

# APPENDIX 1

## West Dunbartonshire Council

### Animal Boarding Establishments Act 1963

#### Home Boarding of Dogs

#### Licensing Conditions

<b>1.0</b>	<b>GENERAL LICENCE CONDITIONS</b>
1.1	Unless otherwise stated, these conditions shall apply to all licensed areas including buildings and areas to which the dogs have access and / or which are used in association with the boarding of dogs and while the dogs are under the control of the licence holder or their representative(s).
1.2	The licence holder must not change, cause or permit to be made any material change to the licensed area of the premises (Home boarding establishment) or licensed activity without the prior consent of West Dunbartonshire Council. Any intended change must be notified to the licensing section of West Dunbartonshire Council for consideration for consent.
1.3	<p>The Home boarding establishment licence holder shall ensure that adequate public liability and employer liability insurance and 'Care, custody and control' insurance where applicable is maintained at a sufficient level to cover the home boarding activity being undertaken.</p> <p>Adequate Insurance detailed above shall be maintained during the period of the licence.</p> <p>Certificates of insurance shall be displayed in a prominent position within the establishment to which the licence relates.</p>
1.4	Dog(s) registered under the Dangerous Dogs Act 1991 are not permitted to be accepted for home boarding.
1.5	Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) and dogs subject to Dog Control Notices under the Control of Dogs (Scotland) Act 2010 are not permitted to be accepted for home boarding.
1.6	Entire males and bitches in season (or due within 21 days to be in season) are not

	permitted to be boarded together or boarded with resident dogs
1.7	Boarding of dogs under 6 months old is restricted to those that are suitably socialised and with suitable completed vaccinations with the exception of puppies being boarded with mothers or siblings. No other dogs may be boarded with such animals.
1.8	Dogs must not be boarded with any cat, unless such animals normally board together and there is prior agreement with the client/ animal owner.

1.9	The Licence and its conditions must be made available to the client / dog owner.
1.10	The maximum number of dogs day boarded (7am-7pm or part thereof) at any one time on the premises as specified on the licence shall not be exceeded.  The maximum number of dogs night boarded (7pm-7am or part there) of at any one time on the premises as specified on the licence shall not be exceeded.
1.11	Only dogs from the same household may be boarded together / at the same time unless the following precautions are taken; <ul style="list-style-type: none"> <li>• Written consent of each client / owner confirming consent for their dog to be boarded with other dog(s)</li> <li>• Documented trial familiarisation of the co-boarded dogs</li> <li>• Segregation of dogs from separate clients when left unattended</li> <li>• Segregation of dogs from separate clients during feeding.</li> </ul>
1.12	The means of dog transportation, the home boarding establishment and anything therein and the home boarding establishment register shall be made available for inspection at all reasonable time by Officials of West Dunbartonshire Council or a Veterinary Surgeon authorised by WDC under Section 2(1) of the Act.
1.13	The home boarding establishment must ensure that dogs wear an appropriate collar and, where appropriate, a tag during the period of home boarding. The tag shall be made of a durable, hard wearing material and shall display the contact telephone number of the home boarding establishment. A suitable collar bearing the contact telephone number of the home boarding establishment will be regarded as compliant.
1.14	The Home boarding establishment shall be operated in such a way as to avoid causing statutory nuisance to occupiers of neighbouring properties.

<b>2.0</b>	<b>CONSTRUCTION</b>
2.1	Dogs must be home boarded as pets. The construction of external buildings, housings, cages or runs for home boarding is not permitted.
2.2	There must be adequate provision of space, lighting, heating and ventilation for home boarded dogs.
2.3	So far as is reasonably practicable, all areas/rooms within the home boarding establishment to which the boarded dogs have access, must have no physical or chemical hazards that may cause injury or harm to boarded dogs.
2.4	The home boarding establishment must provide for sufficient space to separate boarded dogs where necessary.

<b>3.0</b>	<b>KITCHEN FACILITIES &amp; DOG FOOD STORAGE</b>
3.1	Appropriate containers must be provided and used for the storage of dry and wet dogfood (sealable, washable, pest proof containers).
3.2	Suitable refrigeration shall be provided for the storage of perishable dog / puppy food.
3.3	Equipment and utensils for use in connection with dog home boarding shall be capable of being cleaned and disinfected. Such equipment and utensils must be cleaned and disinfected as required.

