



REGISTRATION AND LICENSING COMMITTEE

10.00 AM - MONDAY, 4 OCTOBER 2021

VIA MICROSOFT TEAMS

PART 1

1. Welcome and Roll Call
2. Declarations of Interest
3. Minutes of Previous Meeting (*Pages 3 - 4*)
4. Home Boarding Licence - Licensing - Case 1 (*Pages 5 - 26*)
5. Urgent Items
Any urgent items at the discretion of the Chairperson pursuant to Section 100B(4)(b) of the Local Government Act 1972.
6. Access to Meetings
That pursuant to Section 100A(4) and (5) of the Local Government Act 1972, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraph 12 and 15 of Part 4 of Schedule 12A of the above Act.

Part 2

Report of the Head of Legal Services.

7. Street Trading Consent - Case 2 (*Pages 27 - 32*)

K.Jones
Chief Executive

Civic Centre
Port Talbot

Tuesday, 28 September 2021

Committee Membership:

Chairperson: Councillor S.Paddison

**Vice
Chairperson: Councillor D.Whitelock**

Members: Councillors A.P.H.Davies, J.Miller, D.M.Peters,
C.Edwards, M.Protheroe, N.J.E.Davies,
S.E.Freeguard, C.James, R.Mizen, C.J.Jones,
H.Jones, J.Jones and J.Hale

c.c. Superintendent of Police, Neath
Chief Fire Officer, Neath

REGISTRATION AND LICENSING COMMITTEE

(via Teams)

Members Present:

24 May 2021

Chairperson: Councillor S.Paddison

Councillors: D.Whitelock, D.M.Peters, M.Protheroe,
N.J.E.Davies, R.Mizen, C.J.Jones and J.Jones

Officers in Attendance: N.Chapple, G.White and N.Jones

1. **Minutes of Previous Meetings**

The minutes of the meeting held on 9th March 2020, 25th August 2020, 21st September 2020, 12th November 2020 and 7th December 2020 were approved.

2. **Taxi Policy Amendments**

Members were given an update on two documents that had recently been published, that affected Hackney Carriage and Private Hire Licensing, as detailed in the circulated report.

Members welcomed the changes, and advised that the links should be looked at. Officers stated that the report would be brought back to committee to go out for consultation.

RESOLVED: That item was for information.

3. **Access to Meetings**

RESOLVED: That pursuant to Section 100A (4) and (5) of the Local Government Act 1972, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraph 12 of Part 4 of Schedule 12A to the above Act.

4. **Hackney Carriage and Private Hire Driver Licensing - Case 1**

Members were given an overview of the private circulated report and were asked to consider if an applicant was a fit and proper person to hold a Hackney Carriage and Private Hire Driver Licence.

RESOLVED: . Applicant's application for the grant of a Hackney Carriage, and Private Hire Driver's Licence be **Granted**.

5. **Hackney Carriage and Private Hire Driver Licensing - Case 2**

Members were given an overview of the private circulated report. Members were updated on the suspension of a hackney carriage and private hire driver license.

RESOLVED: Members noted the report.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Registration and Licensing Committee

4th October 2021

Report of the Head of Legal Services – Craig Griffiths

Matter for Decision

Wards Affected: All

Home Boarding Licence - Licensing - Case 1

Purpose of the Report

1. To consider an application for a home boarding licence, where the applicant has a resident child under the age of 10 years old.

Executive Summary

2. This is an application for a home dog boarding licence at Pen Y Bryniau, Gwaun Cae Gurwen, Ammanford, SA18 1PP.
3. The applicant has submitted an application, a veterinary inspection has been carried out and a report received (Appendix 1).
4. The Registration and Licensing Committee are being asked to consider whether a licence can be granted with a resident child under the age of 10 years old.

Background

5. An application was submitted on the 15/06/2021 for the grant of a home dog boarding licence.

6. A veterinary inspection was carried out and a subsequent report received (Appendix 1).
7. The Council adopted NPTCBC Model Licence Conditions for the Home Boarding of Dogs on 26/10/2010 (Appendix 2).
8. Condition number 5.8.3 of the Model Licence Conditions state that 'No home where there are children under 10 years of age will be licensed' (Appendix 2).

