

**ST ALBANS CITY AND DISTRICT COUNCIL LICENCE CONDITIONS**  
**PET ANIMALS ACT 1951**

A licence under the Pet Animals Act 1951 is required for retailers selling pet livestock, wholesalers stocking pet livestock, dealers in pet livestock, livestock importers and exporters, pet auctions, one day sales and any business offering domestic pets for sale. These conditions apply to all buildings and areas to which livestock have access and/or that are used in association with the sale of pet livestock.

1. The licence must be suitably displayed to the public in a prominent position.
2. Livestock must not be sold to any person under the age of 12 years. Livestock must not be sold to any person under the age of 16 years unless that person is accompanied by a parent or legal guardian or provides appropriate written consent. Staff must be satisfied, as far as reasonably possible, that the intention of the customer towards the livestock is consistent with it's wellbeing and they are sufficiently knowledgeable and able to accommodate and care for the livestock appropriately.
3. The premises and accommodation must not be used for the purpose of boarding any livestock that it is not licensed to keep, display or sell. The boarding of cats and dogs is subject to separate licence issued under the Animal Boarding Establishments Act 1963.
4. The business of selling livestock as pets in any part of a street or public place, or at a stall or barrow in a market is an offence and is not permitted.
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. Adequate ventilation must be provided throughout.
6. All internal surfaces used in the construction of ceilings, walls, floor, 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 livestock to walk or run on safely. The use of wood must be avoided on surface structures of accommodation interiors. Junctions between vertical and horizontal sections must be coved or have an appropriate waterproof seal. Fencing must be maintained in a secure and safe condition.

7. Livestock must at all times be kept, displayed or sold 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 the livestock kept, displayed or sold 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 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(s) of each unit is readily available.
9. Sleeping areas (insulated where necessary or desirable), benches, kennels and compartments, cages or tanks must be of sufficient size for the occupant(s). Livestock must be provided with suitable bedding.
10. Livestock must not be kept or displayed outside in unsuitable weather or accommodation and must have appropriate protection for the species or individual.
11. Livestock must not be kept, displayed or sold 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 livestock.
12. Livestock 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.
13. 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.

14. 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 livestock. A sink with hot and cold water must also be provided for the washing of food, equipment and eating and drinking vessels.
15. All waste must be disposed of 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.
16. Water, food or other droppings must be prevented from entering or contaminating the water, food, accommodation and surroundings of livestock. Receptacles for food and drink must be constructed and positioned to minimise contamination and spillage by the occupants of any accommodation.
17. Sufficient additional exercise facilities must be available and used where appropriate to the accommodation and individuals kept, displayed or sold. 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, have sufficient natural and supplementary artificial lighting so that all areas are clearly visible during daylight hours. All runs must have adequate and suitable drainage and be paved or surfaced with other suitable material 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.
18. Water quality testing of tropical, marine and cold water tanks must be carried out at least once a week and a register kept of the results, along with any necessary corrective action taken.
19. A purchase register must be maintained for all livestock showing the name, address and telephone number of the supplier, details of any identification, description (colour, breed, age and gender), date of arrival, details of vaccination and any special welfare or nutritional requirements. This register must be available to staff at all times and kept available for a minimum period of twenty-four months.

20. A sales register must be maintained for: puppies, kittens, psittacines, species contained in the Schedule to the Dangerous Wild Animals Act 1976 (as modified) showing the name, address and telephone number of the supplier, details of any identification, description (colour, breed, age and gender), date of sale, details of vaccination and any special welfare or nutritional requirements, name, address and telephone number of the purchaser for emergency contact and the status of the purchaser (private owner, pet shop, breeder etc).
21. The maximum numbers and types of livestock licensed to be kept, displayed or sold at the licensed premises are governed by the accommodation and stocking densities agreed must not be exceeded. No livestock other than that specified on the licence may be kept, displayed or sold except for live foods.
22. All livestock must be housed in accommodation which allows individuals free and natural movement, including climbing and swinging, meets all requirements in this Licence and should be provided with appropriate accessories offering behavioural opportunities.
23. All livestock must be handled appropriately using any necessary equipment (ie nets) to ensure the safety and welfare of the livestock and to minimise any stress to the individual.
24. Birds must be housed in accommodation and numbers that allows individuals to enjoy sufficient space for natural free and full wing stretching and be provided with perches and feeding and watering points to prevent plumage (including long tails) being fouled or damaged.
25. Perches must be provided in sufficient numbers and at intervals and heights to allow the birds to rest their heads without touching the top or their tails touching the bottom of the cage.
26. Livestock kept, displayed or sold must be in good health and free from injury, disease or parasitic infestation so far as can be reasonably determined without veterinary inspection and must be allowed a suitable acclimatisation period before being displayed or sold.
27. A fully stocked first aid kit suitable for use on humans and a separate one for use on livestock 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.