<b>4.0</b>	<b>FOOD AND WATER SUPPLY</b>
4.1	A suitable supply of drinking water from a potable source must be maintained. Drinking water in bowls / containers shall be changed / replenished as frequently as necessary during the operation and daily as a minimum. Drinking vessels must be capable of being easily cleaned and disinfected and must be cleaned at least once per day and maintained in a clean condition.
4.2	A suitable supply of food shall be provided for each dog.
4.3	Feeding bowls / containers shall be changed / replenished as frequently as necessary during the operation and daily as a minimum. Food bowls / containers must be capable of being easily cleaned and disinfected and must be cleaned at least once per day and maintained in a clean condition. Each dog shall be provided with its own food bowl / container.

<b>5.0</b>	<b>CLEANLINESS</b>
5.1	All home boarding areas used by dogs must be kept clean and free from accumulations of dirt / faecal material and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort. Food preparation / storage areas shall be maintained in a clean condition.
5.2	All excreta and soiled material must be removed immediately from communal areas used by dogs or as soon as is practicable. Facilities for the disposal of animal waste shall be provided for.
5.3	All fittings, bedding and towels must be thoroughly cleaned as required.
5.4	Measures must be taken to minimise the risks from rodents, insects, and other pests within the establishment.

<b>6.0</b>	<b>DISEASE CONTROL AND VACCINATIONS (Prevention of the Spread of Infection – POSI)</b>
6.1	Dogs attending the home boarding establishment must have current vaccinations against Canine Distemper, kennel cough, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis ( <i>L.canicol</i> and <i>L. icterohaemorrhagiae</i> and Canine Parvovirus and other relevant diseases. A copy of all up to date certificates provided by the owner must be kept on-site throughout the period that the dog attends the home boarding establishment and shall be made available to the licensing section of West Dunbartonshire Council for inspection on request or other duly authorised officer of the Council.
6.2	Any dog attending the home boarding establishment shall have completed its first course of vaccinations at least four weeks before the first date of boarding, except in the case of a bitch being boarded with her puppies. Records of the vaccination history of boarded dogs must be kept for 24 months.
6.3	No sick animals shall be admitted to the home boarding establishment
6.4	Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness or the animal returned to its owner for care. Where any dog being boarded has become sick or injured, any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.
6.5	Following the notification of infection of an appropriate communicable disease in a home boarded dog, the home boarding establishment must undergo a quarantine period based on veterinary advice.
6.6	West Dunbartonshire Council must be informed of the death of any dog in the home boarding establishment by the next working day.

6.7	A suitably stocked first-aid kit suitable for use on dogs must be available and accessible on site. Guidance on first aid provisions can be found on the HSE website at <a href="http://www.hse.gov.uk/pubns/indg214.pdf">http://www.hse.gov.uk/pubns/indg214.pdf</a>
6.8	The licence holder should be registered with a veterinary practice that can provide advice and assistance. The Vet details of any home boarded dog must also be kept in a readily accessible location.

<b>7.0</b>	<b>EXERCISE OF DOGS</b>
7.1	Home Boarded dogs shall be exercised where appropriate. Dogs shall be kept under the control of the Home Boarding Establishment Operative during any period of exercise.
7.2	The home boarding establishment shall provide access to an appropriate external area for exercise. Any area to which home boarded dogs are given unrestricted access shall be secure and without risk of injury or harm.
7.3	The licensee shall inform the Licencing authority within 1 working day of the loss of any home boarded dog.

<b>8.0</b>	<b>ANIMAL WELFARE &amp; ISOLATION FACILITIES</b>
8.1.	A screening assessment of dogs shall be undertaken to ensure that they will be comfortable in the presence of other dogs and will not be a danger to other dogs or staff.
8.2	Any injuries which occur to dogs in the care of the licence holder must be recorded and such records retained and made available for inspection by West Dunbartonshire Council at all reasonable times.
8.3	A suitable range of muzzles of varying sizes and a suitable dog catching device must be provided at the establishment and be available for use.
8.4	Any puppies being accepted for day boarding shall be boarded in a separate area provided for puppy boarding.  Dogs that require food due to medical conditions shall be fed in a suitably isolated area.
8.5	Dogs showing signs of disease or illness shall be isolated from other boarded dogs and returned to their owner or appropriate veterinary advice sought and followed. An area for isolation use should be identified within the home boarding establishment until such time as the dog can be returned to its owner or transported to a vet.
8.6	Adequate measures shall be put in place to prevent the spread of communicable

	disease between the isolation area and other home boarding area and a quarantine period put in place as agreed with West Dunbartonshire Council following any relevant period of illness before any further home boarding of dogs.
8.7	Vehicle(s) used to transport a sick dog must be suitably cleaned and disinfected after use.