Officer Report

9. Condition number 5.8.3 of the LACORS Model Licence Conditions for the Home Boarding of Dogs state that 'No home where there are children under 5 years of age will be licensed' (Appendix 3).
10. The following Welsh Councils; Powys, Newport, Caerphilly, Vale of Glamorgan, Flintshire and Monmouthshire are some who have a current condition of 'No home where there are children under 5 years of age will be licensed'.
11. Conway has the following condition 'Robust risk assessment and clear separation of areas used by dogs and areas used by children under 5 years of age'.
12. The current English Regulations condition 16.3 states 'If any person aged under 16 years resides at the home, there must be procedures in place to regulate the interactions between the dogs and that person'
13. The veterinary report states 'It would be advisable to consider if there could be additional risk assessments and a trial with each dog and her children to assess the risks posed by individual dogs to her children and by her children to individual dogs. Procedures could be put in place to regulate the interactions between the dogs and the children. A full risk assessment and details of any procedures that will be put in place needs to be provided to the council. Familiarisation trials would need to be documented. The applicant is a veterinary nurse and has considerable experience with dogs and this should be taken into consideration' (Appendix 1).
14. Members are being asked to consider whether a licence should be issued and what condition to attach to the licence relating to resident children.

Equality Impact Assessment

15. There are no equality impacts associated with this report.

Legal Impacts

16. Any person aggrieved by the refusal of a local authority to grant such a licence, or by any condition subject to which such a licence is proposed to be granted, may appeal to a magistrates' court.

Risk Management

17. There are no risk management associated with this report

Consultation

18. Not applicable

Recommendation

19. That members consider the application.

Reasons for Proposed Decision

20. It is considered the matters reported should be determined by the Registration and Licensing Committee.

Implementation of Decision

21. Immediate implementation

Appendices

22. Appendix 1 - Veterinary report
23. Appendix 2 - NPTCBC Model Licence Conditions for Home Boarding (Dogs), Animal Boarding Establishments Act 1963.
24. Appendix 3 - LACORS Model Licence Conditions for Home Boarding (Dogs), Animal Boarding Establishment Act 1963.

List of Background Papers

25. Application Form
26. The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 - Guidance notes for conditions for providing home boarding for dogs (publishing.service.gov.uk)

Officer Contact

27. Neil Chapple
Licensing Manager
Tel (01639) 763056
Email n.chapple@npt.gov.uk

Home Boarding Licence Application

Samantha Elgersma, Pen Y Brynia, Gwaun Cae Gurwen, Ammanford, SA18 1PP.

Visit 25th June 2021.

Introduction

The applicant has a detached house located in a rural location in Ammanford. The application involves the entrance hall, lounge, cat room, guest room and garden.

All paragraph numbers refer to the Model Licence Conditions for Home Boarding (dogs), Animal Boarding Establishments Act 1963.

1. General

1.1 -1.6 There was public liability insurance in place for home boarding. The applicant was made aware that 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 and that puppies under 6 months of age must not be boarded together with other dogs including resident dogs.

2. Licence Display

1.2 The applicant was made aware of this requirement.

3. Numbers of Animals

3.1 The maximum number of dogs to be kept at any one time is 4 dogs.

3.2 The applicant was made aware of these requirements. There is adequate space for dogs to be fed and housed separately when unsupervised.

3.3 There are outdoor cats who occasionally come in. the cat flap can be locked when needed to prevent conflict between the cats and boarded dogs.

3.4 There are two children on the premises. A risk assessment needs to be completed.

4. Construction

4.1 The applicant was made aware of this requirement.

4.2 There is no shared entrance or shared ground.

4.3 There is adequate space, light, heat and ventilation.

4.4 There were no hazards present.

4.5 There is space to separate dogs.

4.6 The applicant was made aware of the provisions of this section. A suitable vehicle is available.

5. Management

5.1 Training

5.1.1 No staff will be employed.

5.2 Cleanliness

5.2.2 -5.2.5 The inspected areas were clean and tidy. The applicant will need to arrange for an appropriate commercial waste contractor to be engaged.

