

ST ALBANS CITY & DISTRICT COUNCIL LICENCE CONDITIONS **ANIMAL BOARDING ESTABLISHMENTS ACT 1963**

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.
3. The establishment must be laid out and operated in accordance with a plan approved by St Albans District Council. A copy of this plan must be attached to this licence.
4. All new premises and/or accommodation and repairs must be built to comply with these Licence Conditions and also to meet the conditions and operated to the standards detailed in the latest Model Licence Conditions for Cat and/or Dog Boarding Establishments. A copy of these conditions is available on request.
5. The interior and exterior of the premises (including paths, gardens, exercise areas and general surroundings) and accommodation must be kept in good decorative order and repair so that it is safe, clean and presentable. Drainage channels should be employed to prevent spillage or contamination of accommodation, corridors or communal areas and the premises must be connected to main drainage or an approved sewage disposal system. The passage of water/waste must not be impeded or allowed to gather due to inaccessibility. Accommodation should be built on a concrete base to Building Regulations Standards with a minimum fall of 1 in 80 and incorporating a damp proof membrane. Adequate ventilation must be provided throughout.

6. All internal surfaces used in the construction of ceilings, walls, floors, partitions, doors and door frames must be durable, smooth, impervious, easily cleaned and disinfected and appropriately sealed. There must be no projections, rough or sharp edges. Floors must be constructed and maintained so as to prevent ponding of liquids while providing sufficient grip for the dog or cat to walk or run on safely. The use of wood must be avoided on surface structures of accommodation and exercise area interiors of existing accommodation and must not be used for repairs or new accommodation. Junctions between vertical and horizontal sections must be coved or have an appropriate waterproof seal. For cats either a full height sneeze barrier or minimum gap of 0.62m (2') is required between each unit. Solid partition walls between kennels must be provided at least 1.2m (4ft) high and at least 675mm (27") in exercise runs. Fencing must be maintained in a secure and safe condition.
7. Cats and dogs must at all times be kept in accommodation and 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. Accommodation must always be maintained in good repair and constructed of non-porous materials or be appropriately treated. Exterior wood must be smooth and properly treated against wood rot. 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.
8. Each unit of accommodation must be clearly identified (eg numbered), lit by a source of daylight and have adequate supplementary artificial lighting and temperature control so that all areas are clearly visible during daylight hours and a suitable temperature can be maintained as appropriate to the occupant(s). A low level night light should be provided for use after daylight when appropriate or necessary. A system must be in place that ensures that details of the occupant of each unit is readily available.
9. New accommodation must have an individual adjoining exercise run for each unit that is fully enclosed with galvanised welded mesh (1.6mm maximum gauge 2.5cm (1") for cats and 2mm maximum gauge 5.0cm (2") for dogs). For cats this must be fully roofed and for dogs this must be roofed over at least 50% of the exercise area. Roofing must be a translucent material capable of filtering UV light and providing adequate shade. The current model licence conditions for cat/dog dog boarding establishments specify minimum permitted sizes for sleeping and exercise areas.

10. Insulated sleeping areas, benches, kennels and compartments must be of sufficient size for an adult of the breed occupant to lie down flat on it's side, stand up and turn around comfortably. If a bench is provided there must be free access to an additional unbenced area of similar size. For cats and dogs there must be free access to part of the sleeping area 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. Cats and dogs must be able to defecate and urinate away from the sleeping area and have direct and voluntary access to the adjoining exercise area. Cats should be provided with a cat flap in the door to the sleeping area and a shelf to permit the cat to look out.
11. Holding units for cats and dogs may be employed for a period of less than twenty four hours and must not constitute more than 25% of the total number of units for the species. Holding units for cats must have a minimum floor area of 9sqft and height of 3ft. Holding units for dogs must have a minimum floor area of 25 sq ft.
12. Cats and dogs must not be kept outside in unsuitable weather or accommodation and must have appropriate protection for the breed or individual.
13. 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.
14. Cats and dogs must be readily accessible and easy to inspect, with accommodation sited so that the floor of the accommodation is readily visible, easy to clean and maintain.
15. The premises, accommodation, 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.

16. 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 dedicated 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 exclusively 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.
17. 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.
18. Water, food or other droppings must be prevented from entering or contaminating the water, food, accommodation and surroundings of cats and dogs. Receptacles for food and drink must be constructed and positioned to minimise contamination and spillage by the occupants of any accommodation.
19. New communal exercise runs are not permitted. Sufficient additional exercise facilities must be available and used where appropriate to the existing accommodation and individuals kept. For puppies a covered area of at least 2.46 sq metres (26 sq ft) must be provided. Exercise areas must have a minimum height of 1.8 metres (6 ft) and provide adequate access for cleaning purposes and have sufficient natural and supplementary artificial lighting so that all areas are clearly visible during daylight hours. For dogs grass runs are only permitted in areas large enough to prevent the ground from becoming unduly fouled or trodden and the perimeter and entrance must be paved or surfaced with a suitable material. All runs must have adequate and suitable drainage and for cats all runs and for dogs all small runs must be paved or surfaced with other suitable material to facilitate thorough cleaning and disinfecting, undue fouling of the ground must be prevented. All exercise runs and routes to and from them must be secure and escape proof and must not be used as sleeping areas.