28. Any diseased, sick or injured livestock must receive immediate appropriate care and treatment administered by a suitably qualified and competent person as advised by a veterinary surgeon. Any livestock with an abnormality that may materially affect its quality of life must not be offered for sale. To prevent unnecessary suffering care and treatment may include euthanasia in a humane and effective manner administered by an authorised person.
29. Livestock 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.
30. No livestock 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 livestock. 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. Isolation units must be of the same specification as accommodation units for the occupant as a minimum requirement. For fish In-line UV treatment or other sterilising devices are acceptable as a means of isolation for individual tanks in multi-tank systems provided that they are of a proper size and maintained in accordance with manufacturers' recommendations.
31. 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.
32. Individual litters of livestock must be kept separate from other litters and only those of the same species may share accommodation and exercise areas of suitable size.
33. 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, excluding livestock kept, displayed or sold (or live foods which must be kept in appropriate secure accommodation or containers to prevent escape or contamination). Livestock, 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).

34. Livestock 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 livestock 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.
35. Livestock must be attended to at regular intervals (at least daily and every four hours between 8am and 6pm for cats/kittens and dogs/puppies) 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 livestock.
36. No livestock shall be directly imported except by licensees who have satisfied St Albans District Council to their ability to quarantine or handle consignments of livestock under suitable conditions.
37. When receiving livestock, 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 livestock must be kept together with details of the origin, destination and duration of the journey.
38. Livestock 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.
39. Livestock must be transported and handed to customers in suitable containers and must not be transported in a way which causes or is likely to cause injury or unnecessary suffering to the livestock. Sufficient and suitable food, drink and bedding must be supplied and livestock must receive adequate care and exercise for their species and individuals.
40. No mammal shall be kept, displayed or sold unweaned or, if weaned, at an age at which it should not have been weaned. Non-mammals must be capable of feeding themselves.

41. 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 fully enclosed. (Depending on the livestock this may need to be fully 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.
42. When livestock contained in the Schedule to the Dangerous Wild Animals Act 1976 (as amended) is kept, displayed or sold the accommodation (including vivariums) and exercise areas must be of a secure construction suitable to the species and individuals that is kept locked at all times and a suitable wire mesh, glass or plastic safety barrier must be incorporated into the accommodation.
43. Licensees selling livestock contained in the Schedule to the Dangerous Wild Animals Act 1976 (as amended) must inspect the purchaser's licence to keep such livestock and inform the issuing Local Authority of the details of the purchase.
44. Customers must be given proper advice on the care of the livestock and the upkeep, care and use of any accessories. Pet care leaflets, diet sheets and any necessary instructions must be issued to customers free of charge at the time of purchase. This is in addition to any offer to purchase any equipment, accessories, pet care books or leaflets.
45. No livestock may be kept, displayed or sold 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.
46. In respect of new applications (not renewals), at least one member of staff working at the licensed premises must hold the City and Guilds Pet Store Management Certificate, or similar qualification, or must be in the course of training, and obtain the qualification with two years of the licence being granted.
47. The licensee must formulate a written training policy for all staff, and will be required to demonstrate that systematic training is carried out.
48. The licensee must provide and display proof of suitable insurance for premises, staff and public liability.

49. 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 livestock. 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.
50. Entrances and exits must be clear of obstructions at all times and accommodation must be designed and positioned to facilitate the removal of livestock in the case of emergency (aquariums and ponds excepted).
51. Suitable fire fighting equipment (including appropriate extinguishers) and 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.
52. 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 livestock 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.
53. The following notice must be displayed at the front of the shop: "In case of an emergency, dial 999". The number of the local police station must also be displayed.
54. 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.
55. 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.

56. Suitable protective clothing, equipment (including padded nets for birds, nets for fish and other catching devices as appropriate for the individual livestock) and COSHH assessments for all substances used must be provided and used by staff.
57. All electrical installations, heating appliances, lighting and other appliances and equipment must be maintained in a safe condition by a suitably qualified person and be of such construction so as not to constitute a risk of fire or other hazard which could endanger the health or well-being of the livestock, staff, visitors or customers. Livestock 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 livestock, visitors and customers. Residual current circuit breakers must be installed for each block of accommodation as a minimum requirement.
58. 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. Wildlife and Countryside Act 1981.