Compulsory Insurance) Act 1969.*

*Certificates of insurance must be prominently displayed.*

### STAFF FACILITIES

*Notes: Adequate toilet and washing facilities must be available for staff in accordance with health and safety requirements.*

*An adequate First Aid kit must be available for staff use.*

*Staff should be adequately trained in the safe handling of dogs, emergency procedures to be followed, and all other aspects of the licence conditions which are pertinent to their work. Staff should also be regularly vaccinated against Tetanus.*

### ESTABLISHMENTS RECEIVING BOTH DOGS AND CATS

*Notes: When the granting of the licence is being considered by the local authority, there will be a presumption against cats and dogs being kept within sight of each other, unless good reason can be made otherwise.*

*In consideration of "Good Reasons" existing facilities and management must be taken into account.*

## CONSTRUCTION

### 3.1 GENERAL

3.1.1 The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the licensing officer of the local authority.

3.1.2 Where wood has been used in existing construction it must be smooth and treated to render it impervious. Wood should not be used in exposed construction of walls, floors, partitions, door frames or doors in the dog kennelling area. There must be no projections liable to cause injury.

3.1.3 Fencing material must be secure and safe.

3.1.4 Sleeping areas of kennels must be so insulated as to prevent extremes of temperature.

3.1.5 The construction must be such that the security of the dog is ensured.

3.1.6 All exterior wood must be properly treated against wood rot, eg Tanalised. Only products which are not toxic to dogs may be used.

3.1.7 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames are to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.

### 3.2 WALLS AND PARTITIONS

3.2.1 Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used in such walls, they must be sealed so as to be smooth and impervious, and resealed as necessary.

Notes: The conversion of existing buildings should be discouraged. Experience shows that they may be more expensive to adapt and less efficient to operate.

*At least 20% of the individual exercise runs must be covered with a suitable mesh.*

*Where galvanised welded mesh is used for fencing the wire diameter must not be less than 2.0mm (14 standard wire gauge) excluding any covering and the mesh size must not exceed 5.0 cm (2").*

*Application for building works may well require approval from the building control department and/or the planning department.*

*The interior and exterior of the buildings should be kept in good decorative order and repair. Outer paths, gardens, exercise areas and general surroundings must be kept in a good, clean, presentable condition. Failure to comply with this recommendation may be a consideration in any decision by the local authority to withdraw the licence for any reason.*

*A safe system of work must ensure correct use of chemicals and materials used in the kennel and must include constructional details suitable to reduce spread of infection, disease and contamination.*

Wood in Kennels: *The purpose of avoiding wood on surface structures of kennel interiors is because of the possibility of damage to the material caused by scratching by animals. Worn and splintered material is difficult to clean, harbours bacteria, viruses etc and allows the splinters produced to penetrate the animals' skin.*

*The whole point of hygienic and safe practice is to provide easy to clean surfaces.*

Notes: *This condition is to provide a physical barrier to infection. It will also reduce aggression while allowing socialisation.*

3.2.2 Junctions between vertical and horizontal sections should be covered. If impractical in existing premises, all joints must be sealed.

3.2.3 Partition walls between kennels must be of solid construction to a minimum height of 1.2m (4ft).

3.2.4 In new construction, in exercise runs the lower section of partitions in adjoining runs **should** be of solid construction.

*Suitable materials for the construction of partition walls would be properly surfaced impervious brick/block constructions, moulded plastic, glass reinforced plastic (GRP), pre-formed plastic surfaced board etc. Such solid construction may be from floor to ceiling, but this should not be detrimental to other welfare considerations such as the dog's outlook, lighting and ventilation. Sealing refers to the use of a proprietary water proofing agent for sealing the wall against damp-penetration. Under certain circumstances sealing of brickwork can only be achieved by rendering prior to sealing.*

*In individual exercise areas it is recommended that the solid partition be of a minimum of 675 mm (27 inches) high from the ground and in existing construction this condition should be phased in over a suitable period taking into consideration existing construction and the condition of the kennels.*

***Where this is not provided regard shall be had to the management procedures and construction of the exercise runs, as to their suitability to provide the dog with space to isolate themselves from adjoining and aggressive dogs.***

### 3.3 FLOORS

3.3.1 Floors of all buildings, individual exercise areas and kennels, must be of smooth, impervious materials, capable of being easily cleansed and in new kennels must incorporate a damp proof membrane.

