

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: 31 OCTOBER 2013
title: APPROVAL OF MODEL LICENCE CONDITIONS FOR DOG DAY CARE FACILITIES
submitted by: CHIEF EXECUTIVE
principal author: JAMES RUSSELL – HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To consider and approve model licence conditions for kennel operators providing dog day care facilities.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – To help make people's lives safer and healthier and to protect and enhance the existing environmental quality of the area.
- Community Objectives – To support health, environmental, economic and social wellbeing of people who live, work and visit Ribble Valley.
- Corporate Priorities – To enable the delivery of effective and efficient services.
- Other Considerations – None.

2 BACKGROUND

2.1 Businesses providing boarding for dogs are required to be licensed under the provisions of the Animal Boarding Establishments Act 1963 (As amended). National advice from LACORS dated 23 January 2007, issued to licensing authorities, confirmed that facilities that provide boarding for short periods of time as the 'primary function' require an appropriate licence.

2.2 This Council approved the 'revised and updated' national model conditions for boarding kennels and catteries in July 1996.

3 ISSUES

3.1 Earlier this year, the Council was approached, for the first time by a local operator wishing to open a dog 'day care' facility, commonly referred to as a dog 'creche'. It was recognised that the current model conditions were not entirely relevant and applicable to day care facilities.

3.2 As such enquiries were made with the Chartered Institute of Environmental Health who advised they are aware of the growing number of these facilities but there are no model standards available or proposed in the near future.

3.3 Enquiries were then subsequently made with neighbouring Lancashire authorities and copies of adopted model standards were obtained from South Ribble and Preston. Both authorities had used their standards for several years without experiencing problems.

- 3.4 As such these standards, differing slightly, have been used in conjunction with the existing model standards to formulate the proposed model conditions attached as the appendix to this report. The conditions have been accepted as reasonable and appropriate by the operator concerned.
- 3.5 To enable the operator to commence trading, a licence was issued with the caveat that the model conditions being applied, were subject to subsequent consideration and approval by this committee.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – The report has no financial implications.
- Technical, Environmental and Legal – The adoption of suitable model conditions is fundamental to an effective licensing function.
- Political – The adoption of these model standards reflects the Councils ongoing commitment to applying suitable standards to protect the health, welfare and well-being of animals in premises for which they are the licensing authority.
- Reputation - The adoption of these model standards enables the effective licensing of this type of operation within the Borough.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Approve the attached model conditions, in relation to the licensing of dog day care (crèche) facilities within Ribble Valley, under the provisions of The Animal Boarding Establishments Act 1963.

JAMES RUSSELL
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

1. Animal Boarding Establishment Act 1963 (As amended).
2. LACORS 'Advice on Day Boarding of Animals - issued 23/01/2007

For further information please ask for James Russell, extension 4466.



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

ANIMAL BOARDING ESTABLISHMENT 1963

DOG DAY CARE MODEL CONDITIONS

- 1 These licence conditions apply to the use of a premises that is used as a business for the boarding of dogs for day care purposes.
- 2 These licence conditions relate to the boarding of dogs within bespoke purpose built premises as a day care facility and are not applicable to home boarders in a domestic dwelling.

LICENCE DISPLAY

- 3 A copy of the licence and its conditions must be clearly displayed in a prominent position in, on or near the entrance to the boarding establishment.

GENERAL

- 4 Customers must be made aware that dogs at the establishment will be free to mix and socialise with other dogs and consequently may be at risk of injury or infectious disease.
- 5 The local authority must be satisfied that the licensee is not disqualified from keeping animals, under any relevant legislation.
- 6 The licensee must conduct the business, to the satisfaction of the authority, in such a way as to prevent insect, odour and/or nuisance to neighbouring premises.
- 7 The licensee must take all reasonable steps to ensure that any dog boarded on the premises will not represent a risk to the safety of any person being a member of the public and/or working and visiting at the premises, or in neighbouring premises.
- 8 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.

CONSTRUCTION

- 9 The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the licensing officer of the local authority.
- 10 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (eg Wolf Hybrids) are not to be accepted for home boarding.

