



Licence ref.....

SEVENOAKS DISTRICT COUNCIL
ANIMAL BOARDING CONDITIONS FOR CATS

LICENCE DISPLAY

A copy of the license and its conditions must be suitably displayed to the public in a prominent position in the reception area of the boarding establishment.

The aim of the license conditions is to ensure that high standards of animal care and health and safety are maintained in animal boarding establishments.

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 as shown on the attached plan. Use of the term 'unit' refers to both sleeping and individual exercise areas.

NUMBERS OF ANIMALS

1.0 NUMBER OF CATS PERMITTED

1.01 *Stray cats must not be boarded without the written approval of the local authority.*

Additional and or different conditions will be applied to any license permitting strays to be boarded.

The term stray cat includes cats collected by or on behalf of local authorities, the police and rescue organizations, or abandoned by a member of the public.

1.02 The maximum number of cats to be kept at any one time is specified on the licence. This relates to the number and size of units. 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 cat's owner.

1.03 Holding units may be provided for temporarily boarding a cat for not more than 24 hours. Holding units if provided must comply with conditions as required for main units. Holding units must be a minimum area of 1.10 sq.m and have a minimum height of 0.9m .

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

1.05 If dogs are also boarded cats must not be able to see any dogs.

CONSTRUCTION

2.0 GENERAL CONSTRUCTION

- 2.01 The establishment must, at all times, be laid out and operated in accordance with an approved plan, annexed hereto. Before carrying out any alterations, plans must be submitted to and approved by the licensing officer of the local authority.
- 2.02 Exposed wood must not be used in the of walls, floors, partitions, door frames or doors in the cat units.
- 2.03 Fencing must be secure and safe. Where galvanised weld mesh is used the wire diameter must not be less than 1.66mm (16 standard wire gauge) excluding any covering and the mesh size must not exceed 2.5cm.
- 2.04 Sleeping areas must be so insulated as to prevent extremes of temperature. Thermal insulation should be fireproof.
- 2.05 The construction must be such that the security of the cat is ensured.
- 2.06 All exterior wood must be properly treated against wood rot. Only products that are not toxic to cats may be used.
- 2.07 All internal surfaces used in the construction of walls, floors, partitions, doors and doorframes to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.
- 2.08 Maintenance and repair of the whole establishment must be carried out regularly.
- 2.09 All areas to which cats have free access must be roofed

3.0 WALLS AND PARTITIONS

- 3.01 Walls with which cats may come into contact must be of smooth impervious materials, capable of being easily cleaned. Where concrete or other blocks or bricks are used in such walls, they must be sealed so as to be smooth and impervious, and resealed as necessary.
- 3.02 Junctions between vertical and horizontal sections should be covered. All joints must be sealed.
- 3.03 Partition walls between units must be of solid construction to provide a full length and height sneeze barrier between units unless there is a gap of at least 625mm between units.

4.0 FLOORS

- 4.01 Floors of all buildings, units and exercise areas must be of smooth, impervious materials, capable of being easily cleansed and washable and must incorporate a damp proof membrane.
- 4.02 All floors must be constructed and maintained in such a condition as to prevent ponding of liquids and laid to a minimum fall of 1 in 80 and must provide sufficient grip for the cat to walk or run without sustaining injury.
- 4.03 Communal exercise areas are banned.

5.0 CEILINGS

- 5.01 Ceilings must be constructed of smooth, impervious materials and be capable of being easily cleaned and disinfected.
- 5.02 All exercise areas and any safety passages must be covered with mesh and/or an impermeable material, a proportion of which must be translucent to allow adequate natural lighting.

6.0 DOORS

- 6.01 Doors must be strong enough to resist impact and scratching and must be close fitting and capable of being effectively secured.
- 6.02 Where doors with metal edging are used the strip metal edges must be adequately chamfered to prevent injury to the cat
- 6.03 Doors of sleeping areas must be wide enough to allow adequate and safe access.
- 6.04 Solid doors must have an adequate viewing panel.

7.00 WINDOWS

- 7.01 All windows that pose a security risk must be escape proof at all times. Such windows must be protected by weld mesh, or be made reinforced glass, Polycarbonate or other impact resistant material.
- 7.02 Each sleeping compartment must have its own window, with a shelf beneath it, to allow natural daylight into the unit and to permit the cat to look out.

8.0 UNIT SIZE LAYOUT AND EXERCISE FACILITIES

- 8.01 Each unit must be provided with a sleeping area of at least 1.5sq. m.
- 8.02 Suitable bedding equipment that allows the cat to be comfortable and which is capable of being easily and adequately cleaned and sterilized must be provided. Such equipment must be sited out of draughts. Bedding material must be maintained in a clean, parasite-free and dry condition.
- 8.03 Each unit must be provided with an exercise area of at least 1.7 sq.m for a single cat or 2.2 sq m for two cats.
- 8.04 Units must have a minimum height of 1.8m. The sleeping area within a unit must be at least 1.20m high.
- 8.05 Units and exercise area must be open onto secure corridors or other secure areas so that cats are not able to escape from the premises.
- 8.07 Exercise areas must not be used as sleeping areas.
- 8.08 Exercise areas must be roofed to protect against adverse weather.
- 8.09 Cats must have direct and voluntary access to the exercise area.