*Notes: Floors of kennels and related exercise areas should be constructed in impervious material and be readily cleansable while providing sufficient grip for the animal to walk or run without sustaining injury.*

3.3.2 All floors of kennels and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids.

*Drainage channels should be provided near to the kennel edge so that urine is not allowed to pass over walk areas in corridors and communal access areas. It is reasonable to face a bedding area in the opposite direction to the exercise area if separate drainage channels are appropriately sited. Before beginning any alterations you are advised to contact the building control section of the local authority. Waste water outlets may need approval from the Environment Agency. (contact your local area office for advice).*

3.3.3 In new construction floors must be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel.

*"Communal" facilities must not be used by more than one dog at any one time unless they are from the same household.*

3.3.4 Communal exercise areas must be suitably drained but need not comply with conditions 3.3.1 and 3.3.2.

*Communal exercise areas should generally be discouraged - see Notes in Section 4.*

### 3.4 CEILINGS

3.4.1 Ceilings must be capable of being easily cleansed and disinfected.

*Notes: Where kennels are provided, within converted outbuildings, consideration should be given to ease of cleaning, energy conservation, wildlife access, lighting and ventilation.*

### 3.5 DOORS

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

3.5.2 Where metal bars and frames are used, they must be of suitable gauge (approximately 10-14) with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury to the dog.

3.5.3 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.

### 3.6 WINDOWS

3.6.1 All windows which pose a security risk must be escape proof at all times.

### 3.7 DRAINAGE

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

### 3.8 LIGHTING

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

3.8.2 Adequate supplementary lighting must be provided throughout the establishment.

*Notes: See also General Construction for galvanised welded mesh use (Section 3.1).*

*Galvanised Weld Mesh should be a minimum of 2 mm (14 guage) in thickness. It is recommended that the spacing of the wire should not exceed 50 mm (2 inches).*

*When designing kennel doors regard should be paid to the Health and Safety of the person working in the kennel, for example large dogs may push against the door which may give rise to difficulties in securing the door and even to accidents to the person on the opposite side of the door when it opens outwards. Therefore, consideration could be given to opening the outer door in an inward direction in the interests of staff safety.*

*Notes: Windows, when a security risk, must be protected by welded mesh, or be made of reinforced glass, polycarbonate or other impact resistant material.*

*Notes: Natural and artificial lighting must be of sufficient standard to enable efficient working after daylight hours.*



### 3.9 VENTILATION

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

### 3.10 MAINTENANCE

3.10.1 Maintenance and repair of the whole establishment must be carried out regularly.

*Notes: Draughts can be the outcome of ventilation provided for animal health. Heating can equally be removed by ventilation. A balance is necessary between adequate ventilation and the unnecessary removal of warm air.*

*Ventilation is important as an aid to disease control, a protection against smell accumulation, and prevents excessive humidity of the atmosphere. High humidity increases the risk of kennel cough and should be avoided.*

*Siting of the bed is an important consideration. Raising the bed and providing adequate protective sides to allow the dog "depth" to seek protection are considerations in protecting the dog.*

## 4 NUMBERS OF ANIMALS

### 4.1 NUMBERS OF DOGS PERMITTED

4.1.1 The maximum number of dogs to be kept at any one time is **1 per kennel, unless the dogs are from the same household and are compatible**

4.1.2 Each dog must be provided with a separate kennel except that dogs from the same household may share a kennel of adequate size with the written consent of the dogs' owner.

4.1.3 Holding kennels may be provided for temporarily kennelling a dog for not more than 24 hours. Holding kennels, if provided, must comply with conditions as required for main kennels. Holding kennels must be a minimum area of 2.3 sqm (25 sq ft)

4.1.4 No animals other than dogs are to be boarded within the licensed facilities without the written approval of the local authority.

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

### 4.2 KENNEL SIZE, LAYOUT AND EXERCISE FACILITIES

4.2.1 For new kennels each kennel must be provided with a sleeping area of at least 1.9 sq m (20 sq ft).

Suitable bedding equipment must be provided which allows the dog to be comfortable and which is capable of being easily and adequately cleaned and sanitised. Such equipment must be sited out of draughts. All bedding material must be maintained in a clean, parasite free and dry condition.