5.3 Food and Water Supplies

5.3.1-5.3.4 The applicant was made aware of the requirements of this section. The owner is aware of the risks of raw feeding to children and will not be accepting raw fed dogs for boarding.

5.4 Kitchen Facilities

The applicant was aware of this section. There are separate kitchen facilities.

5.5 Disease Control and Vaccination

5.5.1 &5.5.2 The applicant was made aware of the vaccination requirements, regular worming and flea treatment and record keeping.

5.5.3 – 5.5.5 The applicant is registered with a veterinary surgeon. There is large first aid kit available.

5.5.6 The applicant was aware of the importance of regular parasite prevention.

5.5.7 It was advised that the applicant use a veterinary recommended product to treat the premises.

5.5.8 An appropriate disinfectant was being used.

5.6 Isolation and Contagious Disease Outbreak

5.6.1-5.6.4 The applicant was made aware of the provisions of this section and the room closest to the garage has a separate entrance and would be suitable as an isolation area if required. The applicant must inform the council on the next working day if a dog develops an infectious disease and the premises may need to undergo a quarantine period.

5.7 Register

5.7.1 A registration document needs to be provided to the council.

5.7.2– 5.7.5 The applicant was made aware of the provisions of these sections.

5.8 Supervision

5.8.1-5.8.2 The applicant is able to comply with all the provisions of these sections.

5.8.3 The applicant has two children, the youngest is seven years old. Under the provisions of this section, she should not be licensed. It would be advisable however to consider if there could be additional risk assessments and a trial with each dog and her children to assess the risks posed by individual dogs to her children and by her children to individual dogs. Procedures could be put in place to regulate the interactions between the dogs and the children. A full risk assessment and details of any procedures that will be put in place needs to be provided to the council. Familiarisation trials would need to be documented. The applicant is a veterinary nurse and has considerable experience with dogs and this should be taken into consideration.

5.8.4 The applicant is aware that only persons over 16 years of age are allowed to walk the dogs in public.

5.9 Exercise

5.9.1 The applicant is aware that she must record owners' wishes regarding exercise.

5.9.2-5.9.4 There is access to a large garden. The fencing is not secure and has got barbed wire which is a hazard to the dogs.

5.9.5 The applicant was aware of the necessity for identity tags or collars.

5.9.6 The applicant was made aware that the council must be informed on the next working day if a dog goes missing from the licensed premises.

5.10 Fire/Emergency Precautions

5.10.1 – 5.10.3 The applicant was aware of the provisions of these sections.

5.10.4 An emergency evacuation plan and a fire warning procedure is in place. This needs to be displayed.

5.10.5 There were smoke alarms on the premises. The applicant is aware that there needs to be at least two working smoke detectors located at the top and the bottom of the staircase.

5.10.6 The applicant was made aware of this requirement.

5.10.7 There were no trailing wires.

5.10.8 There were no freestanding heating appliances.

5.10.9 The applicant will need to put arrangements in place in case of emergencies. The Licensing Authority will need to record these arrangements.

Conclusion

The following points need to be addressed;

1. Public Liability insurance is in place, the certificate needs to be displayed.
2. Arrangements need to be put in place for storage and disposal of trade waste.
3. The garden needs to be made secure.
4. A risk assessment needs to be carried out and provided to the council.
5. Procedures to reduce risks to children on the premises needs to be provided to the council.
6. A registration document needs to be provided to the council.
7. The details of the emergency contact need to be given to the Local Authority.

If the points raised above are satisfactorily addressed, I can see no reason why a Home Boarding Licence should not be granted.

Signed:

Catherine I Costello MVB MRCVS

24/09/2021



MODEL LICENCE CONDITIONS FOR HOME BOARDING
(DOGS)
ANIMAL BOARDING ESTABLISHMENTS ACT 1963.

These conditions are based on the Lacors Model Licence Conditions for home boarding of dogs, and have been amended to reflect local requirements.

1. INTRODUCTION

- 1.1 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.
- 1.2 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.
- 1.3 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.
- 1.4 No dog specified under the Dangerous Dogs Act 1991, and/or registered on the Index of Exemption Dogs, must be accepted for home boarding. The licensee must also be satisfied that no dogs to be boarded are likely to be dangerous to other animals or people.
- 1.5 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- 1.6 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.

