



West Lothian
Council

Advice to Applicants On Licence Conditions

The Animal Boarding Establishments Act 1963 **DOG BOARDING ESTABLISHMENTS**

Dog Boarding Licences are administered by The Environmental Health and Trading Standards Service.

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In determining whether a licence should be granted, the Animal Boarding Establishment Act 1963 requires Local Authorities to have regard to the following:

- The premises in which the animals will be accommodated shall be suitable in respect of size, construction, number of animals, exercising facilities, temperature, lighting, ventilation and cleanliness.
- The supply of suitable food, drink and bedding material and that the animals will be adequately exercised and suitably supervised.
- Reasonable precautions that are to be taken in terms of infection control to prevent the spread of disease between animals including the provision of isolation facilities.
- Reasonable steps that are to be taken for the protection of in case of fire or other emergency
- A register being kept containing a description of the animal received into the establishment, date of arrival and departure, name and address of owner. The register must be kept for a minimum of 24 months.

LICENSING CONDITIONS AND GUIDANCE FOR DOG BOARDING ESTABLISHMENTS

1.0 GENERAL CONDITIONS

- 1.1 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position.
- 1.2 Adequate insurance indemnity should be arranged by the operator of the premises.
- 1.3 Employers Liability Insurance is mandatory for boarding establishments for owners who employ staff.
- 1.4 Certificates of insurance must be prominently displayed.
- 1.5 Access shall be permitted to any authorised officer of the Licensing Authority at any time and all reasonable directions and requirements of such officer or the Licensing Authority shall be complied with. Any person who wilfully obstructs or delays any person in the exercise of their power of entry or inspection under this section shall be guilty of an offence.
- 1.6 A local authority to which an application has been made for a licence under this Act, or which has granted such a licence, may authorise in writing any veterinary surgeon or veterinary practitioner or such other person as it may deem competent, to inspect any premises where any animal is proposed to be held in pursuance of a licence for which an application has been made under this Act, or where any animal is or may be held in pursuance of a licence which has been granted under this Act, and any persons authorised under this section may, on producing their authority if so required, enter any such premises at all reasonable times and inspect them and any animal or other thing found there, for the purpose of ascertaining whether or not a licence should be granted or varied or whether an offence has been or is being committed against this Act.
- 1.7 The Licence holder must surrender the licence if and when called upon to do so by the Licensing Authority.
- 1.8 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.

- 1.9 A local authority which grants a licence under this Act may at any time vary the licence by specifying any new condition of the licence or varying or revoking any condition of it (including any condition specified, or previously varied, under this subsection.) Variations shall not take effect until the licence holder has become aware of the variation and had a reasonable time to comply with it. If the licence variation was requested by the licence holder, the variation shall take effect immediately after it is made.
- 1.10 The local authority may require the person who has applied for a licence under this Act to pay the local authority the reasonable costs for any inspection carried out under this Act.

2.0 NUMBER OF DOGS PERMITTED

- 2.1 The maximum number of dogs to be kept at any one time is stated on the licence and must not be exceeded without the written consent of the Licensing Authority.
- 2.2 Each dog must be provided with a separate kennel. If more than one dog is to be boarded from the same family they can be boarded in the same kennel if it is of adequate size and written consent from the dog's owner has been obtained.
- 2.3 Holding kennels can be used for the temporary kennelling of a dog. Holding kennels must not be used for 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)
- 2.4 No animals other than dogs are to be boarded within the licensed facilities without the written approval of the local authority.
- 2.5 Where stray dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs.