*Notes: The number of dogs permitted relates to the number and size of the kennels and must be stipulated clearly on the front sheet of the displayed licence. The decision regarding the number of dogs, as well as considering kennel size and numbers, will take into account the effectiveness of site management.*

*Dogs from the same family, who normally live together, may prefer to share a kennel. It is a requirement that operators obtain written authorisation from the dog owner before kennel sharing is allowed. Where sharing occurs the dogs must be able to lie down comfortably in the sleeping area, outside of their beds, with sufficient space for the door to open fully.*

*Holding Kennels – The number of holding kennels provided should be agreed between the kennel owner and the local authority and noted on the licence. In general holding kennels should not constitute more than 25% of the total number of residential kennels.*

*Identification and Control of Dogs on Site – The Control of Dogs Order 1992 requires that all dogs, whilst in a public area, must wear a collar and tag stating the name and address of the owner. It is recommended that all dogs boarded at the establishment should wear a collar and tag identifying the name of the owner, or have the collar and tag secured immediately outside the kennel. This will assist in the identification. It will also assist staff with dog control if one tries to escape, or if there is a fire or other emergency. In the case of sharing it will be necessary to take the collars off and hang them outside the kennel.*

*Dangerous Dogs - Dogs subject to contracts under current Dangerous Dogs Legislation must have a copy of the licence and insurance certificate lodged with the boarding kennel.*

*Notes: In existing kennels the new size requirements for sleeping areas should be phased in over a number of years after consultation between the kennel owner and local authority taking into account local circumstances.*

*During kennel construction it is necessary to use an appropriate design and correct materials to overcome problems of noise emission and to ensure energy conservation. This is in order to minimise discomfort to the dog and to minimise the risk of nuisance to persons in the vicinity of the site.*

4.2.3 For new kennels each kennel must be provided with an exercise area of at least 2.46 sq m (26 sq ft) (for dogs up to 24 inches high at shoulder) or 36 sq ft for larger dogs, which is separate from the bedding area and exclusive to that kennel, for free use by the dog at all times except at night.

4.2.4 Kennels must have a minimum height of 1.8m (6 ft) to facilitate adequate access by kennel staff for cleaning.

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

4.2.6 Exercise areas must not be used as bedding areas.

**Adverse Weather** - In adverse weather conditions the responsible person must decide whether or not dogs are given free access to their exercise area.

*In existing kennels the new size requirements for exercise areas should be phased in over a number of years after consultation between the kennel owner and local authority taking into account local circumstances. The exercise area should be roofed to a minimum of half the area, sufficient to give the dog protection against the weather.*

*Some of this should be translucent material capable of filtering UV light and providing adequate shade.*

**Communal Areas for Exercise:** In general, communal areas should be discouraged because of the risk, of disease spread, in particular worms, and fighting. With the provision of individual exercise areas to each kennel, the extra provision of a communal area need not be provided. Surface ponding of water must not occur and land drainage should be provided where necessary if normal site drainage proves inadequate.

*The risk of spreading disease, in particular worms, is increased by use of communal areas.*

*All communal exercise areas should be provided with an impervious cleansable surface at least around the perimeter (concrete, laid to a suitable fall to prevent ponding and promote drainage).*

## 5. MANAGEMENT

### 5.1 TRAINING

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

*Notes: The licensee must formulate a written training policy for permanent, part time and seasonal workers. The following are regarded as essential topics to be covered in the programme:*

*Animal Welfare  
Cleanliness and Hygiene  
Feeding and Food Preparation  
Disease Control  
Recognition and Treatment of Sick Animals  
Health and Safety  
Emergency Procedures*

### 5.2 TEMPERATURE IN KENNELS

5.2.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog.

*Notes: Many kennels have been built without proper concern for the welfare of the dog. The materials used on the kennel exterior may not offer adequate protection against temperature variations throughout the majority of the year.*

5.2.2 There must be some part of the dog's sleeping area where the dog is able to enjoy a temperature of at least 10°C (50°F).