9.0 DRAINAGE

- 9.01 The establishment must be connected to mains drainage or an approved, localised sewerage disposal system.
- 9.02 All areas must be suitably drained.

10.0 TEMPERATURE IN UNITS

- 10.01 Heating facilities must be available in all units and used according to the requirements of the individual cat.
- 10.02 The bedding area of the kennel must be maintained at a temperature of between 10 C and 21 C.
- 10.03 A 'minimum-maximum' thermometer must be provided in each block or separate unit.

11.0 VENTILATION

- 11.01 Permanent ventilation must be provided to the sleeping and exercise areas without the creation of excessive, localised draughts in the sleeping area.

12.0 LIGHTING

- 12.01 During daylight hours lighting must be provided to exercise and sleeping areas so that all parts of the area are clearly visible. Where practicable this must be natural light.
- 12.02 Artificial lighting must be provided in the exercise areas so that all parts of the area are clearly visible if these areas are to be used after daylight hours.
- 12.03 Lighting must be available at all times to sleeping areas so that all parts of the area are clearly visible.
- 12.04 Adequate supplementary lighting must be provided throughout the establishment
- 12.05 All lighting must be sufficient to enable safe and effective working.

MANAGEMENT

13.0 TRAINING

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

14.0 CLEANLINESS

- 14.01 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.
- 14.02 Each unit, including sleeping area, must be cleansed daily. All excreta and soiled material must be removed from all areas used by cats at least twice daily and more often if necessary.

- 14.03 Each unit must be provided at all times with suitably sited litter trays, which are easy to clean and are impermeable. These must be emptied and cleansed at least once per day and as necessary at any time if found to be unduly soiled. A suitable litter material must be provided.
- 14.04 All bedding areas must be kept clean and dry.
- 14.05 Each unit must be thoroughly cleansed disinfected and dried upon vacation or every seven days whichever is the shorter. All fittings and bedding must also be thoroughly cleansed and disinfected at this time prior to re-use.
- 14.06 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 and the final disposal route for all such waste must be incineration.
- 14.07 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. Foul wastewater must be disposed of by discharge to the approved drainage system.
- 14.08 All vehicles used by the establishment for the transportation of cats must be kept clean. Cats must be transported in cages/baskets or boxes of adequate size and construction (including sneeze barriers to control the spread of infectious diseases), and be provided with adequate ventilation. All vehicles must be secure, and regularly cleaned and sterilized.

15.00 FOOD AND WATER SUPPLIES

- 15.01 All boarded cats must be adequately supplied with suitable food. At least two meals a day must be offered at approximately 8 hours apart. A wholesome water must be available for each animal within each kennel at all times and changed daily.
- 15.02 Eating and drinking vessels must be capable for being easily cleansed and sterilized. To prevent cross-contamination, they must be maintained in a clean condition.
- 15.03 Eating vessels must be cleansed after each meal.
- 15.04 Drinking vessels must be cleansed at least once daily.

16.0 KITCHEN FACILITIES

- 16.01 Exclusive facilities (separate from domestic facilities) must be provided for storage and preparation of food for the cats. No household cats or dogs must enter this area
- 16.02 Food storage and preparation areas must be hygienically constructed and maintained and be kept clean.
- 16.03 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and food contamination must be avoided.
- 16.04 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, soap and hand drying facilities must also be provided for staff use.

- 16.05 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.

17.0 DISEASE CONTROL AND VACCINATION

- 17.01 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the cats, staff and visitors.
- 17.02 Proof must be provided that the cats boarded or resident have currently valid vaccinations against Infectious Feline Enteritis and feline respiratory disease. 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 and for a further 24 months there after (see section 19).
- 17.03 Advice from a veterinary surgeon must be sought in all cases of signs of disease, injury or illness. Where any cat is infected, sick or injured instructions for its treatment must be promptly obtained from a veterinary surgeon and that advice must be strictly followed.
- 17.04 A well stocked first-aid kit suitable for used on cats must be available and accessible on site.
- 17.05 A veterinary practice must be appointed for the establishment. The name, address and telephone number must be displayed in a prominent position. A 24 hour telephone contact number of the veterinary surgeon used by the establishment should be displayed in a suitable place accessible to all members of staff.
- 17.06 All cleaning, treatments, insecticides, first aid and medicinal products must be veterinary approved products and used in accordance with veterinary advice and manufacturers instructions
- 17.07 All treatments, animal insecticides/parasite treatments and medicines must be kept in a suitable locked cupboard or container to which appropriate staff have access at all times. Treatments and medications for particular cats shall be kept separately in suitable containers within the main cupboard/container and be clearly labelled as to cat that they are for, the contents, dose, times and means of application.

