

ST ALBANS CITY & DISTRICT COUNCIL LICENCE CONDITIONS
ANIMAL BOARDING ESTABLISHMENTS ACT 1963
WHERE CATS/DOGS ARE BOARDED WITHIN A PRIVATE DWELLING

A licence under the Animals Boarding Establishments Act 1963 is required by any person carrying on at any premises of any nature (including a private dwelling) a business of providing accommodation for other peoples dog(s) or cat(s). These conditions apply to all buildings and areas to which cats and/or dogs have access and/or that are used in association with the boarding of cats and/or dogs. All references to cats and/or dogs apply equally to kittens and/or puppies unless specified otherwise.

1. The licence must be suitably displayed to the public in a prominent position.
2. The premises and accommodation must not be used for the purpose of boarding any livestock that it is not licensed to. Any stray cats or dogs or other livestock must not be permitted or kept in the buildings, areas and accommodation used in association with the boarding of cats and/or dogs. Cats and dogs boarded under the terms of this Licence must live in the home as family pets.
3. The interior and exterior of the premises (including paths, gardens, exercise areas and general surroundings) must be kept in good decorative order and repair so that it is safe, clean and presentable. Adequate ventilation must be provided throughout.
4. Fencing must be maintained in a secure and safe condition.
5. Cats and dogs must at all times be kept in an environment that is suitable to their species and to individuals with respect to security, safety, situation, protection, materials, construction, size, number of occupants, exercising facilities, temperature, lighting, ventilation, cleanliness, accessories and not exposed to damp or draughts. Only chemicals and products that are not toxic to cats or dogs may be used at the premises. Floor areas and bedding must be kept clean, dry and parasite-free.
6. Sleeping areas must be of sufficient size for an adult of the breed occupant to lie down flat on its side, stand up and turn around comfortably. For cats and dogs there must be free access to part of the dwelling maintained at a minimum temperature of 10°C (50°F) and a maximum temperature of 26°C (79°F) at all times. Cats and dogs must be provided with suitable bedding.
7. Cats and dogs must not be kept outside.

8. Cats and dogs must not be kept in such a way that they could be disturbed by other livestock or unauthorised persons. Incompatible species must not be kept within sight of each other. All reasonable precautions must be taken to prevent illegal access to or escape of cats or dogs.
9. The premises, equipment, utensils, accessories, reusable bedding, storage containers, refuse containers and feeding and drinking receptacles must be suitably cleaned and disinfected and dried before and after each use and daily or as often as necessary to maintain them in a clean, safe, sound and hygienic condition. Uneaten food must be disposed of after each meal. Cats must be provided with individual beds and impermeable sanitary trays (with suitable clean litter) at all times.
10. All food, excreta, bedding and waste must be stored in suitable closed, pest and vermin proof, secure and impervious containers, away from direct sunlight, until use or removal from the premises. Waste must be removed from the premises as soon as practicable, at weekly intervals or more frequently where necessary. Suitable and sufficient refrigeration facilities must be provided and used for the storage of fresh or frozen foods which must be adequately defrosted prepared and/or cooked before being fed to cats and dogs. A hygienically constructed and maintained kitchen (connected to mains drainage or approved sewage disposal system) must be employed for the storage and preparation of dog and cat food. A sink with hot and cold water must also be provided for the washing of food, equipment and eating and drinking vessels.
11. All waste must be disposed in accordance with current legislation and to the satisfaction of St Albans District Council in a way that is not likely to cause harm or nuisance. Clinical waste must be segregated, properly stored and disposed of accordingly.
12. A register must be maintained for cats and dogs received. The name, address and telephone number of the owner (or keeper), emergency contact details, name, address and telephone number of the cat or dog's usual veterinary surgeon, name of cat or dog, details of any microchip, tattoo number or other identification, description (colour, breed, age and gender), date of arrival and departure, details of vaccination and any special medication, health, welfare or nutritional requirements of the cat or dog must be specified. Dogs subject to contracts under Dangerous Dogs Legislation are not permitted. This register must be available at all times and kept available for a minimum period of twenty-four months.
13. The maximum numbers of cats and/or dogs licensed to be boarded at the licensed premises are governed by the accommodation and must not be exceeded.

