

## 6. REVISED ANIMAL BOARDING ESTABLISHMENT (HOME BOARDING) CONDITIONS

REPORT OF: Lynne Standing, Head of Housing, Environmental Health and Building Control  
Contact Officer: Paul Thornton, Senior Licensing Officer  
Email: [paul.thornton@midsussex.gov.uk](mailto:paul.thornton@midsussex.gov.uk) Tel: 01444 477428  
Wards Affected: All  
Key Decision: No  
Report to: Licensing Committee  
Date of meeting 17 September 2014

---

### Purpose of Report

1. The Purpose of the report is for Mid Sussex District Council to adopt a set of revised licence conditions for animal boarding establishments known as 'home boarding' for dogs across the district.

### Summary

2. Under Section 1 of the Animal Boarding Establishments Act 1963 the Council has the power to licence animal boarding establishments. It is proposed that the revised set of standard licence conditions, as set out in appendix 1, will update and give clarity to existing ones.

### Recommendations

3. **The Committee is recommended to:**

**Approve the adoption of the revised licence conditions for animal boarding establishments (home boarding) set out in appendix 1 to be introduced on the 1st October 2014.**

---

### Background

4. The Council licenses establishments that board dogs under Section 1 of the Animal Boarding Establishments Act 1963.
5. The licence and conditions are site specific and limit the number of animals the establishment can board.
6. The Council licenses 28 animal boarding establishments. Of these, 11 are described as traditional kennels. The remainder are 'home boarding establishments'. As the name suggests these are domestic premises that are licensed by the council to board dogs overnight for payment. Traditional kennels and the home boarding establishments have different conditions, reflecting the nature of the premises.
7. The current conditions for home boarding (at appendix 2) have been revised to reflect dogs from different families being boarded, a requirement to have the original licence simply on the premises and available rather than on display, written procedures and emergency arrangements. The changes are contained in the proposed conditions at Appendix 1.

8. Appendix 1 Paragraphs 2.1 - 2.6 are new. Until now we have limited boarded dogs to those from one family only. New conditions revise this so that dogs from different families can board together. The control measures are that written consent is obtained from the owners of all dogs concerned and measures to house unexpected boarded dogs.
9. Appendix 1 Paragraph 1.1 did require a copy of the licence to be displayed. This has now been re written. As this set of conditions relate to a domestic dwelling we believe that proof of a licence can just as easily be served by keeping a copy at the house and being produced to owners of dogs as required without the need for constant display.
10. Appendix 1 Paragraph 10.6 is a new condition requiring any written procedure in the conditions to be produced to a council officer or other authorised person.
11. Paragraph 13.9 revises the need for a spare set of keys to be held by someone within 5 minutes travelling from the licensed address. The new condition reflects greater flexibility with the timescale and simply requires a contact with access to the premises.

### **Policy Context**

12. The Council licenses boarding establishments through the Animal Boarding Establishments Act 1963. The licences are issued subject to compliance with conditions. Breach of the licence could result in the Council taking legal proceedings.

### **Other Options Considered**

13. None. The existing conditions required clarity and amendment.

### **Financial Implications**

14. The revised conditions should have no financial implication for licence holders or the Council.

### **Risk Management Implications**

15. None.

### **Equality and Customer Service Implications**

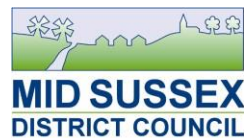
16. None identified.

### **Other Material Implications**

17. None.

### **Background Papers**

18. None



**DRAFT CONDITIONS FOR HOME BOARDING (DOGS)**  
**ANIMAL BOARDING ESTABLISHMENTS ACT 1963.**

Address to which these conditions relate:.....

**INTRODUCTION**

- 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.
- Normally planning permission will not be required for the home boarding of animals on the scale proposed, however should complaints be received because of particular noise or odour problems, then the Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.
- The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.
- No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- Entire males and bitches in season or bitches due to be in season during the boarding, must not be boarded together or boarded with resident dogs. Puppies under 6 months of age must not be boarded with other dogs including resident dogs.
- With regard to the boarding of dogs from different families, the premises must be constructed to allow adequate space for dogs; sufficient space available to be able to keep dogs separately if required, and for the separation of dogs showing signs of disease