*There will be periods in the year where ambient external temperatures will cause temperatures to fluctuate above or below the recommended levels. If the higher temperature level is exceeded due to structural shortcomings rather than normal ambient temperature then artificial means of counteracting this high temperature should be introduced.*

5.2.3 In isolation kennels there should be a means of maintaining the temperature at a level suitable for the conditions of the dog and dependent on veterinary advice.

*Where temperatures lower than indicated are reached the use of individual heating lamps for dogs may prove adequate. In some circumstances additional background heating will also be required.*

*The temperature of the isolation kennels should not be allowed to fall below 15.5°C (60°F) generally, unless specific advice is given to the contrary by the Veterinary Surgeon.*

*The difficulty of providing maximum temperature levels is acknowledged. 26°C (79°F) is a realistic temperature which should not to be exceeded in normal circumstances.*

*It is important to remember that a minimum temperature of 10°C (50°F) is required and if inadequate attention has been given to construction and insulation it will be necessary to use additional heating and thereby increase running costs. Failure to provide additional heating will cause dogs to suffer. Particular attention should be paid to design and construction. Geographical orientation is also relevant. Aspect affects temperature. It is often difficult to maintain adequate temperatures with north facing openings. Correct attention to orientation of the kennel will allow maximum use of natural light.*

*Similarly in summer temperatures, poorly insulated exteriors will allow internal temperatures to build up (similar to car interiors) to excessive levels. Even with additional ventilation the dogs will suffer.*

*Some summer temperatures will naturally exceed 26°C (79°F). Inadequate construction or ventilation of the kennels must not be an excuse to allow unnecessarily high temperatures being attained.*



Where temperatures are likely to rise above the maximum levels specified in the notes there should be some means of mechanical or automatic cooling/ventilation.

A safe system of heating must be provided so that risks of electrocution and burning are avoided. Open flame appliances must not be used.

#### Transportation of Animals

All vehicles used by the establishment for the transportation of dogs must be regularly serviced and kept clean. They must be fitted with cages of adequate size for the safe transportation of dogs and be provided with adequate ventilation. All vehicles must be secure and should not be left unattended when transporting a dog.

Notes: Arrangements must be made with the Waste Collection Authority or waste management contractor authorised for the purposes of the duty of care, for removal of other wastes from the establishment under the Environmental Protection Act 1990. Foul waste water must be disposed of by discharge to the approved drainage system.

#### Cleaning and Disinfection

There are a range of alternative cleaning regimes. Basically the regime should include:

- 1 Removal of solids
- 2 Washing
- 3 Disinfection
- 4 Drying

The physical collection (shovel and bucket) of faeces is usual.

The use of detergent and water will "wash down". Equally pressure hoses or steam cleaning will wash down more effectively.

There is a need to control bacteria, viruses, fungi within the sanitising process.

There is little point in putting down disinfectant only to wash it away in a short period of time. The long term activity of chemicals used in the control of viruses, bacteria and fungi should be considered.

Great care should be taken when using any chlorine based chemical, eg bleach. (See notes on COSHH)

Combinations of bactericides, fungicides and virucides may prove expensive to use and may not necessarily be the best system to use.

There is a balance between the dog enjoying a known environment and introducing infection and infestation in wickerwork baskets and old clothing/bedding etc **Where such bedding is provided, the operator must ensure that it is clean and parasite free**

### 5.3 CLEANLINESS

5.3.1 All kennels, corridors, common areas, kitchens 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.

5.3.2 Each occupied kennel must be cleansed daily. All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary.

5.3.3 All bedding areas must be kept clean and dry.

5.3.4 Each kennel must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.

5.3.5 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 disposal route for all such waste must be incineration.

5.3.6 Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

#### 5.4 FOOD AND WATER SUPPLIES

5.4.1 All dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily.

5.4.2 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.

5.4.3 Eating vessels must be cleansed after each meal.

5.4.4 Drinking vessels must be cleansed at least once a day.

#### 5.5 KITCHEN FACILITIES

5.5.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.

5.5.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.

5.5.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash-hand basin with hot and cold water must be provided for staff use.

5.5.4 Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

*Notes: Dogs should be fed to a standard compatible with the maintenance of health. Inspectors will observe the general nutritional status of the dogs and the type and quality of food in store and in the process of preparation. If necessary, a veterinary surgeon will be called in to advise.*

*Food should not be left for excessive periods within the kennel in order to avoid smells and flies. More food and water may be required for old or young dogs. No food should be left outside at night.*

***Stainless steel or disposable eating dishes are recommended.***

## 5.6 DISEASE CONTROL AND VACCINATION

5.6.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.