- 11 Entire males and bitches in season, or bitches due to be in season, must not be boarded together or with other dogs. Puppies under 6 months of age must not be boarded with other dogs.
- 12 Dogs must not be boarded overnight at the premises.
- 13 Should it become apparent to the licensee or person supervising the premises that a boarded dog represents a potential danger to any person working at the premises, or in neighbouring premises, that dog (unless it can be returned to the owner) must be transferred to a licensed boarding kennels with such suitable facilities as soon as practicable.
- 14 All dog faeces and other waste must be cleared up as soon as reasonable practicable and transferred to a suitable hygienic container, lined with a plastic sack, prior to disposal in accordance with current regulations and good waste management practice.
- 15 Dogs must not be kept solely inside kennelling compartments within the premises or outside the premises, except with the written consent of the dog owner.
- 16 No dog designated under section 1 of the Dangerous Dogs Act 1991 is permitted to be accepted for boarding.
- 17 Fencing materials must be secure and safe.
- 18 Kennelling compartments must be so insulated or sited so as to prevent extremes of temperature.
- 19 The construction of the kennelling and premises must be such that security of the dog is ensured.
- 20 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.

WALLS AND PARTITIONS

- 21 The walls with which dogs may come into contact must be of smooth impervious materials, capable of being readily cleansed. Where concrete or other building blocks or bricks are used in such walls, they must be sealed to as to be smooth and impervious, and resealed as necessary.
- 22 Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, all joints must be sealed.
- 23 Partition walls between kennels must be of solid construction.

FLOORS

- 24 Floors of all buildings, individual exercise areas and kennelling compartments must be of smooth, impervious materials, capable of being easily cleansed and in new buildings, must incorporate a damp proof membrane.

CEILINGS

- 25 Ceilings must be capable of being easily cleansed and disinfected.

DOORS

- 26 Kennel doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
- 27 Where metal bars and frames are used, they must be of suitable gauge (approximately 10-14) with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury to the dog.
- 28 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.

WINDOWS

- 29 All windows which pose a security risk must be escape proof at all times.

DRAINAGE

- 30 The establishment must be connected to mains drainage or an approved, localised sewage disposal system.

LIGHTING

- 31 Natural and artificial lighting of rooms must be sufficient to allow the proper use and cleaning of them.

VENTILATION

- 32 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts.

MAINTENANCE

- 33 The premises must be maintained in good repair.

NUMBER OF ANIMALS

Number of Dogs Permitted

- 34 The maximum number of dogs to be kept at any one time is **to be determined by the local authority.**
- 35 Each dog must be provided with a separate compartment except that dogs from the same household may share a compartment of adequate size with the written consent of the dogs' owner.
- 36 No animals other than dogs are to be boarded within the licensed facilities without the written approval of the local authority.

Unit Size, Layout and Exercise Facilities

- 37 Dogs must be in dog compartments appropriate to their size and weight as specified by the manufacturer.
- 38 Suitable bedding equipment must be provided which allows the dog to be comfortable and which is capable of being easily and adequately cleaned and sanitised. Such equipment must be sited out of draughts. All bedding material must be maintained in a clean, parasite free and dry condition.
- 39 Dogs must be exercised according to their needs.
- 40 The number of dogs being exercised at any one time shall not exceed the maximum specified by public liability insurance and shall be reduced accordingly to ensure full control, care and custody of the animal by handlers.
- 41 All dogs exercised on a highway or footpath must be kept on a lead.
- 42 Kennel compartments and exercise areas must open onto the secure corridors or other secure areas so that dogs are not able to escape from the premises.
- 43 Exercise areas must not be used as bedding areas.

SECURITY

- 44 The premises must have adequate arrangements and be adequately secure to prevent the escape of the dogs.
- 45 All dogs boarded at the premises must be fitted with a tag identifying the licence holder and their address on their arrival at the premises.
- 46 Dogs must never be left outside, unattended and in inclement weather.

MANAGEMENT

Training

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

Temperature in Kennels

- 48 Heating facilities must be available to the kennel compartments and used according to the requirements of the individual dog.
- 49 There must be some part of the dog's sleeping area where the dog is able to enjoy a temperature of at least 10°C (50°F).

Cleanliness

- 50 All kennels, corridors, common areas, kitchens etc, but 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.

- 51 All excreta and soiled material must be removed from all areas used by dogs as soon as practicable.
- 52 All bedding areas must be kept clean and dry.
- 53 Each kennel must be thoroughly cleansed, disinfected using a parvocidal disinfectant and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.
- 54 Facilities must be provided for the proper reception, storage and disposal of all waste. Measures must be taken to minimise the risk of rodent, insects and other pests within the premises.

