



MIDDLESBROUGH COUNCIL

ANIMAL BOARDING ESTABLISHMENTS ACT 1963

LICENCE CONDITIONS FOR BOARDING ESTABLISHMENTS IN DOMESTIC PREMISES

1.0 Number of Dogs Permitted:

1.1 The maximum number of dogs to be boarded at any one time is 4 (enter number)

1.2 All dogs should be from only one household unless written agreement has been obtained from all owners giving approval of mixed boarding.

This declaration must be available for inspection by authorised officers at all times.

1.3 Where the licensee has their own dog(s) or others not being dogs subject to this licence on the premises, written agreement must be obtained from the client. This agreement will include confirmation that a trial period of familiarisation has taken place for any dogs not previously boarded at the premises.

2.0 Licence Display:

2.1 A current Licence and its Conditions must be available at the premises.

3.0 Accommodation:

3.1 Dogs boarded should live in the home as family pets. There should be no external construction of buildings, cages or runs. There must be adequate space, light, heat and ventilation for the numbers of dogs licensed to be at the home at one time. There must be sufficient space available to be able to keep dogs separately if required.

3.2 Suitable temperature controls, ventilation, lighting and exercise facilities should be available and used, ensuring cleanliness and non-exposure to harmful fumes or substances.

3.3 Cleaning substances must be suitable for purpose and the cleaning substances and its fumes must pose no risk to the dogs.

4.0 Bedding:

4.1 Each dog should arrive with its own bedding, bowls, grooming materials etc. These items should be cleaned regularly to prevent cross-infection. The licensee should be able to provide bedding materials, bowls and to keep materials clean and free from parasites.

4.2 Bedding must be kept clean and dry at all times.

5.0 Food and Drink:

5.1 Dogs shall be adequately supplied with suitable food drink, taking into account the client's requirements.

- 5.2 Fresh wholesome water must be available at all times (unless advised otherwise by a veterinary surgeon).
- 5.3 Feeding and drinking vessels must be cleaned or disposed of after use. Drinking bowls must be cleaned at least once per day.
- 5.4 All food should be stored in an appropriate, rodent proof container, and away from human food. Any un-used food in tins should be decanted into non-metal, lidded containers and stored in the refrigerator.

6.0 Cleanliness:

- 6.1 The licensee must keep the premises clean and free from accumulations of dirt and dust, ensuring a good standard of hygiene and cleanliness.
- 6.2 The premises should be regularly treated for ectoparasites using only veterinary recommended products. Records giving details of compliance must be kept and made available for inspection.
- 6.3 Facilities must be provided for the proper reception, storage and disposal of all waste associated with the running of the business and must comply with the Duty of Care as stipulated by Section 34 of the Environmental Protection Act 1990 and by the Environmental Protection (Duty of Care) Regulations 1991 and all subsequent amendments.

7.0 Disease Control:

- 7.1 The Licensee must register with a veterinary practice, which provides 24-hour cover. The clients' own veterinary practice must be known and consulted if required.
- 7.2 Advice from a veterinary surgeon must be sought where there is any suspicion or any sign of disease, injury or illness.
- 7.3 A first aid kit suitable for dogs must be available.
- 7.4 The Licensee must make suitable arrangements for the prevention and control of parasites, including fleas, ticks and intestinal worms.
- 7.5 All reasonable precautions shall be taken to prevent and control the spread of infectious diseases. Where appropriate, the provision for adequate separation of dog(s) shall be available.
- 7.6 The Licensee shall ensure that boarded and resident dogs have current vaccinations against:
Canine Distemper
Infectious Canine Hepatitis (Canine adenovirus)
Leptospirosis
Canine Parvovirus
any other relevant diseases
- The relevant vaccination certificate must be kept on site throughout the period that the dog is boarded.
- 7.7 The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.
- 7.8 If it is found that more than one dog becomes infected, the Licensee must seek veterinary advice. If necessary, he or she must be prepared to close the home boarding service until the veterinary surgeon deems the risk to be passed.