3.0 KENNEL SIZE

- 3.1 For new kennels each kennel must be provided with a sleeping area of at least 1.9 sq m (20 sq ft).
- 3.2 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 shoulders) 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.
- 3.3 Kennels should be a minimum height of 1.8 m (6ft) to allow adequate access by kennel staff for cleaning.
- 3.4 In existing kennels the new size requirements should be phased in over a number of years

No of Dogs	Sleeping Area Size	Exercise Area Size	Height
1	20 sq ft (1.9 sq m)	26 sq ft (2.4 sq m) (dogs up to 24" tall at shoulder) 36 sq ft (3.3 sq m) (dogs over 24" tall at shoulder)	6 ft (1.8m)
2	35 sq ft (3.3 sq m)	45.5 sq ft (4.2 sq m) (dogs up to 24" tall at shoulder) 63 sq ft (5.85 sq m) (dogs over 24" tall at shoulder)	6ft (1.8m)
3 small dogs (dogs up to 24" tall at shoulder)	40 sq ft (3.72 sq m)	52 sq ft (4.83 sq m)	6ft (1.8m)

4.0 ACCOMMODATION

- 4.1 Wood is not allowed to be used in the construction of new premises. When existing wooden structures are in disrepair they must be replaced with a suitable alternative material.
- 4.2 Where wood has been used in existing construction it must be smooth and treated to render it impervious.
- 4.3 All exterior wood must be properly treated against wood rot, e.g. tanalised. Only products which are not toxic to dogs may be used.
- 4.4 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious. Walls with which dogs may come into contact must be made of smooth impervious materials, capable of being easily cleaned. Where concrete or other building blocks or bricks are used, they should be sealed so as to be smooth and impervious, and resealed as necessary. There must be no projections or rough edges liable to cause injury.

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.

Wood should not be used in exposed construction of walls, floors, partitions, door frames or doors in the kennelling area.

The purpose of avoiding wood on surface structures of kennel interiors is because of the possibility of damage to the material caused by scratching of animals. Worn or 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.

- 4.5 Junctions between vertical and horizontal sections should be covered. If impractical in existing premises, all joints should be sealed.
- 4.6 Fencing material must be secure and safe. Where galvanised welded mesh is used for fencing the wire diameter must not be less than 2.0 mm.
- 4.7 Kennels and exercise areas must open onto secure corridors or other secure area so that dogs are not able to escape from the premises.
- 4.8 The construction must be such that the security of the dog is ensured.

5.0 **EXERCISE FACILITIES**

- 5.1 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. For indoor Kennels adequate natural light must be available.
- 5.2 Exercise areas should not be used as sleeping areas.
- 5.3 Partition walls between kennels and individual exercise areas must be of solid construction.
- 5.4 In exercise runs the lower section of partitions in adjoining runs must be of solid construction. (Minimum height 4ft (1.2m))
- 5.5 Communal exercise areas are discouraged because of the risk of disease spread, in particular worms, and fighting amongst dogs. Floors of exercise areas should be constructed of smooth, impervious materials, capable of being easily cleaned. (concrete should be laid to a suitable fall to prevent ponding and promoting drainage).

Where communal areas are in use, one member of staff must be allocated to supervise each group of no more than 6 dogs. All dogs must be supervised at all times. Written consent must be given by owners before any dog can be mixed with other dogs in exercise areas which are not from the same household.

- 5.6 In establishments where there are also cats boarding, cats and dogs should not be kept within sight of each other.

6.0 **FLOORS**

- 6.1 Floors of all buildings, individual exercise areas and kennels should be made from smooth, impervious materials, capable of being easily cleaned, whilst providing sufficient grip for the animal to walk or run without sustaining an injury. It is recommended that new kennels must incorporate a damp proof membrane.
- 6.2 All floors of kennels and individual exercise areas should be constructed and maintained in such a condition as to prevent pooling of liquids. Drainage channels should be provided next to the kennel edge so that urine is not allowed to pass over walk areas in corridors and communal walkways.
- 6.3 In new constructions, it is recommended that floors should be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel.

6.4 Communal exercise areas should also be suitably drained to prevent pooling of liquids.

7.0 CEILINGS

7.1 Ceilings must be capable of being easily cleaned and disinfected.

8.0 DOORS

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

8.2 Where metal bars and frames are used, they should be of suitable gauge (not less than 0.2mm and not exceeding 50.0mm) with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this should not present a risk of injury to the dog.

8.3 Door openings should be constructed such that the passage of water/waste is not impeded, or allowed to accumulate due to inaccessibility.