9.0	<b>REGISTER</b>
9.1	<p>A register must be kept of all dogs attending the facility. The information kept must include the following:</p> <ul style="list-style-type: none"> <li>- date of first attending and days of week normally attended by each dog.</li> <li>- name of dog, any identification system such as microchip number or tattoo</li> <li>- description, breed, age and gender of dog</li> <li>- name, address and telephone number of owner or keeper</li> <li>- name, address and telephone number of dog's veterinary surgeon</li> <li>- health, welfare and nutrition requirements</li> <li>- emergency contact details</li> <li>- written agreement in respect of emergency veterinary treatment</li> <li>- a written record of medicines administered</li> <li>- written agreement to exercise the dog off the premises, if appropriate.</li> </ul> <p>The register must be kept readily available, with information on individual dogs being retained for a minimum period of 24 months. The register shall be available for inspection on request by West Dunbartonshire Council</p>

<b>10.0</b>	<b>SUPERVISION</b>
10.1	A fit and proper person with relevant experience must be present to exercise supervision and deal with any emergencies. No person under the age of 16 years shall be left unaccompanied with home boarded dogs.
10.2	Resident dogs shall be segregated from Home boarded dogs during any unsupervised period unless the written consent of the home boarded dog owner is obtained. Any unsupervised period shall not exceed 3 hours.
10.3	Home boarded dogs shall be appropriately supervised with no unsupervised period of greater than 3 hours in any one day.

<b>11.0</b>	<b>TRAINING</b>
11.1	The licence holder and any other person engaged in the home boarding establishment should be adequately trained in the safe handling of dogs, emergency procedures to be followed, and all other relevant aspects of the licence conditions applicable to them.
11.2	A written record of staff training related to the operation of the licensed activity must be provided for and maintained.

<b>12.0</b>	<b>TRANSPORTATION OF DOGS</b>
12.1	<p>Vehicles used by the home boarding establishment for the transportation of dogs must be kept clean and in good condition. They must be fitted with secure cages of adequate size for the safe transportation of dogs and be provided with adequate ventilation and maintained at a comfortable temperature. Vehicles must be secure and not left unattended without good cause and, in any event, only for the minimum time necessary and not in a manner likely to cause any suffering or harm to the dogs therein. Vehicles used in the course of the licensed activity shall be specified on the licence. Any intended change in vehicle to be used in the licensed activity shall be notified to the licensing section of West Dunbartonshire Council.</p> <p>The licensee shall put in place appropriate procedures to deal with vehicle breakdown and recovery in the event of a vehicle which is being used for transporting dogs breaking down. This should include sufficient leads to safely evacuate the dogs.</p>
12.2	Where the home boarding establishment uses vehicles to collect and return dogs, the dogs must be collected from and returned to houses on a lead to minimise the risk of any dog escaping. During transit, dogs must not travel with a lead on (strangulation prevention measure).
12.3	Journeys must be planned to minimise the time dogs spend in the vehicle. On journeys likely to last more than 2 hours and during warm/hot weather, water must be available in the vehicle.
12.4	The licence holder must provide a suitably stocked first aid kit suitable for use on dogs and available in vehicles used to transport dogs. Guidance on first aid provisions can be found on the HSE website at <a href="http://www.hse.gov.uk/pubns/indg214.pdf">http://www.hse.gov.uk/pubns/indg214.pdf</a>

<b>13.0</b>	<b>FIRE / EMERGENCY PRECAUTIONS</b>
13.1	Appropriate steps must be taken for the protection and evacuation of dogs in the event of fire or other emergencies.

13.2	Suitable and sufficient Fire Safety equipment such as smoke detection must be provided and maintained at the home boarding establishment
13.3	Precautions must be taken to prevent any accumulation of flammable materials which may present a risk of fire.
13.4	Heating in rooms where dogs are boarded shall be of a safe heating type. Freestanding oil or gas appliances are not permitted.
13.5	<p>The establishment must put in place and maintain a procedure for dealing with the escape of boarded dogs. This should include:-</p> <ul style="list-style-type: none"><li>• Training of persons involved in the activity of home boarding dogs</li><li>• Contact with the dog owner and local authority following the escape of a boarded dog</li><li>• The availability and use of equipment for securing dogs that have escaped.</li></ul>