20. 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 together with details of the unit of accommodation occupied. Dogs subject to contracts under Dangerous Dogs Legislation must have a copy of the licence and insurance certificate kept with this register. This register must be available to staff at all times and kept available for a minimum period of twenty-four months.
21. 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.
22. 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.
23. 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. Staff must have proof of current vaccination against tetanus and other relevant diseases.
24. 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.
25. 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 whom administered must be kept. Veterinary advice must be sought and adhered to whenever necessary, appropriate and in case of any doubt.

26. For cats proof of current vaccination against Infectious Feline Enteritis and Feline Respiratory Disease and other relevant diseases must be provided before boarding can commence. For dogs proof of current vaccination against Canine Distemper, Infectious Canine Hepatitis, Leptospirosis, Canine Parvovirus and other relevant diseases must be provided before boarding can commence. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturers or veterinary instruction.
27. 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 unless effectively isolated using appropriate and suitable facilities. All reasonable precautions (including constructional) must be taken to prevent the outbreak or spread of disease, infection or parasites between humans and cats and dogs. Suitable isolation facilities (with temperature control so that it can be maintained at a minimum of 15.5°C (60°F)), protective clothing and dedicated equipment must be provided and used at the premises at a minimum physical distance of five metres (three metres for cats) from other livestock. Isolation units must be of the same specification as accommodation units for the occupant as a minimum requirement. For cats one isolation unit per thirty accommodation units is required. For dogs one isolation unit per fifty accommodation units is required. Hands must be washed immediately before and immediately after access to the isolation facilities or handling of any suspected diseased, sick or injured livestock or waste.
28. Individual cats and dogs must be kept separate from other cats and dogs and only those of the same species from the same household may share accommodation and exercise areas of suitable size. Written authorisation from the owner is a requirement before unit sharing is allowed.
29. 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, staff, 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).

30. Cats and dogs must be supplied with adequate amounts of food, drink and bedding materials, appropriate to their needs 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.
31. 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. It is recommended that collars and flea collars are removed from cats whilst boarded to prevent potentially fatal accidents or injury. A dog's collar may be removed whilst the dog is in the accommodation and exercise areas but must be immediately available at the door of the accommodation for use in an emergency. Dogs must wear a collar and tag stating the name and address of the owner while in a public place and must remain on a suitable lead and be kept under control.
32. No cat or dog shall be directly imported except by licensees who have satisfied St Albans District Council to their ability to quarantine or handle consignments of cats and/or dogs under suitable conditions.
33. When receiving cats and dogs, the licensee must make every effort to ensure that they are transported in a suitable manner, a record of the supplier and registration number of vehicles transporting cats and/or dogs must be kept together with details of the origin, destination and duration of the journey.
34. Cats and dogs received or consigned shall be supervised and transported according to the regulations laid down in current legislation; such as the Welfare of Animals (Transport) Order 1997. For air transportation IATA live animals regulations must be followed as a minimum legal standard.
35. 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.
36. 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.

37. The accommodation must be of a secure construction suitable to the species and individuals and must be kept effectively secured at all times. All accommodation and exercise areas must open into a secure area with a double door or corridor system employed to prevent accidental loss or escape of occupants that is fully enclosed. (For cats this must be roofed as well as fully enclosed). 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.
38. No cat or dog may be received unless a member of staff 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 by staff.
39. The licensee must formulate a written training policy for all staff, and will be required to demonstrate that systematic training is carried out.
40. The licensee must provide and display proof of suitable insurance for premises, staff, cats and dogs whilst boarded and public liability.
41. Suitable emergency precautions and written procedures must be displayed in a prominent position and be made known to all staff, including arrangements for the protection and evacuation of members of the public and cats and dogs. The alarm procedure and evacuation plan must be practised at least annually and a responsible person must be appointed to ensure compliance with all procedures and precautions.
42. Entrances and exits must be clear of obstructions at all times and accommodation must be designed and positioned to facilitate the removal of cats and dogs in the case of emergency.
43. 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. Where new buildings are constructed or existing buildings modified the Fire Protection/Prevention Officer must be consulted and written advice received and adhered to on fire prevention requirements and safe storage of inflammable substances. Precautions must also be taken to prevent any accumulation that may present a risk of fire or other hazard.
44. There must be a fit and proper responsible person 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.

45. The licensee, or a designated keyholder, 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. An up to date list of these keyholders and their emergency contact details must be lodged with the local police, fire brigade and with St Albans District Council.
46. The following notice must be displayed at the front of the premises: "In case of an emergency, dial 999". The number of the local police station must also be displayed.
47. 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. Full records must be maintained and kept for the management routine, care and progress of any case admitted into the isolation facilities. All computer records must be backed up on a daily basis and kept available at all times.
48. Dedicated washing and lavatory facilities (including a sink with hot and cold water) must be available for staff, visitors and customers and for washing and disinfecting reusable bedding material.
49. 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 by staff.
50. 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, staff, 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 for each block of accommodation as a minimum requirement.

51. The licensee, staff, business and premises must comply with all relevant current legislation (as amended or modified where applicable) including but not exclusively: Health and Safety at Work etc Act 1974, Electricity at Work Regulations 1989, 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, Council Directive 92/65 EEC –Balai Traded Animals Regulations.
52. 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.