5.6.2 Proof must be provided that dogs boarded or resident have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagiae*) 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 manufacturers instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.

5.6.3 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.

5.6.4 A well stocked first-aid kit suitable for use on dogs must be available and accessible on site.

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

*Notes: "Other relevant diseases" allows for the insertion of diseases which may as yet be unknown but which may be regarded as important in the future or which may be added according to circumstances.*

*Four weeks is the maximum time for all current vaccines to become fully effective. A shorter time is acceptable if suitable veterinary evidence is provided, based on manufacturers' instructions. For example, intra-nasal vaccination for Bordatella bronchiseptica (part of the Kennel Cough complex) is regarded as giving solid protection after only 5 days.*

***It is good practice to keep details of any medication or disorders, in case treatment is needed during the duration of the stay.***

*Vaccination against Kennel Cough should be encouraged. Kennel owners should seek the advice of their Veterinary Surgeon regarding accomplishment of this, as the disease is generally regarded as being multi-factorial.*

*It is important that there are facilities and procedures for cleansing and disease control and that staff are familiar with the procedures and understand what action to take in the event of an outbreak of disease.*

*Phenolic disinfectants should not be used around dogs and dogs must be kept dry during cleaning of enclosures.*

*If there is evidence of external parasites (fleas, ticks, lice etc) the dog must be treated with a proprietary insecticide.*

*If there is evidence of internal parasites the advice of a veterinary surgeon should be sought.*

*All insecticides, disinfectants etc must be used strictly in accordance with the manufacturers instructions, and hazard data sheets kept for staff which explain precautions to be taken by the user.*

*The first-aid kit for use on dogs must be kept well stocked at all times. Advice on contents should be available from the establishment's veterinary surgeon.*

*It is important to consider procedures to be carried out in case of death or escape. All staff should be made fully aware of these procedures. They will also help to reassure owners that the establishment acted correctly in that situation. Any dog that has died on the premises must be referred to a veterinary surgeon and the licensing officer of the local authority must be informed. A veterinary practice should be appointed for the establishment. The name, address and telephone number must be displayed in a prominent position in a public area. The 24 hour telephone contact number of the veterinary surgeon used by the establishment should be displayed in a suitable place, close to the telephone and accessible to all members of staff.*

## 5.7 ISOLATION

### 5.7.1 Isolation facilities must be provided.

5.7.2 In existing facilities these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main kennels. This must be a minimum 5m (15ft). (See also temperature control).

5.7.3 Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels must be provided.

5.7.4 Hands must be washed after leaving the isolation facilities before visiting the other kennels.

*Notes: Isolation facilities must be provided at the rate of at least 1 isolation kennel for up to 50 kennels at the establishment and pro rata above that. The number should be noted on the Licence.*

***Alternatively regard will be had to the contingency plans the business has to isolate a sick dog. For example written arrangements / agreements with local veterinary surgeries and written procedures on housing of dogs prior to receiving veterinary care.***

*This requirement for 5m distance between isolation facilities and main kennels is based upon consideration of the distance that a dog sneeze travels. Intervening buildings and constructional detail (ie window and door positions) should be taken into account. Individual circumstances may significantly vary the stated figure.*

*Isolation facilities must be used where the presence of infectious disease is suspected. Where stray dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs.*

*Isolation facilities must only be used for this purpose in exceptional circumstances ie where stray intake is minimal. Condition 5.5.5 would apply to staff handling strays.*

*Protective clothing and equipment, for use only in the isolation facility, must be used to reduce the spread of infection.*

*In new build isolation facilities separated 10 metres from the main units must be provided.*

## 5.8 REGISTER

5.8.1 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 or 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
- health, welfare and nutrition requirements.

*Notes: Computerised, loose-leaf index card and book register systems are acceptable. If a book register is used, pages must be consecutively numbered. Records of the owner's agreement to share may be kept on a separate form if a computerised system is used.*

*It is strongly urged that the establishment introduce formal boarding agreements, stating clearly the responsibilities of both parties during the duration of the boarding. The Licensing Officer of the local authority will consider the details recorded in the register together with the actual facts observed.*

*Owners should be encouraged to sign an authorisation for veterinary treatment.*

5.8.2 The register must be kept readily available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information.

5.8.3 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.

