

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 5

meeting date: THURSDAY, 23 MARCH 2017
title: ANIMAL WELFARE ENFORCEMENT POLICY AND LICENCE CONDITIONS
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: HEATHER COAR – HEAD OF ENVIRONMENTAL SERVICES

1 PURPOSE

1.1 To report to Members the result of consultation in respect of the Animal Welfare Enforcement Policy and revised Licence Conditions.

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 our area.
- Community Objectives – To promote healthier environment and lifestyle.
- Corporate Priorities – To enable the delivery of effective and efficient services.
- Other Considerations – None.

2 BACKGROUND

2.1 Any person who keeps a:

- a) riding establishment;
- b) dog breeding establishment;
- c) boarding establishment for cats or dogs;
- d) pet shop;
- e) dangerous wild animal; or
- f) an establishment where wild animals are exhibited to the public

shall only do so if licensed by the Local Authority and operates in compliance with conditions attached to any licence. The Local Authority has a duty to licence such premises.

3 ISSUES

3.1 The Chartered Institute of Environmental Health has published new Model Conditions and Guidance for cat boarding premises. These have been reviewed and the draft Licence Conditions modified in the light of this new guidance. No changes have been made to the existing Riding Establishment Licence Conditions. The Dog Boarding Establishment Licence Conditions has been reviewed as the CIEH have published new conditions.

3.2 Due to the changes in model conditions an Enforcement Policy was drafted to ensure consistency across the department. The licensing conditions can be seen on our website or in a paper form should Members wish to see them.

4 RISK ASSESSMENT

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

- Resources – None.
- Technical, Environmental and Legal – The adoption of suitable model conditions is fundamental to an efficient licensing function.
- Political – The adoption of the Policy reflects the Council’s ongoing commitment to applying suitable standards to protect the health, welfare and wellbeing of animals.
- Reputation – The adoption of the enforcement and standards enable the effective licensing of this type of operation within the borough.
- Equality & Diversity – None.

5 RECOMMENDED THAT COMMITTEE

5.1 Approve the Animal Welfare Enforcement Policy.

5.2 Approve the revised Licence Conditions for:

- Dog Breeding Establishments;
- Cat Boarding Establishments;
- Home Boarding Establishments; and
- Pet Shops.

HEATHER COAR
HEAD OF ENVIRONMENTAL SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

None.

For further information please ask for Heather Coar, extension 4466.

REF: HC/CMS/H&H/230317



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

ANIMAL WELFARE ENFORCEMENT POLICY

1 Introduction

1.1 Ribble Valley Borough Council is an enforcement authority in relation to Animal Welfare. Responsibility for enforcement of animal welfare legislation has been delegated to the Environmental Health Service and the duties and powers are contained in the following legislation:

- Animal Welfare Act 2006.
- Breeding of Dogs Act 1973.
- Breeding and Sales of Dogs (Welfare) Act 1999.
- Riding Establishments 1976.
- Pet Animal Act 1951.
- Zoo Licensing Act 1981.
- Animal Boarding Establishments 1963.

1.2 In exercising its duties and powers, the Environmental Health Service will enforce all of the above legislation and will do so in a firm, fair, open, consistent and helpful way in line with the principles of the Regulator's Code and the Code for Crown Prosecutors.

1.3 This policy applies to all aspects of the Animal Welfare licensing service within the boundaries of Ribble Valley Borough Council.

2 Relevant Documents

2.1 In addition to the above primary legislation and its associated secondary legislation, the service will have regard to the following guidance produced externally but relevant to the enforcement activity:

- CIEH Model Licence Conditions and Guidance for Dog Boarding Establishments 2016.
- CIEH Model Licence Conditions and Guidance for Cat Boarding Establishments 2013.
- CIEH Model Licence Conditions and Guidance for Home Boarding Establishments – 2005 and 2009.
- The Pet Animals Act 1951: Model Standards for Pet Shop Licence Conditions – LGA 1998.
- CIEH Model Licence Conditions for Pet Vending Licensing – September 2013.
- CIEH Model Licence Conditions and Guidance for Dog Breeding Establishments – January 2014.
- A Guide to Veterinary Inspectors Concerned with Inspections under the Dangerous Wild Animals Act 1973 – BVA 1990.
- Guidance for Local Authorities and their Riding Establishments Inspectors – RVCS and BVA June 2004.
- Secretary of State's Standard of Modern Zoo Practice – March 2012.
- DEFRA Codes of Practice for Welfare of Dogs, Cats and Horses – 2011.
- Zoo Licensing Act 1981.

3 Responsibility

3.1 All authorised officers are responsible for compliance with this policy in relation to the

use of their enforcement powers.

4 The Animal Welfare Enforcement Policy Statement

4.1 The policy of Ribble Valley Borough Council is to take all necessary steps to ensure that all establishments that require a licence are licensed and the five principles of animal welfare are promoted as follows:

- Freedom from thirst, hunger and malnutrition.
- Freedom from discomfort.
- Freedom from pain, injury or disease.
- Freedom to express normal behaviour.
- Freedom from fear and distress.

4.2 In order to implement this Policy, the Environmental Health Service will ensure that Authorised Officers, who enforce the legislation, are adequately trained and experienced. They will liaise with all relevant bodies to help ensure the efficient enforcement of the animal welfare legislation. Where appropriate, the Service will also call upon the expertise of others to assist the process.