8.0 Exercise Facilities

- 8.1 Dogs must be exercised daily and/or in accordance with the owner's wishes. When dogs are exercised outside the premises, they must be taken on a lead and only allowed off of the lead with the owners written consent and be supervised by a competent person.

- 8.2 The garden/exercise area of the premises and any other area, to which the boarded dogs may have access, must be secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.
- 8.3 The garden/exercise area of the premises must be kept clean and clear of dog faeces.
- 8.4 Dogs must wear a collar and identity tag or plate as required by law at all times. The licensee must inform the local authority and the owner's emergency contact person if a dog is lost. A temporary tag giving the licensee's telephone number should be attached to the collar.
- 8.5 The licensee must have current third party liability insurance cover in respect of boarded dogs, for not less than £1,000,000

9.0 Maintenance:

- 9.1 Any repairs or maintenance of the licensed premises, necessary to ensure the safety and well being of boarded dogs, must be carried out as soon as the need becomes apparent.
- 9.2 If any wood at the licensed premises is treated against decay and infestation the products used must be non-toxic to dogs and other animals.
- 9.3 Where a vehicle is used to collect and return boarded dogs, a dog guard or cage must be fitted as per manufacturers instructions.

10.0 Register and Records:

- 10.1 A register must be kept of all dogs boarded and be available for inspection. The information recorded must include:-
- Date of arrival and departure.
 - Name, address and telephone number of the owner/keeper.
 - Name of the dog(s), breed, gender, age, colour, and any permanent identification details
 - Name, address and telephone numbers of contact person.
 - Name, address and telephone number of dog's veterinary surgeon.
 - Health, welfare and nutrition requirements.
 - Product name and date of treatment with any proprietary insecticides prior to arrival
 - Any medication the dog is on or has to be given with related instructions.
 - Vaccination record.
- 10.2 Records must be retained for at least 12 months from the date of departure of the boarded animal.
- 10.3 If medication is to be administered, this should be recorded.

11.0 Supervision:

- 11.1 Boarded dogs may only be left unattended for a period up to 3 hours and not on a regular basis. The licensee shall ensure that in their temporary absence, any person taking their place is competent and over the age of 16 years. Dogs from different homes must be separated in the absence of the home carer.
- 11.2 Bitches in season should not be boarded with other dogs of either sex.

12.0 Fire Precautions and Emergencies:

- 12.1 Heating appliances must be sited in a suitable location and in a manner so that they do not present a risk of fire or danger to dogs. Free-standing gas or oil appliances must not be used in areas where dogs may be left unattended.
- 12.2 A readily accessible working dry powder fire extinguisher and suitably positioned smoke detectors must be provided.

12.3 In the case of an emergency, for example dogs fighting or a fire, the licensee must have an action plan and be able to provide safe, alternative boarding facilities.

12.4 A relative, friend or neighbour within 5 minutes travelling time must have a separate set of keys and access to the home boarding establishment in case of an emergency. The Licensing Authority requires details of the key-holder in the absence of the licensee.

13.0 Additional Licence Conditions:

13.1 Neighbours should be notified that the home is licensed and be given a right of redress if for example there is noise disturbance.

13.2 It is recommended that no home where there are children under five years of age should be considered for licensing. Only those over sixteen years of age should be allowed to walk a dog on their own in a public place.

13.3 No dog registered under the Dangerous Dog's Act should be accepted for boarding in a private home.

13.4 The appointed officer of the Licensing Authority can, at any reasonable time, have a right of entry onto the premises for the purpose of carrying out any of the relevant statutory provisions. To enable these provisions to be carried out, the appointed officer may take any other person authorised by the Council that may be considered necessary.

13.5 If a dog were to die on the premises the Licensing Authority must be informed and arrangements made for the body to be stored at the vets until the owner returns.

13.6 Planning permission may be required and you should liase with the Council's Planning Service, telephone (01642) 729377 prior to setting up your home boarding business.