2. LICENCE DISPLAY

- 2.1 A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, on or about the premises or made available to each boarder.

3. NUMBERS OF ANIMALS

- 3.1 The maximum number of dogs to be kept at any one time is (enter number).
- 3.2 Only dogs from the same household may be boarded at any one time, unless the written consent of the authority has been obtained to allow dogs from more than one household to be boarded together.

The authority may consider granting consent subject to the following requirements:-

- The premises are suitable.
 - The written consent of the owners of dogs to be boarded together is obtained.
 - A documented trial familiarisation session for all dogs prior to stay.
 - Separation of dogs from different households in secure areas when left unattended.
 - Separate feeding of dogs to minimise the likelihood of dispute and aggression.
- 3.3 Dogs must not be boarded with cats except as set out below. Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog must be gained following a trial familiarisation session.
- 3.4 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, whether on a permanent or temporary basis.

4. CONSTRUCTION

- 4.1 Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs, except where it is not possible to make provision for the isolation of dogs within the

home. The written consent of the Council must be obtained in these circumstances.

- 4.2 The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 4.3 There must be adequate space, light, heat and ventilation for the dogs.
- 4.4 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.
- 4.5 There must be sufficient space available to be able to keep the dogs separately if required.
- 4.6 If a collection and delivery service is provided, a suitable vehicle with appropriate provision for the safe transport of one or more dogs must be provided. A dog guard is not suitable particularly when carrying more than one animal.

5. MANAGEMENT

5.1 TRAINING

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

5.2 CLEANLINESS

- 5.2.1 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.
- 5.2.2 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.
- 5.2.3 All bedding areas must be kept clean and dry.
- 5.2.4 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.

- 5.2.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

5.3 FOOD AND WATER SUPPLIES

- 5.3.1 All dogs shall have an adequate supply of suitable food as directed by the client.

- 5.3.2 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.

- 5.3.3 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.

- 5.3.4 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.

5.4 KITCHEN FACILITIES

- 5.4.1 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.

- 5.4.2 All bulk supplies of food shall be kept in vermin proof containers.

5.5 DISEASE CONTROL AND VACCINATION

- 5.5.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, and people.

- 5.5.2 Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) 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.

- 5.5.3 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.
- 5.5.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 5.5.5 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.
- 5.5.6 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.
- 5.5.7 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.
- 5.5.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

5.6 ISOLATION AND CONTAGIOUS DISEASE OUTBREAK.

- 5.6.1 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.
- 5.6.2 The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.
- 5.6.3 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.
- 5.6.4 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 veterinary surgeons premises until the owners return.

5.7 REGISTER

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

- Date of arrival
- Name of dog, any identification system such as microchip number, tattoo
- Description, breed, age and gender 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
- Proof of current vaccinations, medical history and requirements
- Health, welfare nutrition and exercise requirements

5.7.2 Such a register is to be available for inspection at all times by an officer of the Licensing Authority and/or veterinary surgeon.

5.7.3 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.

5.7.4 If medication is to be administered, this must be recorded.

5.7.4 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.

5.8 SUPERVISION

5.8.1 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.

5.8.2 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.

5.8.3 No home where there are children under 10 years of age will be licensed.

5.8.4 Only persons over 16 years of age are allowed to walk the dogs in public places.

5.9 EXERCISE

5.9.1 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 owners written permission.

5.9.2 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.

5.9.3 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.

5.9.4 If there is a pond, it must be covered to avoid drowning.

5.9.5 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.

5.9.6 The Licensing Authority must be informed on the next working day if a dog goes missing from the licensed premises.

5.10 FIRE / EMERGENCY PRECAUTIONS

5.10.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.

5.10.2 The occupier of the property must be aware of the location of the dogs in the property at all times.

5.10.3 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.

5.10.4 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.

5.10.5 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.

5.10.6 All doors to rooms must be kept shut at night.

5.10.7 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.

5.10.8 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.

