



Licence Ref.....

**SEVENOAKS DISTRICT COUNCIL
ANIMAL BOARDING CONDITIONS FOR DOGS**

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 dogs have access and/or which are used in association with the boarding of dogs, as shown on the attached plan. Use of the term 'kennel' refers to both sleeping and individual exercise areas.,

NUMBERS OF ANIMALS

1.0 NUMBER OF DOGS PERMITTED

1.01 *Stray dogs 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 dog includes dogs 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 dogs to be kept at any one time is specified on the licence. This relates to the number and size of kennels. Each dog must be provided with a separate kennel except that two dogs from the same household may share a kennel with the written consent of the dog's owner.

1.03 Holding pens may be provided for temporarily kenneling a dog for not more than 24 hours. Holding pens if provided must comply with conditions as required for main kennels. Holding pens must be a minimum area of 2.3 sq.m

1.04 All dogs entering the establishment must wear a collar and tag identifying the name and address of the owner.

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

- 1.06 If cats are boarded dogs must not be able to see any cats.

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 Wood must not be used in the exposed construction of walls, floors, partitions, door frames or doors in the dog kennelling area. Where it has been used in existing construction it must be faced with a durable, smooth, impervious material other than paint. There must be no projections liable to cause injury.
- 2.03 Fencing must be secure and safe. Where galvanised weld mesh is used the wire diameter must not be less than 2.00mm (14 standard wire gauge) excluding any covering and the mesh size must not exceed 5.0cm .
- 2.04 Sleeping areas of kennels must be so insulated as to prevent extremes of temperature.
- 2.05 The construction must be such that the security of the dog is ensured.
- 2.06 All exterior wood must be properly treated against wood rot, e.g. Tanalised. Only products that are not toxic to Dogs 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.

3.0 WALLS AND PARTITIONS

- 3.01 Walls with which dogs 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 kennels, including attached exercise areas must be of solid construction to a minimum height of 1.2m

4.0 FLOORS

- 4.01 Floors of all buildings, individual exercise areas and kennels, must be of smooth, impervious materials, capable of being easily cleansed and washable and must incorporate a damp proof membrane.
- 4.02 Floors of all kennels and individual exercise areas 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

leading to a covered drainage channel, and must provide sufficient grip for the dog to walk or run without sustaining injury.

- 4.03 Communal exercise areas are banned.
- 4.04 Exercise areas must be suitably surfaced, drained and fenced to a height of 2m. Partitions between adjoining exercise areas or kennels must be of solid construction to at least 1.2m height. The perimeter of any grass exercise area must be paved with a hard surface at least 1m wide. Such areas must not be used by more than one dog at a time. After each use any faeces or other waste must be removed. Areas must be kept clean.

Note:- Grassed exercise areas are discourage (but not prohibited) due to the difficulties in keeping clean and free of parasites and diseases.

5.0 CEILINGS

- 5.01 Ceilings must be constructed of smooth, impervious materials and be capable of being easily cleaned and disinfected.

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 metal bars and frame are used they must be of suitable gauge (approximately 10-14mm) with spacing adequate to prevent small dogs escaping or becoming entrapped via nose or paw. Where plastic surfaced doors with metal edging are used the strip metal edges must be adequately chamfered to prevent injury to the dog.
- 6.03 Door openings must be constructed such that the passage of liquid/waste is not impeded, or allowed to gather due to inaccessibility.
- 6.04 Doors of sleeping areas must be wide enough to allow adequate and safe access and must not when opened impede passageways or corridors.

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.

8.0 KENNEL SIZE LAYOUT AND EXERCISE FACILITIES

- 8.01 Each kennel must be provided with a sleeping area of at least 1.9sq.m .
- 8.02 Suitable bedding equipment that allows the dog 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 kennel must be provided with an exercise area of at least 2.46 sq.m for dogs up to 60cm high at shoulder or 3.34 sq m 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 when bedded down for the night. This exercise area must be roofed to a minimum of half the area

sufficient to give the dog protection against the weather. The remaining area must be covered with suitable mesh.

- 8.04 Kennels must have a minimum height of 1.8m
- 8.05 Kennels and exercise area must be open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.
- 8.07 Exercise areas must not be used as bedding areas.
- 8/08 Exercise areas must be roofed to a minimum of half the roof area to protect against adverse weather.