9.0 WINDOWS

9.1 Windows should not pose a security risk and ideally should be escape proof for the protection of the dog as well as the public. When windows are so situated that they pose a security risk, it is recommended that welded mesh or reinforced glass, polycarbonate or other impact-resistant material is used.

10.0 DRAINAGE

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

11.0 LIGHTING

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

11.2 Adequate supplementary lighting must be provided throughout the establishment.

12.0 VENTILATION

12.1 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the sleeping area. Heat can be removed by ventilation and 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. Positioning 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

13.0 TEMPERATURE IN KENNELS

- 13.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog.
- 13.2 There must be some part of the sleeping area where the dog is able to enjoy a minimum temperature of 10°C (50°F). A maximum temperature of 26°C (79°F) should not be exceeded under normal circumstances. Thermometers should be placed throughout the establishment so that the temperature can be monitored.
- 13.3 In isolation kennels the temperature should not be allowed to fall below 15°C generally unless specific advice is given to the contrary by the veterinary surgeon.
- 13.4 Sleeping areas of kennels must be insulated to prevent extremes of temperature.

14.0 BEDDING

- 14.1 Bedding should be suitable to provide adequate comfort to the animal and sited away from draughts. Bedding should be regularly cleaned, sanitized or replaced as necessary.

15.0 MAINTENANCE

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

16.0 IDENTIFICATION OF KENNELS

- 16.1 Each kennel must be clearly marked (e.g. numbered) and a system in place which ensures that relevant information about the dog in that kennel is readily available.

17.0 FOOD AND WATER SUPPLIES

- 17.1 All dogs must be adequately supplied with suitable food. Clean water must be available at all times and changed daily.
- 17.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross-contamination. Eating vessels must be cleaned after each meal. Drinking vessels must be cleaned daily.
- 17.3 Eating and drinking vessels must be maintained in good condition and replaced as necessary

18.0 KITCHEN FACILITIES

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

- 18.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided and food contamination must be avoided. A temperature gauge should be placed in the fridge and monitored on daily basis.
- 18.3 A sink with hot and cold running water must be available for washing kitchen utensils and eating and drinking vessels. A separate hand basin with hot and cold running water should be provided for staff.
- 18.4 Containers for storing foods should be provided and should be constructed and maintained to guard against insects and other pests.

19.0 CLEANLINESS

- 19.1 The establishment 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.
- 19.2 Each occupied kennel must be cleaned daily. All excreta and soiled material must be removed from all areas used by the dogs at least daily and more often if necessary.
- 19.3 Each kennel must be thoroughly cleaned, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.
- 19.4 Facilities must be provided for the proper reception, storage and disposal of waste. Particular care should be taken to segregate waste arising from the treatment and handling of dogs with infectious diseases. The final disposal route for all such waste must be incineration.
- 19.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the boarding establishment. Such pests should be adequately dealt with without delay to eradicate the infestation.
- 19.6 All disinfectants must be used strictly in accordance with manufacturer's instructions and hazard sheets kept for staff which explain precautions to be taken by the user. Phenolic disinfectant should not be used around dogs and dogs must be kept dry during cleaning of enclosures.

20.0 MANAGEMENT – SUPERVISION

- 20.1 A fit and proper person should always be present to exercise supervision and deal with emergencies.
- 20.2 Dogs must be checked at regular intervals as necessary for their health, safety and welfare.

21.0 STAFF FACILITIES / TRAINING

- 21.1 Adequate toilet and washing facilities must be available for staff in accordance with Health & Safety requirements.
- 21.2 An adequate First Aid Kit must be available for staff use.

- 21.3 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.
- 21.4 Staff should be offered to be vaccinated against Tetanus.
- 21.5 A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out. (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 & Safety; and
 - Emergency Procedure.