4.3 The Environmental Health Service will:-

- a) produce, apply and regularly review conditions attached to licences issued by the Council to provide adequate protection to animals and promote their welfare;
- b) prepare and distribute to all involved, material explaining the provisions of the law and licence conditions so as to promote a better understanding of the law and greater compliance with the various statutes;
- c) inspect premises and carry out such enquiries as required prior to their licence applications being determined to ensure they will comply with the licence conditions;
- d) carry out investigations into allegations of non-compliance with animal welfare legislation and licence conditions;
- e) regularly review the District to determine whether premises or businesses exist which ought to be licensed but which are not.

5 Authorisations and Delegations

5.1 Decisions about Animal Welfare enforcement are delegated to officers of the Council as follows:-

5.1.1 Head of Environmental Health Services

- Appointment and/or authorisation of officers to exercise statutory functions and exercise of the powers of entry.
- Exercise of powers in default and recovery of expenses.

- In consultation with the Council's Legal Officer, consider the institution of legal proceedings and approval and amendment of any licence.

5.1.2 Council's Legal Officer

To institute legal proceedings on behalf of the Council in respect of offences against any legislation, including byelaws, which the Council is authorised to enforce.

5.1.3 Authorised Officers

All Environmental Health Officers and Technical Officers who are suitably qualified and experienced are empowered to inspect premises and activities and issue licences.

5.2 Powers of Entry - all Environmental Health Officers and Technical Officers who are suitably qualified and experienced are authorised to exercise the powers contained in their authorisations and will carry identification documents.

5.3 Where differences in application of legislation are not resolved between the Authorised Officer and the regulated entity, it will be the responsibility of the Senior EHO to resolve the matter. In the event of failure to resolve the difference, the matter will be referred to the Head of Environmental Health Services.

5.4 Where a licence application is likely to be refused the matter will be referred to the Council's Licensing Committee for a decision in accordance with the Council's constitution.

5.5 Where rights of appeal are specified in legislation, these will be clearly set out in writing at the time the formal documents are served.

6 Licensing of Animal Welfare Premises

6.1 All premises within the scope of this Policy and subject to the legislation listed in paragraph 1.1 above, must be licensed at all times during which the relevant business is in operation. For premises to be licensed, the relevant licence conditions must be complied with, or an agreed written programme of improvements must be in place and be in the process of implementation, and all relevant licence fees must have been paid. Any additional charges for reimbursement of veterinary or other expert services must be paid and will be pursued as a civil debt in the event of non-payment.

6.2 An inspection programme will be devised and implemented on the basis of the risk inherent to the type of business or type of animals' involved, previous history and level of compliance with existing requirements and perception of management ability to maintain standards in the future. In addition, the programme will be based on inspection requirements and periods set in specific legislation.

6.3 All requests for investigation of unsatisfactory situations will be assessed and a decision made on the extent of the investigation according to the information available or ascertainable.

7 The Enforcement Options

7.1 After having due regard to all relevant information and evidence, the following enforcement options will be considered:

- a) To take no action.
- b) To take informal action.
- c) To take statutory action.
- d) To recommend refusal of a licence.
- e) To recommend revocation of a licence.
- f) To withdraw a licence.
- g) To apply additional conditions to a licence.
- h) To seize animals or arrange for their disposal.
- i) To prosecute.

8 No Action

8.1 This course of action is only considered appropriate where, in the officer's opinion, all relevant statutes and guidelines are satisfactorily complied with.

9 Informal Action

9.1 Informal action is action which will, in the officer's opinion, secure compliance with legislation by offering advice, issuing verbal warnings, and the issue of letters.

9.2 Officers may recommend informal action where:

- a) The previous record of the premises is such that it would be reasonable to expect compliance when informal action is taken.
- b) Confidence in the premises management is high.
- c) The action is part of an ongoing project to improve standards.

9.3 At the conclusion of every visit or investigation the officer will discuss the result of the visit or investigation with the person in control of the premises and issue a report.

9.4 When taking informal action the officer will:

- a) Give all the necessary information to enable all relevant person(s) to understand what is required to remedy the situation and why the action is necessary.
- b) Indicate that any other means that achieve the objectives of compliance will be equally acceptable.
- c) Clearly differentiate between legal requirements and recommendations of good practice.
- d) Arrange to carry out follow-up visits where revisits are necessary to confirm compliance. The timing of these visits will be determined by the significance of the breaches and should, wherever possible, be carried out by the original inspecting officer.

9.5 After investigation of allegations found to be unsubstantiated or anonymous complaints where corroborating evidence is not obtained by the Investigating Officer, no further

action will generally be taken. However, the allegation or complaint will remain on the premises file for 3 years.

10 Statutory Action

10.1 Where there is a contravention of a statutory provision or licence condition, and the Officer is satisfied that the remedy of that unsatisfactory situation is unlikely to be achieved by informal means, or there is potential danger to human health, a formal notice will be produced. This will specify the work to be done or the situation to be remedied, stating a timescale for its completion. The contents of this notice and associated timescales will be discussed with the person responsible before the notice is produced.

11 Refusal or revocation of a licence

11.1 The power to refuse or revoke a licence lies with the Council's Licensing Committee. The criteria used for considering this action are where:-

- 1) the licence and/or the premises do/does not meet or cannot meet the conditions and they have been given adequate time to take action;
- 2) a veterinary surgeon has recommended refusal;
- 3) planning permission has not been granted or has been refused;
- 4) legal action is being taken or considered;
- 5) the person has been previously disqualified under any of the Acts listed in paragraph 1.1 above.

12 Prosecution

12.1 The decision to prosecute is a serious matter and will only be considered after consultation with the Head of Environmental Health Services. The case and the available evidence would be discussed with the Council's Legal Officer prior to any decision regarding the institution of legal proceedings

12.2 The relevant criteria to be considered by officers when prosecution is being contemplated are detailed in the Environmental Health Enforcement Policy.