Food and Water Supplies

- 55 All dogs must be supplied with adequate and suitable food as necessary. Wholesome water must be available at all times and changed regularly.
- 56 Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must be maintained in a clean condition.
- 57 Separate feeding of dogs to minimise the likelihood of dispute and aggression.
- 58 Eating vessels must be cleansed after each meal.
- 59 Drinking vessels must be cleansed at least once a day.

Kitchen Facilities

- 60 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.
- 61 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.
- 62 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash-hand basin with hot and cold water must also be provided for staff use.
- 63 Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

Disease Control and Vaccination

- 64 Adequate precautions must be taken to prevent and control the spread of infectious and contagious diseases and parasites amongst dogs, staff and visitors.
- 65 Proof must be provided and maintained that dogs boarded have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagiae*) 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

manufacturers' instructions. A record that this proof has been supplied must be kept on site throughout the period that the dog is boarded. All dogs must have been treated.

- 66 If a dog develops an infectious disease during its stay at the day care establishment, the premises must undergo a reasonable quarantine period, as specified by an authorised veterinary surgeon, before any new boarders are accepted at the premises.
- 67 All dogs must have been treated for fleas by their owners, external parasites and worms. All dogs should be treated regularly and in all cases the information recorded.
- 68 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.
- 69 A well stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 70 A suitable range of muzzles of varying sizes and a suitable dog catching device, must be kept on site.

Isolation

- 71 Isolation facilities must be provided and must be in compliance with the other boarding requirements but must be separate and physically isolated from the main kennels. This must be approximately 5m (15ft). (See also temperature control.)
- 72 Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels, must be provided.
- 73 Hands must be washed after leaving the isolation facilities before handling other dogs.

Register

- 74 A register must be kept of all dogs boarded. The information kept must include the following:
- name of dog, any identification system such as microchip, number or tattoo;
 - description, breed, age and gender of dog;
 - name, address and telephone number of owner or keeper;
 - name, address and telephone number of person to contact in emergency;
 - name, address and telephone number of dog's veterinary surgeon;
 - health, welfare and nutrition requirements;
 - details of vaccination and worming and flea treatments;
 - date of last season for bitches.
- 75 The register must be kept available for a minimum of 24 months and kept in such a manner as to allow an authorised officer ready access to such information.
- 76 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.

- 77 The licensee or other competent, fit and proper person must always be present to supervise and deal with emergencies whenever dogs are on the premises.

Identification of Kennelling Compartments

- 78 Each compartment must be clearly marked (eg numbered), and a system in place which ensures that relevant information about the dog in that kennel is readily available.

Supervision

- 79 The licensee or another competent, fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.
- 80 The licensee must ensure that all staff receive training to a competent level.
- 81 No children under 16 shall be left unsupervised with boarded dogs.
- 82 Dogs must not be left unattended on the premises for their health, safety and welfare.
- 83 The licensing officer and/or dog warden at the Council must be informed immediately if a dog is lost whilst boarded at the premises.

Fire Precautions

- 84 Appropriate arrangements must be prepared for the protection of the dogs in case of fire or other emergencies.
- 85 A proper Emergency Evacuation Plan and Fire Warning Procedure must be drawn up and posted on the premises. This must include instructions to where dogs are to be evacuated to in the event of a fire or other emergency.
- 86 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer. An all-purpose fire extinguisher must be provided.
- 87 All electrical installations and appliances must be maintained in a safe condition. There must be a suitable residual current circuit breaker system.
- 88 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.
- 89 Precautions must be taken to prevent any accumulation which may present a risk of fire.
- 90 There must be adequate means of raising an alarm in the event of fire or other emergency.
- 91 The licensee must have access to a veterinary practice that can provide an emergency service if required when the dog's normal vet is unavailable.
- 92 Any boarded dog that has died on the premises must be referred to a veterinary surgeon and the licensing officer of the local authority must be informed.

Transportation

- 93 All vehicles used to transport dogs must be designed and maintained so that they are easily cleansable and not cause injury to the dogs transported.
- 94 There shall be no projections liable to cause injury.
- 95 Any fouling or urination which occurs in the vehicle must be removed as soon as possible and the vehicle thoroughly cleaned and disinfected at the earliest opportunity.