## 5.9 IDENTIFICATION OF KENNELS

5.9.1 Each kennel must be clearly marked (eg numbered), and a system in place which ensures that relevant information about the dog in that kennel is readily available.

*Notes: An alternative system of identification can be used with the approval of the Licensing Authority providing the system in use meets the criteria for identification and information provision for each dog and is readily accessible and easy to use.*

*This system of identification of units must be capable of containing relevant information such as feeding habits and frequencies, medicinal treatments etc. If identified on the kennel it must not obscure the primary information. If additional information is stored electronically or manually away from the kennel the information must be readily and easily accessible.*

## 5.10 SUPERVISION

5.10.1 A fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.

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

## 5.11 FIRE PRECAUTIONS

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

*Notes: It is recommended that plans and details of the establishment are logged with the police and fire authorities. Fire protection advice must be sought from the Fire Prevention Officer regarding appropriate fire extinguishers and their correct siting, fire drills, fire escapes etc and implemented. The general maxim of "people first" in the event of fire is good advice.*

5.11.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on where dogs are to be evacuated to in the event of a fire or other emergency.

*Where rebuilding or providing new buildings, the Fire Prevention Officer will give advice on fireproofing requirements.*

*Dogs should not have direct access to open flame heating devices.*

**5.11.3 Fire fighting equipment must be provided in accordance the businesses Fire Risk assessment.**

5.11.4 All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of kennels.



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

5.11.6 Precautions must be taken to prevent any accumulation which may present a risk of fire.

5.11.7 There must be adequate means of raising an alarm in the event of a fire or other emergency.

## 6 OTHER RELEVANT LEGISLATION

### Animal Welfare Act 2006

This Act places a duty on people to ensure that an animal didn't suffer unnecessarily. The Act also imposes a duty of care on anyone responsible for an animal to take reasonable steps to ensure that the animal's needs are met. This means that a person has to look after the animal's welfare as well as ensure that it does not suffer.

The Act says that an animal's welfare needs include:

- a suitable environment (how it is housed);
- a suitable diet (what it eats and drinks);
- the ability to exhibit normal behaviour patterns;
- any need it has to be housed with, or apart from, other animals; and
- protection from pain, suffering, injury and disease.

### The Control of Dogs Order 1992

Every dog whilst in a place of public resort must wear a collar with the name and address of the owner inscribed upon it.

"Public Place" means any street, road or other place (whether or not enclosed) to which the public have or are permitted to have access whether for payment or otherwise and includes the common parts of a building containing two or more separate dwellings.

It should be noted that premises may also be visited from time to time under the Animal Protection Acts, which are principally concerned with animal welfare and the prevention of cruelty.

### Dangerous Dogs Act 1991

The Act prohibits persons from having in their possession or custody dogs belonging to types bred for fighting; it imposes restrictions in respect of such dogs; it enables restrictions to be imposed in relation to other types of dog which present a serious danger to the public; and makes further provision for ensuring that dogs are kept under proper control.

### Health and Safety at Work etc Act 1974

- i) There is a duty on all employers and employees to ensure safety of themselves, workmates and visitors to the site and contractors. This also extends to the self-employed.
- ii) An "accident book" must be provided to record details of accidents and "near misses". An annual review will indicate how to keep staff safer by introducing safer practices based on experience.
- iii) Regard should be paid to providing safe systems of work for staff, particularly those involved in dog handling.
- iv) An establishment employing more than four people requires a written safety policy.
- v) There is a requirement for a risk assessment to be carried out to identify hazards in the workplace and assess risks, eg number of people affected etc, in order to assess any health and safety risk in an objective manner as far as possible.

Legislation is evolving all the time and reference should be made to enforcement authorities for up to date advice.