12.3 Before a prosecution proceeds, the Head of Environmental Services must be satisfied (by the authorised officer) that there is relevant, admissible, substantiated and reliable evidence that the offence has been committed by an identifiable body.

12.4 There must be a realistic prospect of conviction.

12.5 The current Code for Crown Prosecutors issued by the Crown Prosecution Service and the relevant Codes of Practice must be followed.

12.6 In addition to being satisfied that there is sufficient evidence a positive decision must be made by the officer.

12.7 The decision to prosecute will be based upon fact and fairness and not upon arbitrary rules not embodied in this policy or the Environmental Health Enforcement Policy.

12.8 Prosecution will invariably follow any instances of obstruction of an Officer in the course of their duties.

12.9 Powers exist in the legislation, following a successful prosecution, to ask the Court to disqualify a convicted person from having a licence of any sort. The Court may also cancel a licence and disqualify persons from keeping certain animals.

13 Seizure of animals

13.1 Under section 4 of the Dangerous Wild Animals Act 1976, the Local Authority has the power to seize and dispose of animals without compensation where a person is keeping a dangerous wild animal without a licence or does not comply with licence conditions. In addition the Local Authority may recover all the costs incurred in this activity.

14 Works in Default

14.1 Powers exist in the Zoo Licensing Act 1991 to enable the Local Authority to make arrangements for the welfare of animals at a closed zoo and for the disposal of animals.



ANIMAL BOARDING ESTABLISHMENTS ACT 1963

LICENCE CONDITIONS FOR HOME BOARDING (DOGS)

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 The council reserves the right to contact immediate ne properties when considering re-licensing of premises.
- 1.3 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.
- 1.4 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. Certificates of insurance shall be displayed in a prominent position with this operating licence. Proof of such must be provided with any application.
- 1.5 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 1.6 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (eg Wolf Hybrids) are not to be accepted for home boarding.
- 1.7 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 and the number of dogs from different households to be boarded will be dependent on the size of the

premises and outside area. Consideration will also be given to the expertise of the licensee and the initial decision on numbers will be made at the initial inspection. The maximum number of dogs is **(number to be inserted)** from **(number to be inserted)** households.

- 3.2 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.
- 3.3 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.
- 3.4 Puppies under 6 months of age may be boarded providing they are suitably vaccinated and difficulties have not been identified during a trial socialisation period.

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 to by the owner.
- 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 Transport

- 5.1 All vehicles used to transport dogs shall be designed and maintained so that they are easily cleansable and not cause injury to the dogs transported.
- 5.2 There shall be no projections liable to cause injury.
- 5.3 Any fouling or urination which occurs in the vehicle shall be removed as soon as possible and the vehicle thoroughly cleaned and disinfected at the earliest opportunity and before use for the next boarding dog.

6 Management

6.1 Training

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

6.2 Cleanliness

- 6.2.1 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.

6.2.2 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.

6.2.3 All bedding areas must be kept clean and dry.

6.2.4 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.

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

6.3 Food and Water Supplies

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

6.3.2 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.

6.3.3 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.

6.3.4 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.

6.4 Kitchen Facilities

6.4.1 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.

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

6.5 Disease Control and Vaccination

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

6.5.2 All dogs shall have been treated by their owners for fleas, external parasites and worms. All dogs shall be treated regularly in accordance with manufacturer instructions and in all cases the information be recorded.

- 6.5.3 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.
- 6.4.4 If a dog develops an infectious disease during its stay at the day care establishment, the premises shall undergo a reasonable quarantine period, as specified by an authorized veterinary surgeon, before any new boarders are accepted at the premises.
- 6.4.5 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.
- 6.4.6 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 6.4.7 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.
- 6.4.8 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.
- 6.4.9 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.
- 6.4.10 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

A suitable range of muzzles of varying size and a suitable dog catching device shall be kept on site.

6.5 Isolation and Contagious Disease Outbreak

- 6.5.1 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.
- 6.5.2 The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.
- 6.5.3 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.
- 6.5.4 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.

6.5.5 Hands shall be washed after leaving the isolation facilities before handling other dogs.

6.6 Register

6.6.1 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.

6.6.2 Such a register is to be available for inspection at all times by an officer of Licensing Authority, veterinary surgeon.

6.6.3 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.

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

6.6.5 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.

6.7 Supervision

6.7.1 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.

6.7.2 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.

6.7.3 No home where there are children under 5 years of age will be licensed.

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

6.7.5 The occupier of the property shall be aware of the location of the dogs in the property at all times.

6.8 Exercise

6.8.1 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.

- 6.8.2 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.
- 6.8.3 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.
- 6.8.4 If there is a pond, it must be brought to the attention of the owner and suitably protected to prevent access by boarded dogs.
- 6.8.5 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.
- 6.8.6 The Licensing Authority must be informed on the next working day if a dog is lost.
- 6.8.7 Dogs shall never be left outside unattended.
- 6.8.8 The Licensing Authority shall be informed in the event a boarded dog is lost. If out of office hours the lost dog should be reported on 01200 444448.

6.9 Fire/Emergency Precautions

- 6.9.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 6.9.2 The occupier of the property must be aware of the location of the dogs in the property at all times.
- 6.9.3 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.
- 6.9.4 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.
- 6.9.5 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.
- 6.9.6 All doors to rooms must be kept shut at night.
- 6.9.7 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.