22.0 DISEASE CONTROL, VACCINATION AND WORMING

- 22.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 22.2 Proof must be provided that dogs boarded or resident have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine Adenovirus), Leptospirosis (*Leptospira canicola* and *Leptospira 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 manufacturer's instructions. A record that this proof has been supplied must be kept on site throughout the period that the dog is boarded.
- 22.3 Vaccination against Kennel cough is recommended
- 22.4 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 vet should be sought.
- 22.5 Advice from veterinary surgeon must be sought where a dog shows 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.
- 22.6 A well stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 22.7 A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site.
- 22.8 A record should be kept for dogs receiving medication during their stay. The date, time, type of medication and name of person administering the treatment should be recorded.
- 22.9 It is important to consider procedure 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.

- 22.10 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. Written consent from the owner should be obtain to use the local vet in the event of an emergency.
- 22.11 The Licensing Authority must be informed of any animal death on the premises. The Licence holder must make arrangements for the body to be stored at a veterinary surgeons premises until the owners return.
- 22.12 A infection control policy should be kept on site advising of the steps taken in the event of an animal arriving ill, becoming ill and the death of an animal on the premises.

23.0 ISOLATION FACILITIES

- 23.1 Isolation facilities must be provided at the rate of at least one isolation kennel for up to 50 kennels at the establishment.
- 23.2 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 away. In new build, isolation facilities must be 10 m away from main units.
- 23.3 Adequate facilities to prevent the spread of infectious disease between isolation and other kennels must be provided.
- 23.4 Hands must be washed after leaving the isolation facilities before handling other dogs and visiting kennels.
- 23.5 Protective clothing and equipment for use only in the isolation facility must be used to reduce the spread of infection.
- 23.6 A management regime should be followed where an isolation case is being handled. Records of the isolation cases and the management regime to be followed should be kept.
- 23.7 Complete disinfection of the isolation facilities and equipment must be carried out once vacated.

24.0 FIRE PRECAUTIONS

- 24.1 All appropriate steps will be taken for the protection of the dogs in case of fire or other emergencies.
- 24.2 A suitable emergency evacuation plan and fire warning procedure must be drawn up and posted in the premises. This should be posted where staff may become familiar with it. This procedure should include:

- How people will be warned if there is a fire
- What staff should do if they discover a fire
- What staff should do in the event of a fire
- The arrangements for calling the Fire and Rescue Service
- The specific action to be taken by the person in charge when the fire alarm activates or a fire is discovered

The procedure to be followed to evacuate the premises, taking into account any personal emergency egress plans
Where persons / animals will be taken after they have left the premises and procedures for checking whether the premises have been evacuated.

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

It is advisable to fit smoke detectors with regular checks being undertaken to ensure their effectiveness.

All staff on the premises should be trained in the safe use of fire extinguishers.

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

- 24.5 Advice must be sought from the Fire Prevention Officer to ensure compliance with fire safety requirements.

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

- 24.7 All electrical installations and appliances must be maintained in a safe condition with no loose trailing cables. There should be a residual current circuit breaker system on each block of kennels.

- 24.8 All heating appliances must be free of risk of fire as is reasonable practicable.

Heating appliances should not be sited in a location or manner where they may present a risk of fire, or risk to dogs. Dogs must not have direct access to open flame heating devices.

- 24.9 Where gas heating is provided the Licence holder shall ensure that the appliances are serviced on an annual basis by a Gas Safe registered engineer.

25.0 TRANSPORTATION OF ANIMALS

- 25.1 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.

26.0 RECORD KEEPING

- 26.1 A register must be kept of all dogs boarded. The information kept must include:

- Date of arrival;
- Name of dog;
- Any identification system e.g. microchip;
- 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 and address and telephone number of dog's veterinary surgeon;
 - Anticipated and actual date of departure; and
 - Health, Welfare and nutritional requirements.
- 26.2 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.
- 26.3 Details of any medication administered must be recorded including type of medication, quantity and time administered.
- 26.4 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.
- 26.5 The register is to be available for inspection at all times by an officer of the Licensing Authority or a veterinary surgeon.
- 26.6 It is recommended that the establishment introduce a formal boarding agreement stating clearly the responsibilities of both parties during the duration of kennelling.

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