9.0 DRAINAGE

- 9.01 The establishment must be connected to mains drainage or an approved, localised sewerage disposal system.
- 9.02 The interior floor of every kennel must be constructed so as to provide a proper fall to a covered drainage channel sited to take floor washings from each kennel and discharging to a trapped gully which connects to the foul drainage system.
- 9.03 Exercise areas must be suitably drained.

10.0 TEMPERATURE IN KENNELS

- 10.01 Heating facilities must be available in the kennel and used according to the requirements of the individual dog.
- 10.02 The bedding area of the kennel must be maintained at a temperature of between 10 C and 16 C.
- 10.04 A 'minimum-maximum' thermometer must be provided in each kennel block.

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 bedding area.

12.0 LIGHTING

- 12.01 During daylight hours lighting must be provided to exercise 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 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.
- 14.02 Each kennel sleeping area must be cleansed daily and each exercise area must be washed down daily.
- 14.03 Kennels and exercise areas must be inspected regularly throughout the day (0800 to 1800) and all excreta and soiled material must be promptly removed from all areas used by dogs.
- 14.03 All bedding areas must be kept clean and dry.
- 14.04 Each kennel 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.
- 14.05 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 and the final disposal route for all such waste must be incineration.
- 14.06 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.
- 14.07 All vehicles used by the establishment for the transportation of dogs must be kept clean. Dogs 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 cleaned and sterilized as per 14.02 above.

15.00 FOOD AND WATER SUPPLIES

- 15.01 All boarded dogs must be kept adequately supplied with suitable food. 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 room) must be provided for storage and preparation of food for the dogs.
- 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 dogs, staff and visitors.
- 17.02 Proof must be provided that the dogs boarded or resident have currently valid vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptosporiosis (*L. canicola* and *Licterohaemorrhagiae*) 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 and for a further 24 months there after (see section 19).
- 17.03 Advice from a veterinary surgeon must be sought immediately in all cases of signs of disease, injury or illness. Where any dog 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 dogs must be available and accessible on site.
- 17.05 A suitable range of muzzles of varying sizes and suitable dog catching device must be kept on site. Staff must be trained in the safe, correct and appropriate use of such equipment. No untrained staff must use such equipment.
- 17.07 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.
- 17.08 All cleaning, treatments, insecticides, first aid and medicinal products must be veterinary approved products and used in accordance with veterinary advice and manufacturers instructions

- 17.09 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 dogs shall be kept separately in suitable containers within the main cupboard/container and be clearly labelled as to the dog that they are for, the contents, dose, times and means of application.

18.0 ISOLATION FACILITIES

- 18.01 Isolation facilities must be provided on site **or** be available at the appointed vets practice.

If provided on site isolation kennels should be to at least the following standard.

a) For establishments with fewer than 40 kennels:

One isolated facility for every 10 kennels or part thereof.

b) For establishments with 40 or more kennels:

One isolation facility for every 10 kennels up to 40 kennels and thereafter one isolation unit for every 20 kennels or part thereof.

- 18.02 On site 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 separation of 5m.
- 18.03 In isolation kennels there must be a means of maintaining the temperature at a level suitable for the condition of the dog, and dependent upon veterinary advice
- 18.04 A 'minimum-maximum' thermometer must be provided in each isolation Kennel.
- 18.04 Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels must be provided.
- 18.05 Hands must be washed after leaving the isolation facilities before visiting the other kennels.

19.0 REGISTER AND OTHER RECORDS

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

Date of arrival and kennel number
Name of dog, and any identification mark such as a microchip or tattoo
Description, breed, colour, size, age and sex 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
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 kennel must be clearly and permanently numbered.
- 20.02 Each Kennel must carry a notice giving the name of the dog (s), feeding habits and frequencies, medicinal treatments etc. It must not obscure the kennel 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 dogs are boarded at the premises. Dogs must be visited at regular intervals, as necessary for their health, safety and welfare.

22.0 FIRE PRECAUTIONS and ELECTRICAL SAFETY

- 22.01 Appropriate steps must be taken for the protection of the dogs 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 dogs 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 a 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 kennels, fences, gates, etc.. A record of that request the advice obtained, or a refusal to provide 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 kennels loose power as a result of the need to disconnect an unsafe electrical supply any dogs occupying them shall be moved to kennels 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 kennels no longer have adequate lighting or heating as a result of the need to disconnect unsafe electrical appliances any dogs occupying them shall be moved to kennels where adequate and safe heating, lighting, ventilation and facilities for providing hot water for cleaning (hand washing and food utensils) are provided. 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 dogs, 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, insects 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 dogs shall be used in any place or manner that might bring it into contact with the dogs.

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