- 6.9.8 Suitable and sufficient heating and ventilation shall be provide to maintain an ambient temperature of between 10oC (50°F) and 26°C at all times. The sources of heating shall be so protected so as not to present risk of 'fire/burns'. Any freestanding appliances shall be kept in a safe, secure manner and shall not be capable of being knocked over by boarded dogs. There must be no use of freestanding gas or oil appliances.
- 6.9.9 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.

Additional conditions may be added as appropriate in line with the views of the licensing officer, council licensing policy, and veterinary advice.



DOG BREEDING ESTABLISHMENTS LICENCE CONDITIONS

ACCOMMODATION

The following definitions are provided for the purposes of inspection:

Kennel – this is the physical structure and area that consists of an indoor sleeping area and outdoor run

Run – A run is defined as an area attached to and with direct and permanent access from a kennel

Outdoor exercise area – a separate area from the kennel itself where dogs may, for example, exercise, play, interact with other dogs and people

Crate – a safe, secure area that a dog can go into for short periods of time. Usually consists of a wire frame with a removable tray in the base for bedding, but can also be plastic, or fabric. Uses include security, transportation or following veterinary advice. NB: this should only be a temporary enclosure for a dog and only where the dog is habituated to it

1 Introduction

1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or are used in association with the breeding of dogs

2 Licence Display

2.1 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.

3 Construction

3.1 General

3.1.1 The establishment must, at all times, be laid out and operated in accordance with the approved plan, to be attached to the licence. Before carrying out any alterations, plans should be submitted to and approved by the licensing officer of Ribble Valley Borough Council.

3.1.2 Dogs must at all times be kept in accommodation suitable as respects construction, size of quarters, numbers of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness; Breeding and Sale of Dogs Act 1973 S.1(4)(a).

- 3.1.3 Dogs kept in domestic premises must have free access to more than one room and every dog must be provided with continual access to a comfortable, dry, draught-free, clean and quiet place **to rest**.
- 3.1.4 Dog crates, where used (and whilst not acceptable as permanent housing) must be of sufficient size to allow each dog to be able to sit and stand at full height, step forward, turn around, stretch and lie down in a natural position and wag its tail without touching the sides of the crate and to lie down without touching another individual.
- 3.2 Kennel Construction
- 3.2.1 Where kennels are provided within converted outbuildings, consideration must be given to cleaning, wildlife access, vermin control, natural lighting and ventilation.
- 3.2.2 All internal surfaces used in the construction of walls, floors, ceilings, partitions, doors and door frames must be durable, smooth and impervious, easily cleaned and disinfected. Kennels must be free from hazards and there must be no projections or rough edges liable to cause injury.
- 3.2.3 Sleeping areas of kennels must be insulated so as to prevent extremes of temperature.
- 3.3 Security
- 3.3.1 The construction must be such that the security of the dog is ensured.
- 3.3.2 Fencing material must be safe and secure.
- 3.4 Walls and Partitions
- 3.4.1 Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleaned and disinfected.
- 3.5 Floors
- 3.5.1 Flooring must be of a non-slip, urine-resistant material. It must be laid in a way and at a fall that avoids the pooling of liquids. Slatted or wire mesh floors must not be used.
- 3.5.2 Floors of all buildings, individual exercise areas and kennels must be of smooth, impervious materials, capable of being easily cleaned and disinfected while providing sufficient grip for the animal to walk or run without sustaining injury.
- 3.6 Ceilings
- 3.6.1 Ceilings must be capable of being cleaned and disinfected.
- 3.7 Doors
- 3.7.1 Kennel doors must be strong enough to resist impact and scratching and must be capable of being effectively secured.

3.8 Guidance

3.8.1 Where metal bars and frames are used, they should be of suitable gauge with spacing adequate to prevent dogs and puppies escaping or becoming entrapped.

3.9 Windows

3.9.2 Windows must not pose a security risk and must be escape proof for the protection of the dog as well as the public.

3.10 Drainage

3.10.1 The establishment must be connected to mains drainage or an approved sewerage disposal system. (See Environmental Protection under Other Relevant Legislation)

3.11 Lighting

3.11.1 During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible.

3.11.2 Lighting must be of sufficient standard to enable efficient working both during and after daylight hours.

3.11.3 Supplementary lighting, adequate to allow inspection, must be provided throughout the establishment.

3.12 Ventilation

3.12.1 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the sleeping area.

3.13 Kennel Design (Size, layout and exercise facilities)

3.13.1 Kennels must be divided into sleeping and activity areas.

3.13.2 Kennels must be provided with an adequate size of sleeping area, such that dogs can stand, turn around, stretch and lie down flat in a natural position, with sufficient space for the door to open fully.

3.13.3 Adequate exercise areas must be provided for all kennels. How much space will depend upon the size of the dog as well as the circumstances of each breeding establishment. Dogs must be able to walk, turn around easily, wag their tails without touching the kennel sides, and lie down without touching another dog.

3.13.4 Kennels and runs must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.

3.13.5 Exercise areas must not be used as sleeping areas. Outdoor areas where animals exercise and interact cannot have strict temperature regulation. Dogs must not be restricted to such areas when climatic conditions may cause them distress. They must have constant access to

fresh clean water, shade and shelter so they can avoid rain, wind, snow, ice or direct sunlight, etc.

3.13.6 In adverse weather conditions, the responsible person must decide whether or not dogs are given free access to their run.

3.13.7 The run must be at least partially roofed to provide the dog with sufficient protection against all weathers.

3.14 Beds and Bedding

3.14.1 The bed must have clean bedding and be large enough for each dog to lie flat on their side.

3.14.2 Beds must be suitable to allow dogs to be comfortable, ie of durable construction, be sited away from and offer protection from draughts and be of a suitable size for the size and type of dogs kept.