18.0 ISOLATION FACILITIES MUST BE PROVIDED

- 18.01 Isolation facilities must be provided on site **or** be available at the establishment's appointed vet's practice. If provided on site then one isolation unit must be available for every 30 units or part thereof.
- 18.02 If provided 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 separation of 3m .
- 18.03 In isolation units there must be a means of maintaining the temperature at a level suitable for the condition of the cat, and dependent upon veterinary advice.
- 18.04 A 'minimum-maximum' thermometer must be provided in each isolation unit.
- 18.05 Adequate facilities to prevent the spread of infectious disease between the isolation and other units must be provided.

18.06 Hands must be washed after leaving the isolation facilities.

19.0 REGISTER AND OTHER RECORDS

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

Date of arrival and unit number

Name of cat, and any identification mark such as a microchip or tattoo

Description, breed, colour, size, age and sex 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

Special health, welfare and nutrition requirements

The register must also be available to members of staff of the establishment at all times.

19.02 The register and all records required by this license must be kept available for a minimum of 24 months and kept in such a manner as to enable an authorised officer of the council to easily access such information. Where records are computerised, a back up copy must be made and kept in a separate safe place and must be kept up to date.

19.03 A council officers authorised under the Animal Boarding Establishments Act 1963 may take copies of any information in the register or other records required to be kept by this license including temporarily removing paper records for copying and/or requiring a copy of computerised records to be provided forthwith.

20.0 IDENTIFICATION OF UNITS

20.01 Each unit must be clearly and permanently numbered.

20.02 Each unit must carry a notice giving the name of the cat (s), feeding habits and frequencies, medicinal treatments etc. It must not obscure the unit number..

21.0 SUPERVISION

21.01 A fit and proper person aged 18 or over must always be present to exercise supervision and deal with emergencies whenever cats are boarded at the premises. Cats must be visited at regular intervals being not less than every 4 hours between 0800 and 1800 plus a late evening visit between 2100 and 2400. A record of visits shall be kept. Visits shall also be made as necessary for the cats health, safety and welfare.

22.0 FIRE PRECAUTIONS

22.01 Appropriate steps must be taken for the protection of the cats in the case of fire or other emergencies. The name, address and telephone number of the licensee must be permanently and prominently displayed on the premises and must also be logged with the police and fire authorities.

22.02 A proper emergency evacuation plan and fire warning procedure must be drawn up and prominently posted on the premises. This must include an instruction as to where and how cats are to be evacuated to in the event of a fire or other emergency. Staff must be made aware of the procedures.

- 22.03 Fire protection advice must be sought from the Fire Prevention/Safety Officer of the Kent Fire and Rescue Service every 2 years and within 2 months of any significant change to the establishment e.g. new units, fences, gates, etc.. A record of that request and the advice obtained (or refusal to give advice) must be kept for at least 2 years.
- 22.03 Fire fighting equipment must be provided in accordance with any advice given by a Fire Prevention/Safety Officer, must be regularly serviced, and a record of the equipment and its servicing kept for at least 2 years.
- 22.04 All electrical installations and appliances must be maintained in a safe condition. There must be an automatic electrical cut-out system, RCD, on each block of kennels.
- 22.05 All mains wiring and permanently connected electrical equipment must be inspected annually. A record of the inspection must be kept. Any repairs required must be undertaken within 21 days or immediately if identified as dangerous. Alternatively the relevant parts of the electrical system or affected electrical equipment shall be disconnected until made safe and a new inspection report on the affected wiring / equipment showing it has been made safe to use shall be provided and a copy kept.

If any blocks or units loose power as a result of the need to disconnect an unsafe electrical supply any cats occupying them shall be moved to units were safe electrical power can be provided for heating, lighting, ventilation and for providing hot water for cleaning (hand washing and food utensils) If necessary alternative food refrigeration shall be provided.

- 22.06 All portable electrical appliances must be inspected annually. A record of the inspection must be kept. The appliance must have a label fixed to it showing that it has been tested, the date it was tested and that it passed the test. Any defective item must be unplugged and not used until made safe and retested, a record of the retest shall be kept.

If any blocks or units no longer have adequate lighting or heating as a result of the need to disconnect unsafe electrical appliances any cats occupying them shall be moved to units were adequate and safe heating, lighting, ventilation and facilities for providing hot water for cleaning (hand washing and food utensils) are provide If necessary alternative food refrigeration shall be provided. Alternatively the faulty appliance is to be replaced forthwith.

- 22.07 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to cats, staff and visitors.
- 22.08 Precautions must be taken to prevent any accumulation that may present a risk of fire.
- 22.09 There must be adequate means of raising an alarm in the event of fire or other emergency.

23.0 PEST CONTROL

- 23.01 Measures must be taken to minimise the risks from rodents, insets and other pests within the establishment.
- 23.02 Any infestation shall be treated immediately, a record of treatment kept. No substance that may pose a risk to the cats shall be used in any place or manner that might bring it into contact with the cats.

Plan attached showing the premises or parts thereof which are subject to this licence and to be used to identify different sections of those premises.



SEVENOAKS DISTRICT COUNCIL
ANIMAL BOARDING ADDITIONAL LICENCE CONDITIONS

There are no additional conditions on this licence