

ANIMAL BOARDING ESTABLISHMENTS ACT 1963

Standard Conditions to be attached to an Animal Boarding Establishment Licence

1.0 Introduction

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

Use of the term “kennel” refers to the combined sleeping and individual exercise area for a dog and use of the term “unit” refers to the combined sleeping and individual exercise area for a cat.

2.0 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.

3.0 Construction

3.1 General

- 3.1.1 The construction must be such that the security of the animal is ensured.
- 3.1.2 Fencing material must be secure and safe.
- 3.1.3 Sleeping areas of kennels and units must be so insulated as to prevent extremes of temperature.
- 3.1.4 All exterior wood must be smooth and properly treated against wood rot. Only products that are not toxic to cats or dogs may be used.
- 3.1.5 All internal surfaces used in the construction of walls, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.
- 3.1.6 All areas to which cats have free access must be roofed.

3.2 Walls and Partitions

- 3.2.1 Walls with which dogs or 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 as to be smooth, impervious and be resealed as necessary.
- 3.2.2 Junctions between vertical and horizontal sections should be covered. If impractical in existing premises, these joints must be sealed.

- 3.2.3 Full length sneeze barriers must be provided where the gap between cat units is less than 625 mm (2ft).
- 3.2.4 Partition walls between dog kennels must be of solid construction to a minimum height of 1.2 m (4ft).
- 3.2.5 In new kennel construction, in exercise runs the lower section of partitions in adjoining runs must be of solid construction.

3.3 Floors and Concrete Bases

- 3.3.1 The concrete base and floors of all buildings, units, kennels and individual exercise areas must be of smooth, impervious materials, capable of being easily cleansed.
- 3.3.2 All new units and kennels must be built as to incorporate a damp proof membrane to Building Regulations standards.
- 3.3.3 Floors of all kennels, units and individual exercise areas must be constructed and maintained in such a condition as to prevent the ponding of liquids.
- 3.3.4 In new construction floors must be laid to a minimum fall of 1 in 80 leading to shallow drainage channel or effectively covered deep drainage channel.
- 3.3.5 Communal exercise areas must be suitably drained but need not comply with conditions 3.3.1 and 3.3.3.

3.4 Ceilings and Roofing

- 3.4.1 Ceilings must be capable of being easily cleaned and disinfected.
- 3.4.2 In cat units, 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 an animal or be of an unsuitable gauge to allow animals to escape or becoming entrapped.
- 3.5.3 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to its 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.

4.0 Number of Animals

4.1 Number of Animals Permitted

- 4.1.1 The maximum number of cats and/or dogs to be kept at any one time relates to the number and size of units and kennels.
- 4.1.2 Each cat and/or dog must be provided with a separate unit or kennel except for animals from the same household who may share a unit or kennel of adequate size with the owner's consent.
- 4.1.3 Holding units or kennels may be provided for temporarily housing a cat or 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 **2.3m² (25ft²)**. Existing holding units must have a minimum floor area of **9ft²**. In new construction the floor area must be a minimum of **12ft²**. Holding units must have a minimum height of **0.9m (3ft)**.

- 4.1.4 No animals other than cats or dogs are to be boarded within the licensed facilities without the written approval of the local authority.
- 4.1.5 Where stray cats or dogs are accepted by the establishment they must be kept in a separate area away from boarded cats or 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 **1.9m² (20ft²)**.
- 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 **2.46m² (26ft²)** for dogs up to 24 inches high at shoulder or **3.34 m² (36ft²)** 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 be 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.

4.3 Unit Size, Layout and Exercise Facilities

- 4.3.1 In new construction each unit must have a sleeping area and an adjoining exercise area, which is exclusive to that unit.
- 4.3.2 In new construction each unit must be provided with a sleeping area of at least **0.85m² (9ft²)** for **one** cat, **1.5m² (16ft²)** for **two** cats and **1.85m² (20ft²)** for **up to four** cats.

Units may only be designated as suitable for more than four cats at the discretion of the licensing authority.

- 4.3.3 Units must have a minimum internal height of **1.8m (6ft)**.
- 4.3.4 The height of the sleeping area must be at least **3ft (91cm)** and **4ft (1.22m)** in new build.
- 4.3.5 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.

4.3.6 In new construction each unit must be provided with an exercise area of at least **1.7m² (18ft²)** for a **single** cat; **2.23m² (24ft²)** for **two** cats; **30ft²** for **up to four** cats.

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

4.3.8 Exercise areas must not be used as sleeping areas.

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

5.0 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.

The following are regarded as essential topics to be covered in a training programme:

- a) Animal Welfare
- b) Cleanliness and Hygiene
- c) Feeding and Food Preparation
- d) Disease Control
- e) Recognition and Treatment of Sick Animals
- f) Health and Safety
- g) Emergency Procedures

5.2 Temperature in Kennels

5.2.1 Heating facilities must be available in kennels and units and used according to the requirements of the individual animal.

5.2.2 There must be some part of the animals sleeping area where they are able to enjoy a temperature of at least 10^o Centigrade (50^o Fahrenheit).

5.2.3 In isolation facilities there should be a means of maintaining the temperature at a level suitable for the conditions of the animal and dependant on veterinary advice.

5.3 Cleanliness

5.3.1 All kennels and 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 animal comfort.

- 5.3.2 Each occupied kennel and unit must be cleansed daily. All excreta and soiled bedding must be removed from all areas used by animals 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 and unit must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.
- 5.3.5 in cat units 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.
- 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 animals 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 animals must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily.

For cats at least two meals a day must be offered at approximately 8 hours apart.

- 5.4.2 Eating and drinking vessels must be capable of being easily cleaned and disinfected to prevent cross contamination and 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 one 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 dogs and the same separate facility for cats if both are boarded at the premises.
- 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 In each kitchen a sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels.

- 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 animals, 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, and cats have current vaccinations against Infectious Feline Enteritis, Feline respiratory disease and other relevant diseases.

The course of the vaccinations must have been completed at least 4 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 animal is boarded.

- 5.6.3 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any animal 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 and/or cats 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 establishments the 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 of 3m (10ft) for cats and a minimum of 5m (15ft) for dogs.
(See also temperature control).
- 5.7.3 Adequate facilities to prevent the spread of infectious disease between the isolation unit/kennel and other units/kennels must be provided.
- 5.7.4 Hands must be washed after leaving the isolation facilities before visiting other kennels.

5.8 Register

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

- date of arrival
- name of animal, any identification system such as microchip number or tattoo
- description, breed, age and gender of animal
- 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 animals veterinary surgeon
- anticipated and actual date of departure
- health, welfare and nutritional 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 at all times.

5.9 Identification of Kennels and Units

5.9.1 Each kennel and unit must be clearly marked (eg numbered) and a system in place which ensures that relevant information about that animal 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 animals are boarded at the premises.

5.10.2 All animals 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 animals in the 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 animals 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 and/or 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 animals.

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.

5.12 Staff Welfare

5.12.1 Washing and lavatory facilities must be available for staff.

5.12.2 An “accident book” must be provided to record details of accidents and “near misses”.

5.12.3 An establishment employing more than four people requires a written safety policy.

5.12.4 A well stocked First Aid Kit must be available for staff and visitors