3.14.3 Bedding must be capable of being easily cleaned and disinfected.

3.15 Number of Dogs Permitted

3.15.1 The maximum number of dogs to be kept at any one time is to be determined by the Local Authority.

3.15.2 The number of dogs permitted must relate to the number and size of the kennels or space available and should be stipulated clearly on the front sheet of the licence. The decision regarding the number of dogs permitted to be kept must take into account the maximum likely litter size as well as the effectiveness of site management.

3.16 Temperature in Accommodation

3.16.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog.

3.16.2 Devices used for heating and cooling must be safe and free from risk of burning or electrocution. Manufacturer's instructions must be followed. Open flame appliances must not be used. (See Health and Safety at Work Act 1974 under Other Relevant Legislation).

3.17 Cleanliness

Cleaning Standard Operating Procedure (SOP)

3.17.1 All kennels, corridors, common areas, kitchens and so on must be kept clean and free from accumulations of dirt and dust so that disease control is maintained. An agreed SOP must be followed.

3.17.2 Each occupied kennel must be cleaned daily at a minimum.

3.17.3 All excreta and soiled material must be removed from all areas used by the dogs as necessary.

3.17.4 All sleeping areas and bedding must be kept clean and dry.

- 3.17.5 Facilities must be provided for the proper reception, storage and disposal of waste.
- 3.17.6 Measures must be taken to minimise the risks from rodents, insects and other pests within the breeding establishment.
- 3.17.7 Foul waste water must be disposed of by discharge to the appropriate or an approved drainage system. Those wishing to operate an incinerator must seek advice from the Environment Agency and/or the local authority. (See Environmental Protection under Other Relevant Legislation).

3.18 Whelping Facilities

- 3.18.1 There must be a separate whelping pen or room for each whelping bitch in which to whelp. There must be direct access to the whelping area for kennel personnel without disturbing the general kennel population. Once separated there must be increased social contact with humans.
- 3.18.2 Each whelping pen must be constructed of easily cleanable impervious materials. The area must be cleaned regularly and a record kept of cleaning procedures. The whelping pen must have a divider to allow the bitch to access an area where she cannot be reached by the puppies. There must be natural daylight.
- 3.18.3 There must be a whelping bed raised off the floor and with sides high enough to prevent new born puppies from falling out. The bed must contain sufficient bedding to ensure a soft surface for the bitch and to enable the absorption of mess resulting from whelping. The bed must be constructed of easily cleanable impervious material and must be thoroughly cleaned and disinfected between litters.
- 3.18.4 The whelping area must be maintained at an appropriate temperature. The bitch must be able to move away from heat spots.
- 3.18.5 Bitches must be adequately supervised during whelping and records kept of:
- time of birth of each puppy;
 - puppies' sex, colour and weight;
 - placentae passed;
 - any other significant events.
- 3.18.6 Bitches must be allowed a minimum of four periods a day for toileting and exercise away from their puppies.

4 Management

4.1 General

- 4.1.1 Dogs must be adequately supplied with suitable food, drink and bedding material, adequately exercised, and visited at suitable intervals; BDA 1973 S.1(4)(b)

- 4.1.2 The 1999 Act strengthens the requirements for dogs to be visited at suitable intervals.
- 4.1.3 The Animal Welfare Act (2006) sets out the Duty of Care which must be met by the person responsible for the animals (see Animal Welfare Act under Other Relevant Legislation)
- 4.2 Supervision
 - 4.2.1 A fit and proper person must always be present to exercise supervision and deal with emergencies.
 - 4.2.2 Relevant NVQs attained at Level 2 or the equivalent should enable staff to gain a minimum level of competency.
- 4.3 Numbers of Staff
 - 4.3.1 Numbers of staff must be appropriate for the breed/ type and number of dogs being bred. Numbers must be sufficient to provide the level of care set out in these model conditions.
 - 4.3.2 Sufficient adequately trained staff must be available every day to carry out all the interactions and procedures with dogs specified in this document. Guidance
 - 4.3.3 Dogs must not be left alone for long periods and must be checked at the start and end of every working day and regularly by a member of staff at least every four hours during the day.
- 4.4 Environmental Enrichment and Exercise
 - 4.4.1 Dogs must be provided with environmental enrichment and the ability to have some control over their environment.
 - 4.4.2 Breeding establishments are the permanent home for some dogs and therefore provision of exercise facilities must be adequate for the long term. Dogs must not be kept permanently confined.
 - 4.4.3 Arrangements must be made for the dogs to be exercised at least twice a day.
- 4.5 Handling and Habituation
 - 4.5.1 Breeding dogs must be handled and examined regularly to identify changes in health, weight and behaviour, also to ensure dogs are habituated to handling by people. This is particularly important for bitches, as fear of people will influence development of puppy behaviour
- 4.6 Food and Water Supplies
 - 4.6.1 All dogs must be adequately supplied with suitable food. Clean water must be available at all times and changed at least daily. Dogs must be fed a diet appropriate to their age, breed, activity level and stage in the

breeding cycle. Dogs must be fed individually with separate bowls. Food must be stored in vermin-proof containers and fresh food must be refrigerated.

4.6.2 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 and cleaned and disinfected or disposed of after each meal.

4.6.3 Dogs must be fed sufficiently well to maintain health.

4.7 Weaning Procedures

4.7.1 Puppies must start the weaning process as soon as they are capable of ingesting food on their own. The food offered must be appropriate for the stage of development of the puppies.