5.10.9 A relative, friend or neighbour within 5 minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. These details must be made available to the Licensing Authority.

**REGISTRATION & LICENSING
COMMITTEE 26TH OCTOBER,
2010**

**APPROVED BY COUNCIL 26TH
OCTOBER, 2010**

**D.W.DAVIES
DIRECTOR OF FINANCE AND
CORPORATE SERVICES**

LACORS MODEL LICENCE CONDITIONS FOR HOME BOARDING (DOGS)
ANIMAL BOARDING ESTABLISHMENTS ACT 1963.

1. INTRODUCTION

- 1.1 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.
- 1.2 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.
- 1.3 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.
- 1.4 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 1.5 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- 1.6 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.

2. LICENCE DISPLAY

- 2.1 A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, on or about the premises or made available to each boarder.

3. NUMBERS OF ANIMALS

- 3.1 The maximum number of dogs to be kept at any one time is (enter number).
- 3.2 Only dogs from the same household may be boarded at any one time. Dogs must not be boarded with any cat, unless they normally live together in the same household.
- 3.3 Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog must be gained following a trial familiarisation session.

- 3.4 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.

4. CONSTRUCTION

- 4.1 Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.
- 4.2 The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 4.3 There must be adequate space, light, heat and ventilation for the dogs.
- 4.4 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.
- 4.5 There must be sufficient space available to be able to keep the dogs separately if required.
- 4.6 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.

5. MANAGEMENT

5.1 TRAINING

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

5.2 CLEANLINESS

- 5.2.1 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.
- 5.2.2 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.
- 5.2.3 All bedding areas must be kept clean and dry.
- 5.2.4 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.

5.2.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

5.3 FOOD AND WATER SUPPLIES

5.3.1 All dogs shall have an adequate supply of suitable food as directed by the client.

5.3.2 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.

5.3.3 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.

5.3.4 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.

5.4 KITCHEN FACILITIES

5.4.1 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.

5.4.2 All bulk supplies of food shall be kept in vermin proof containers.

5.5 DISEASE CONTROL AND VACCINATION

5.5.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.

5.5.2 Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) 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.

5.5.3 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.

5.5.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.

- 5.5.5 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.
- 5.5.6 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.
- 5.5.7 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.
- 5.5.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

5.6 ISOLATION AND CONTAGIOUS DISEASE OUTBREAK.

- 5.6.1 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.
- 5.6.2 The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.
- 5.6.3 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.
- 5.6.4 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.

5.7 REGISTER

- 5.7.1 A register must be kept of all dogs boarded.
The information kept must include the following:
- Date of arrival
 - Name of dog, any identification system such as microchip number, tattoo
 - Description, breed, age and gender 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
 - Proof of current vaccinations, medical history and requirements
 - Health, welfare nutrition and exercise requirements
- 5.7.2 Such a register is to be available for inspection at all times by an officer of Licensing Authority, veterinary surgeon.

- 5.7.3 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.
- 5.7.4 If medication is to be administered, this must be recorded.
- 5.7.4 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.

5.8 SUPERVISION

- 5.8.1 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.
- 5.8.2 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.
- 5.8.3 No home where there are children under 5 years of age will be licensed.
- 5.8.4 Only people over 16 years of age are allowed to walk the dogs in public places.

5.9 EXERCISE

- 5.9.1 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 owners written permission.
- 5.9.2 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.
- 5.9.3 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.
- 5.9.4 If there is a pond, it must be covered to avoid drowning.
- 5.9.5 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.
- 5.9.6 The Licensing Authority must be informed on the next working day if a dog is lost.

5.10 FIRE / EMERGENCY PRECAUTIONS

- 5.10.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 5.10.2 The occupier of the property must be aware of the location of the dogs in the property at all times.
- 5.10.3 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.
- 5.10.4 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.
- 5.10.5 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.
- 5.10.6 All doors to rooms must be kept shut at night.
- 5.10.7 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.
- 5.10.8 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.
- 5.10.9 A relative, friend or neighbour within 5 minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. These details must be made available to the Licensing Authority.

November 2005

By virtue of paragraph(s) 12 of Part 4 of Schedule 12A of the Local Government Act 1972.

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