14. Cats and dogs boarded must be in good health and free from injury, disease or parasitic infestation as far as can be reasonably determined without veterinary inspection.
15. A fully stocked first aid kit suitable for use humans and a separate one for use on cats and dogs must be available and accessible on the premises for emergency use by a suitably competent person.
16. Any diseased, sick or injured cats and dogs must receive immediate appropriate care and treatment administered by a suitably qualified and competent person as advised by a veterinary surgeon. To prevent unnecessary suffering care and treatment may include euthanasia in a humane and effective manner administered by an authorised person.
17. Cats and dogs must receive appropriate examination, inoculations and treatment (including worming and other parasite control measures) when and where required for the species or individual and as advised by a veterinary surgeon. An accurate record of all dates, times, treatment given and by who administered must be kept. Veterinary advice must be sought and adhered to whenever necessary, appropriate and in case of any doubt.
18. Vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturers or veterinary instruction.
19. No cat or dog which is suffering from, or could reasonably be suspected of having come into contact with any other livestock suffering from any infectious or contagious disease, or which is infested with parasites, may be brought onto or kept on the premises.
20. All reasonable or necessary precautions must be taken to prevent infestation or access to the premises or accommodation by rodents, insects (including flies) or other pests. Cats, dogs, visitors and customers must be prevented from having access to or suffering from potential harm or injury (including accidental harm or injury) as a direct or indirect consequence of any preventative precautions (ie poisons or traps).
21. Cats and dogs must be supplied with adequate amounts of food, drink and bedding materials, appropriate to their need that is provided in sufficient and suitable receptacles at suitable and regular intervals. Where appropriate or necessary cats and dogs must be groomed according to their individual needs. All food must be suitable for the species and individuals concerned with regards to quantity, quality and nutritional value. Fresh, wholesome drinking water must be available at all times and changed at least daily.

22. Cats and dogs must be attended to at regular intervals (including at least every four hours between 8am and 6pm) and must be adequately exercised daily appropriate to the species or individual. A record of observations must be maintained showing cleaning, disinfecting, feeding, exercise routines and accommodation temperatures as well as the health and wellbeing of the cats and dogs. Dogs must wear a collar and tag stating the name and address of the owner and the licensee while in a public place and must remain on a suitable lead and be kept under control.
23. No cat or dog shall be directly imported.
24. Cats and dogs must be transported in suitable containers or effectively and suitably restrained and handed to customers in suitable containers or on a suitable lead and must not be transported in a way which causes or is likely to cause injury or unnecessary suffering to the cat or dog. Sufficient and suitable food, drink and bedding must be supplied and cats and dogs must receive adequate care and exercise for their species and individuals.
25. No puppy or kitten may be received unweaned or, if weaned, at an age at which it should not have been weaned unless in exceptional circumstances and when accompanied by its mother.
26. All doors and windows must be escape proof and strong enough to resist impact and scratching, be capable of being effectively secured and opened safely. If bars or frames are used at the premises or for any part of the accommodation they must be of suitable gauge to prevent the occupant from escaping or becoming trapped. Metal or other edges must not present a risk of injury.
27. No cat or dog may be received unless the licensee is familiar with the care, safe handling and welfare of the species and has a recognised qualification or suitable experience. Appropriate reference materials must always be readily available for use.
28. The licensee must provide and display proof of suitable insurance for cats and dogs whilst boarded and public liability.
29. Entrances and exits must be clear of obstructions at all times.
30. Suitable fire fighting equipment (including appropriate extinguishers), smoke detectors and alarms must be provided, maintained, regularly serviced and sited as advised by the local Fire Protection/Prevention Officer and in consultation with St Albans District Council. Precautions must also be taken to prevent any accumulation that may present a risk of fire or other hazard.

31. The licensee must be resident at the premises at all times whilst cats or dogs are boarded to exercise supervision, deal with emergencies and care for the cats and dogs.
32. The licensee must at all times be within reasonable distance of the premises and be available to visit and have access at all times to the premises containing the cats and dogs in case of emergency (even where the premises is situated within another premises). A reasonable distance would, in normal conditions, be interpreted as no more than 20 minutes travelling time.
33. Registers, records, receipts and other documentation referred to in these licence conditions and/or legally required must be produced on demand by an authorised person. All computer records must be backed up on a daily basis and kept available at all times.
34. Suitable protective clothing, equipment (including a range of muzzles and cat and/or dog catching devices) and COSHH assessments for all substances used must be provided and used.
35. All electrical installations, heating appliances, lighting and other appliances and equipment must be maintained in a safe condition by a suitably qualified person, be of such construction and located so as not to constitute a risk of fire or other hazard which could endanger the health or well-being of the cats or dogs, visitors or customers. Cats and dogs must be prevented from having access to any potential hazard including cabling and open flame heating devices as a result of chewing, scratching etc. If free standing oil appliances are used they must be installed in an area inaccessible to cats and dogs, visitors and customers. Residual current circuit breakers must be installed as a minimum requirement.
36. The licensee and premises must comply with all relevant current legislation (as amended or modified where applicable) including but not exclusively: Control of Substances Hazardous to Health Regulations (COSHH), Environmental Protection Act 1990, Controlled Waste Regulations 1992, Control of Dogs Order 1992, Dangerous Dogs Act 1991, Welfare of Animals (Transport) Order 1997, Animal Welfare Act 2006.
37. No person other than the licensee is permitted to exercise animals away from the premises and in the event of any animal escaping from the premises, becoming lost while exercising, being injured in any way, being involved in any accident/incident or developing any signs or symptoms of disease/infestation the Animal Warden must immediately be contacted on 01727 819371.