4.7.2 Puppies at weaning must initially be offered food five times a day. It must be ensured that each puppy takes the correct share of the food offered.

4.7.3 During lactation, the bitch must have sufficient appropriate food to satisfy the demands being made upon her.

4.8 Kitchen Facilities

4.8.1 Facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.

4.8.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided. Food contamination must be avoided.

4.8.3 A sink with hot and cold running water must be available for washing kitchen utensils and eating and drinking vessels.

4.8.4 Containers for storing foods must be provided and must be constructed and maintained to guard against insects and other pests.

4.8.5 Cross-contamination must be avoided.

4.9 First-Aid Kit for Dogs

4.9.1 A fully maintained first-aid kit suitable for use on dogs and puppies must be available and accessible on the premises.

4.10 Isolation Facilities

4.10.1 Veterinary advice must be sought for any animal with a potentially infectious disease.

4.10.2 Facilities for isolation must be available when required. Isolation facilities must be used where the presence of infectious disease is suspected or known.

- 4.10.3 Isolation facilities must be in compliance with the other licence conditions but must be physically separate from other dogs.
- 4.10.4 Hands must be washed after leaving the isolation facilities before handling other dogs.
- 4.10.5 Protective clothing, footwear and equipment, for use only in the isolation facility, must be used to reduce the spread of infection and must not be worn outside the isolation facility.
- 4.10.6 Complete disinfection of the isolation facilities and equipment must be carried out once vacated.

5 Disease Control, Vaccination and Worming

5.1 General

- 5.1.1 All reasonable precautions must be taken to prevent and control the spread among dogs of infectious or contagious diseases; BDA 1973 S.1(4)(c). Licence holders must take all reasonable steps to protect the animal from pain, suffering, injury and disease.
- 5.1.2 All breeding establishments must be registered with a Veterinary Practice and ensure full details are made available to the Licensing Authority.

6 Emergencies/Fire Prevention

6.1 General

- 6.1.1 There must be Emergency Evacuation and Contingency Plans in place which meets approval with the local authority, and in consultation with the local authority.

7 Transport

Section 1(4)(e) of the 1973 Act is concerned with safeguarding the welfare of dogs 'when being transported to or from the breeding establishment'.

7.1 General

- 7.1.1 Dogs and puppies being transported to and from breeding establishments must be properly supervised to ensure compliance with the obligations under the 1973 Act.
- 7.1.2 All appropriate steps must be taken to ensure that the dogs will be provided with suitable food, drink and bedding material and adequately exercised when being transported to or from the breeding establishment.
- 7.1.3 Bitches must not be transported in the last stages of pregnancy, ideally not from 54 days after mating, unless to a veterinary surgeon for treatment.
- 7.1.4 Bitches must not be transported for 48 hours after whelping unless it is to see a veterinary surgeon for treatment.

- 7.1.5 Whenever dogs are transported they must be fit and healthy for the intended journey. Injured and/or diseased dogs must not be transported (except for minor illness or injury, as determined by trained and competent staff) unless they are being taken to a veterinary surgery.
- 7.1.6 Puppies must not be transported before eight weeks of age without their dam unless a veterinary surgeon agrees otherwise for health and/or welfare reasons, or in an emergency (See Welfare of Animals (Transport) Order (England) 2006 - Council Regulation (EC) No 1/2005).

8 Health and Welfare of the Breeding Stock and Litters

8.1 Mating

- 8.1.1 Bitches must not be mated if they are less than one year old; BDA 1973 S. 1(4) (f)

8.2 Maximum Number of Litters

- 8.2.1 Bitches must not give birth to more than six litters of puppies each in their lifetime; BDA 1973 S. 1(4) (g)

8.3 Twelve Months Between Litters

- 8.3.1 Bitches must not give birth to puppies before the end of the period of twelve months beginning with the day on which they last gave birth to puppies; BDA 1973 S. 1(4) (h)

- 8.3.2 Social Contact for Dogs and Socialisation of Puppies

8.4 Adult Dogs

- 8.4.1 Social contact is very important, and all dogs used for breeding must be kept in an environment that allows adequate social contact with both other dogs and people.

8.5 Puppies

See also Puppy Plan

- 8.5.1 Puppies must be handled regularly from shortly after birth for short periods (e.g. gently picking up and examining) to habituate them to human contact and to examine them for any sign of disease and to ensure they are feeding properly.
- 8.5.2 From 3 weeks old puppies must be habituated to events likely to be encountered in a domestic environment.
- 8.5.3 To learn social skills with other dogs, puppies must be maintained as a litter or with puppies of a similar age and size.

8.6 Record Keeping

- 8.6.1 Accurate records in a form prescribed by regulations as shown below must be kept at the premises and made available for inspection there by any officer of the local authority or any veterinary surgeon, authorised by the local authority to inspect the premises; BDA 1973 S. 1(4) (i)
- 8.6.2 The Breeding of Dogs (Licensing Records) Regulations 1999 (SI 1999 No 3192) prescribe the form of records to be kept by licensed breeding establishments. These records must be accurate and kept on the premises and made available to local authority inspectors or any veterinary surgeon authorised by the local authority.
- 8.6.3 A record must be kept by every licensed dog breeder for each breeding bitch providing the name of the bitch, date of birth, address where she is kept, breed, description, date of mating and details of sire. Licensed dog breeders must also keep a record of any litters, including the sex of the puppies, date of birth, weight, description and total number in the litter. The record must also show the details of sale, namely the date of sale, name and address of who was supplied and the status of the purchaser (ie private owner or pet shop).