More details will be available from your local authority or the Health and Safety Executive Website on [www.hse.gov.uk](http://www.hse.gov.uk)

### Environmental Protection Act 1990

- i) Under section 34 operators have a "duty of care" to ensure that all waste arising from their premises is disposed of without harm to human health or the environment. They may only pass their waste to registered carriers or appropriately licensed or authorised disposal facilities.
- ii) Part III of this Act deals with nuisance. When setting up a boarding establishment, it is most important to consider the potential problem of noise or odour nuisance in order to prevent possible legal action which could lead to closure at a later date. Environmental Health Officers are able to give further advice and guidance on nuisance problems and related statutory provisions.

Noise emission is often not considered by establishment owners. It is important to design and site kennels to minimise any cause of complaint from neighbours. The choice of appropriate materials, and their correct use in design, in terms of preventing noise nuisance is extremely important.

In view of the law allowing noise sensitive premises to be built near kennels, often after the kennel has been built, consideration should always be given to the need to retain noise within site boundaries as much as possible, having regard to local background noise levels.

- iii) The use of incinerators to dispose of animal carcasses may require licensing by your local authority who will advise you regarding the requirements of part 1 of the Environmental Protection Act 1990.  
If you use an incinerator you are advised to notify the local authority.

The Environmental Protection Act 1990 places a duty of care on businesses to ensure that waste is disposed of by a registered carrier to an appropriately licensed or authorised disposal facility. Those wishing to dispose of waste on their premises or operate an incinerator may need planning permission, and a waste management licence or authorisation under the Environmental Protection Act 1990. They should seek advice from their Waste Regulation Authority or Environmental Health Department.

Dog faeces and "sharps" such as needles, scalpels etc, constitute "clinical" waste and are likely to be subject to specific disposal conditions.

### Electricity at Work Regulations 1989

Apply to every employer or self employed person, and you therefore have a duty to comply with these Regulations ensuring your electrical fittings and equipment are maintained in a safe condition. In the event of something going wrong, you will be asked to say why you thought the equipment was safe, which means regular testing of fittings is advisable.

### Control of Substances Hazardous to Health Regulations 2002 (COSHH)

- i) These are known as the "COSHH" Regulations. They require you to keep chemical substances on your premises in a safe manner, and to review whether you are able to reduce the number of chemicals used and to see if you are able to use chemicals which are less hazardous in order to do the same job.
- ii) They also deal with zoonoses (diseases transmitted from animals to people, such as

Salmonellosis, Toxocariasis and Toxoplasmosis) and you should bring suitable advice on risks and precautions to the attention of your staff, and ensure that they are suitably vaccinated.

For further advice contact your medical practitioner and/or the environmental health department.

#### Controlled Waste Regulations 1992

The definition of clinical waste in these regulations includes animal tissue, blood or other body fluids, excretions, drugs or other pharmaceutical products, swabs, dressings or syringes, needles or other sharp instruments which unless rendered safe may prove hazardous to any person coming into contact with it.

***See Appendix 1 for Kirklees Councils guidance on this matter.***

## APPENDIX 1

### The Environmental Protection Act 1990

January 2012

#### What to do with dog and cat faeces.

Dog and cat faeces falls under Section 34 of the above legislation. Which means that operators have a 'duty of care', to ensure that all waste arising from their premises is disposed of without harm to human health or the environment. This means that you are required to dispose of this waste through a recognised method.

The recognised methods of disposal are:-

- Composting – To compost you would require an Environmental Permit and currently an application fee costs £1,590 and then an annual subsistence fee of £2,420. The operator would then also have to comply with the terms of the permit which may include infrastructure requirements with financial implications.
- Site Storage – Storage for up to 6 months. The material would have been produced on site and may be stored there pending collection for disposal by an authorised waste carrier and taken to a permitted site. The issue here is the possible nuisance caused by storing the faeces for that long.
- Regular Waste Collection – Collection of waste on a weekly, fortnightly, monthly basis by an authorised waste carrier and taken to a permitted site.

These companies listed below are approved waste carriers and may be able to remove this waste for you.

Kirklees Waste	-	01484 223153
BIFA	-	0800 307307
Veolia, Environmental Services	-	0845 6060460
Sita Uk	-	0870 4211122
PHS	-	029 2080 9090
Environmental Agency	-	03708 506 506

It is not acceptable to compost without a licence or take the waste to the local household tip, unless is had an approved commercial waste site. If you choose to dispose of your waste at a commercial site you must keep the disposal receipt for a period of 2 years.