<b>1.LICENCE DISPLAY</b>	
1.1	A copy of the licence and its associated conditions must be kept at the premises so licensed and made available to each boarder.
<b>2 NUMBERS OF ANIMALS</b>	
2.1	The absolute maximum number of dogs to be kept at any one time is (upto ***), with a maximum of (***) additional resident dogs on the premises (I'm thinking of rescue dogs etc. Not sure if they come under "resident"). (This maximum number is subject to Veterinary and Inspector approval of the suitability of each individual premises and licensee to operate a home boarding establishment).
2.2	Where dogs from different families are permitted by the Licensing Authority to be boarded together at any one time, the additional requirements are to be followed.
2.3	To obtain specific written consent of each household showing confirmation that they are content for their dogs to be boarded with others.
2.4	To ensure separation of dogs from different households in secure areas when left unattended.
2.5	To carry out separate feeding of dogs to minimise the likelihood of dispute and aggression.
2.6	The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property.
<b>3. CONSTRUCTION</b>	
3.1	Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.
3.2	The premises shall have its own entrance and must not have shared access e.g. communal stairs.
3.3	There must be adequate space, light, heat and ventilation for the dogs.
3.4	As far as reasonably practicable all areas/rooms within the home to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.
3.5	There must be sufficient space available to be able to keep the dogs separately if required.
3.6	If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.
<b>MANAGEMENT</b>	
<b>4.TRAINING</b>	
4.1	A written training policy for staff must be provided. Systematic training of staff must be demonstrated to have been carried out.
<b>5.CLEANLINESS</b>	
5.1	All areas where the dogs have access to, including the kitchen 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.
5.2	All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Licensing Authority
5.3	All bedding areas must be kept clean and dry.
5.4	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. The final route for all such waste shall comply with current waste regulations.
5.5	Measures must be taken to minimise the risks from rodents, insects and other pests within the premises
<b>6.FOOD AND WATER SUPPLIES</b>	
6.1	All dogs shall have an adequate supply of suitable food as directed by the client.
6.2	Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water must be changed at least twice a day.
6.3	Clients must be encouraged to provide each dog with its own bedding, bowls, grooming materials etc. These items must be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material
6.4	Where necessary, eating and drinking vessels must be provided, and where so, they must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned or disposed of after each meal and each dog must be provided with its own bowl.
<b>7.KITCHEN FACILITIES</b>	
7.1	Airtight containers must be provided for the storage of dry foods. Uncooked food and the remains of opened tins must be stored in covered, non-metal, leak proof containers in the fridge.
7.2	All bulk supplies of food shall be kept in vermin proof containers.
<b>8. DISEASE CONTROL AND VACCINATION</b>	
8.1	Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors
8.2	Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis ( <i>L. canicola</i> )

	and <i>L. icterohaemorrhagicae</i> ) 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 manufacturer instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded
8.3	Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed.
8.4	A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
8.5	The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice must be known and consulted if necessary.
8.6	Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Proof must be maintained of all routine and emergency treatment for parasites.
8.7	The premises shall be regularly treated for fleas and parasites with a veterinary recommended product
8.8	Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.
<b>9. ISOLATION AND CONTAGIOUS DISEASE OUTBREAK</b>	
9.1	Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.
9.2	The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.
9.3	Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. This period will be specified by the Licensing Authority as agreed with their authorised veterinary surgeon.
9.4	The Licensing Authority must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be stored at a veterinary surgeons premises until the owners return.
<b>10. REGISTER</b>	
10.1	A register must be kept of all dogs boarded. The information kept must include the following: <ul style="list-style-type: none"> <li>• Date of arrival</li> <li>• Name of dog, any identification system such as microchip number, tattoo</li> </ul>

	<ul style="list-style-type: none"> <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 contact person whilst boarded</li> <li>• Name, address and telephone number of dog's veterinary surgeon</li> <li>• Anticipated and actual date of departure</li> <li>• Proof of current vaccinations, medical history and requirements</li> <li>• Health, welfare nutrition and exercise requirements</li> </ul>
10.2	Such a register is to be available for inspection at all times by an officer of Licensing Authority and veterinary surgeon.
10.3	The register must be kept readily available for a minimum of 2 years and kept in such a manner as to allow an authorised officer easy access to such information.
10.4	If medication is to be administered, this must be recorded.
10.5	Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.
10.6	Any written procedure which is required as a condition of this licence must be capable of being produced on demand by a constable or other authorised officer.
<b>11. SUPERVISION</b>	
11.1	A fit and proper person with relevant experience must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. This person must not have any conviction or formal Cautions for any animal welfare related offence. this is reasonable but I don't think it formed part of the conditions for day boarding. Should it? We should be as consistent as possible.
11.2	Dogs must be visited at regular intervals, as necessary for their health, safety and welfare, and must not be left unattended for longer than 3 hours at a time and then not on a regular basis.
11.3	No home where there are children under 5 years of age will be licensed.
11.4	Only people over 16 years of age are allowed to walk the dogs in public places.
<b>12. EXERCISE</b>	
12.1	Dogs must be exercised in accordance with their owner's wishes. If dogs are taken off the premises, they must be kept on leads unless with the owner's written permission.
12.2	There must be direct access to a suitable outside area. The area / garden must only be for use by the homeowner (not shared with other residents). The area must be kept clean.
12.3	The exercise/garden area of the premises and any other area to which the boarded dogs may have access, must be totally 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.

12.4	If there is a pond, it must be covered to avoid drowning
12.5	Dogs must wear a collar and identity tag during their time in boarding. The tag must display the name, address and telephone number of the boarding premises.
12.6	The Licensing Authority must be informed on the next working day if a dog is lost.
<b>13. FIRE / EMERGENCY PRECAUTIONS</b>	
13.1	Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
13.2	The occupier of the property must be aware of the location of the dogs in the property at all times.
13.3	Careful consideration needs to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.
13.4	A fire warning procedure and emergency evacuation plan – including details of where dogs are to be evacuated to in the event of a fire or other emergency - must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises is rendered uninhabitable.
13.5	Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least 2 working smoke detectors located at the top & bottom of the staircase, or other appropriate location.
13.6	All doors to rooms must be kept shut at night.
13.7	All electrical installations and appliances must be maintained in a safe condition. No dog must be left in a room with loose or trailing cables or wires.
13.8	All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.
13.9	Arrangements must be made (and documented) for someone to have keys and access to the premises in case of an emergency. These details must be made available to the Licensing Authority if required.