PET SHOP LICENCE CONDITIONS

Schedule A – General Conditions

1 Licence Display

- 1.1 The licence or a copy of the licence must be suitably displayed to the public in a prominent position.

2 Accommodation

- 2.1 Animals must at all times be kept in accommodation designed to prevent escape and an environment suitable to their species and condition with respect to behavioural needs, situation, size, temperature, ventilation, and cleanliness. All accommodation must avoid drafts and overexposure to direct sunlight and must be kept in good repair.
- 2.2 Ventilation must be provided to all interior areas without the creation of excessive, localized draughts. Ventilation is important as an aid to disease control and aims to decrease smell accumulation and prevent excessive humidity of the atmosphere.
- 2.3 If animals are displayed outdoors, they must have protection appropriate to their species.
- 2.4 In order to control the spread of disease, and to prevent injury, housing must be constructed of non-porous materials or be appropriately treated. Junctions between all sections need to be fully cleanable.
- 2.5 Animals must be kept in housing which minimises stress from other animals or the public. Signage must be in place to deter public interference.
- 2.6 All animals for sale must be readily accessible and easy to inspect by staff.
- 2.7 Accommodation must be cleaned as often as necessary to maintain good hygiene standards.
- 2.8 Where accommodation is on a tiered system, water, food or droppings must not be allowed to enter the lower housing.
- 2.9 All accessories provided for environmental enrichment in the accommodation must be appropriate for the species.

3 Exercise Facilities

- 3.1 Suitable and sufficient facilities must be available where appropriate.

4 Register of Animals

- 4.1 A purchase register must be maintained for all animals detailing their source and identification where appropriate.
- 4.2 A sales register must be maintained for:
- Dogs;
 - Cats;
 - Psittacines;
 - Species contained in the Schedule to the Dangerous Wild Animals Act 1976.
- 4.3 Animals under veterinary treatment must be identifiable.

5 Stocking Numbers and Densities

- 5.1 No animals other than those specified in the licence, may be stocked. The licence conditions should clearly state the numbers for each species or species group that may be kept on the premises, except fish. Please refer to Schedules for individual species for more details. Animals are defined as any vertebrate animals; invertebrates are exempted from the regulations.
- 5.2 Where appropriate, all animals must be housed in social groups of suitable size. See the attached relevant schedules.

6 Health Disease and Acclimatisation

- 6.1 All animals for sale must be in good health.
- 6.2 Any sick or injured animal must receive appropriate care and treatment without delay. These must only be treated by appropriately competent staff or veterinary surgeons.
- 6.3 Provision must be made for the isolation of sick/injured/infectious animals and those that might reasonably be expected to be carrying serious infectious diseases.
- 6.4 Any animal with an abnormality which would materially affect its quality of life must not be offered for sale. When in doubt, veterinary advice should be sought.
- 6.5 All reasonable precautions must be taken to prevent the outbreak and spread of disease. No animal which is suffering from, or could reasonably be suspected of having come into contact with any other animal suffering from any infectious or contagious disease or which is infested with parasites, shall be brought into or kept on the premises unless effectively isolated.
- 6.6 All necessary precautions must be taken to prevent harbourage, or the introduction to the premises, of rodents, insects and other pests.

7 Food and Drink

- 7.1 Animals must be supplied with adequate amounts of food and drink, appropriate to their needs at suitable intervals, All food must be suitable for the species concerned.
- 7.2 Food and Drink receptacles must be appropriate to the species, constructed and

positioned to minimise faecal and urine contamination and spillage. Receptacles must be cleaned out at regular intervals.

8 Food Storage

- 8.1 All food, excluding live foods intended for feeding to animals on the premises, must be stored in impervious closed containers.
- 8.2 The containers and equipment used for feeding must be kept in a clean and sound condition.

9 Observation

- 9.1 All animals must be attended to at regular intervals, except where defined in the schedule, at least once daily, and appropriate to the individual animal.

10 Disposal of Waste

- 10.1 All excreta and soiled bedding for disposal must be kept in a hygienic manner and stored in impervious containers with close fitting lids – away from direct sunlight.

11 Transportation to the Premises

- 11.1 When receiving animals, the licensee must make reasonable effort to ensure that they are transported in a suitable manner.
- 11.2 Any animals received or consigned shall be transported according to the regulations laid down in current legislation.
- 11.3 Animals must be transported or handed to purchasers in suitable containers.

12 Sale of Animals

- 12.1 No mammal shall be sold un-weaned or, if weaned, at an age at which it should not have been weaned.
- 12.2 In the case of non-mammals, they must be capable of feeding themselves.

13 Dangerous Wild Animals as defined by the Dangerous Wild Animals Act 1976

- 13.1 When dangerous wild animals are kept, the cages must be of a secure construction appropriate to the species and kept locked.
- 13.2 The local authority must be notified in the event that the pet shop wishes to offer for sale, any animal on the Schedule to the Dangerous Wild Animals Act.

14 Pet Care Advice, Staff Training and Knowledge

- 14.1 New applicants must have a qualification or be registered with a recognized body such as City & Guilds. They must have suitably progressed in 12 months and have completed the qualification within 2 years.
- 14.2 The licensee must ensure that the purchaser is informed of the correct care of the animal covering feeding, housing, handling, husbandry, accessories and veterinary care.

- 14.3 Appropriate reference materials on the care of each species must always be available for use by staff.
- 14.4 Staff members must be able to provide suitable advice to purchasers and answer questions as required by them. No animal should be stocked or sold unless the staff or at least one member of staff on call is familiar with the care and welfare of the animals stocked and has a recognised qualification and/or suitable experience/training.
- 14.5 The licensee must be able to demonstrate appropriate staff training is carried out and that that staff are competent in pet shop management and animal handling.

15 **Fire and Other Emergency Precautions**

- 15.1 Suitable emergency precautions and written procedures must exist and be made known to all staff, including arrangements for evacuation of animals.
- 15.2 Entrances and exits must be clear of obstructions at all times.
- 15.3 Suitable firefighting, prevention and detection equipment must be provided, maintained, regularly serviced and sited as advised by the local fire protection/prevention officer and approved by the local authority.
- 15.4 The licensee, or a designated key holder, must at all times be within reasonable travelling distance of the premises and available to attend in case of emergency.
- 15.5 A list of key holders must be logged with the local police and local authority.
- 15.6 In the interests of animal welfare, the following notice must be displayed prominently at the front of the premises: "In case of an emergency dial 999".
- 15.7 When pet shops are sited within other premises, the licensee or key holders must have access at all times to the premises containing the animals.
- 15.8 All electrical installations and appliances must be maintained in a safe condition.
- 15.9 There must be an effective contingency plan for essential heating, ventilation and aeration/filtration systems, as appropriate.

Schedule B – Dogs

1. Puppies must be weaned before leaving the mother.
2. The minimum kennel size must be:
 - 2.1 For a batch of small breed puppies – max 6 pups – 1.5m² for sleeping, plus 2m² for exercise
 - 2.2 For a batch of medium breed puppies – max 4 pups – 2m² for sleeping, plus 2m² for exercise
 - 2.3 For a batch of large breed puppies – max 2 pups – 2m² for sleeping, plus 2m² for exercise

These are minimum requirements, for larger batches the size of the pens should be adjusted pro-rata accordingly. Ideally the puppies should have free access to the exercise area at all times. Any covered pens should have a minimum height of 1.8m or removable covers to allow adequate access by staff for cleaning. These are minimum standards and meeting the correct size of pens alone are not a defence if the welfare of the animals are in question.
3. Suitable and sufficient exercise facilities must be available and accessible where appropriate.
4. Extreme temperatures must be avoided.
5. General bedding must include an adequate amount of absorbent material.
6. Any soiled material must be removed at least four times a day or as required to ensure the puppy does not have to lie in a soiled area.
7. A specific lying place must be provided lined with soft material,
8. Puppies must be fed at least four times daily, at appropriate intervals.
9. Puppies must have frequent, quality contact time with staff.
10. Batches of puppies must not be mixed until they have been on the premises for seven days or have shown no sign of infectious disease for seven days.
11. Ideally, single puppies must not be left alone in a kennel, but where they are, special attention should be paid to specific human interaction. When they are mixed they should be of similar size, age and temperament and there should be good supervision of mixing.
12. There must be environmental enrichment in all kennels.

Schedule C – Cats

1. Kittens must be weaned before leaving the mother.
2. The minimum pen floor area for a batch of up to 4 kittens, up to 12 weeks of age, must be 1 m², with a minimum height of 0.6m (for example, 0.6m x 1 x 1) No dimension must be less than 0.6m. Any shelving or platforms must be in addition to the minimum floor area. Each additional kitten must have 0.25m² additional floor space.
3. Extreme temperatures must be avoided.
4. Disposable or washable bedding must be provided and kept clean.
5. A litter tray and appropriate litter must be available at all times and cleaned and disinfected at least once daily with an appropriate disinfectant which is safe for use with cats and cleaned as appropriate. The disinfectant should be anti-viral and used in accordance with manufacturers' instructions, as some disinfectants are toxic to cats.
6. Kittens must be fed at least four times daily, at appropriate intervals.
7. Batches must not be mixed and if several batches are kept in one area then the pen must have solid sides.
8. Kittens must have frequent, quality contact time with staff.
9. There must be environmental enrichment in all cages such as toys, climbing frames and platforms.

Schedule D – Rabbits

1. Rabbits must be correctly sexed and housed in same sex groups.
2. The minimum enclosure size must be:
 - 2.1 0.4m² for up to 4 standard juvenile rabbits and a height of 0.4m. 0.5m² for up to 2 giant breed juvenile rabbits and a height of 0.5m. These are minimum requirements, for larger batches, larger breeds or adult rabbits the size of the pens should be adjusted pro-rata accordingly.
3. There must be environmental enrichment in all enclosures. A hiding place must be provided.
4. Extreme temperatures must be avoided.
5. Rabbits must be provided with a suitable substrate and bedding material in sufficient amounts.
6. Visibly soiled substrate and bedding must be removed daily. The pen should be thoroughly cleaned and disinfected before introducing a new animal.
7. If batches are mixed you must ensure all animals are free from obvious parasitic infection.
8. Rabbits must have a constant supply of fresh hay and water, and be offered an appropriate amount of dry food for the breed and age. Feed dishes should be suitable to ensure feed does not get contaminated by urine or faeces.
9. Animals must be provided with an appropriate diet and any new feeds must be introduced slowly.

Schedule E – Other Small Mammals

1. All small mammals must be correctly sexed and housed in single sex groups unless a solitary species (or sold as a breeding pair).
2. Animals must at all times be kept in suitably sized accommodation. See attached table for species relevant sizing.
3. Animals must be provided with a suitable substrate in sufficient amounts.
4. Animals must be provided with a suitable bedding material in sufficient amounts.
5. Animals must be provided with places to hide. Accessories and enrichment should be provided, suitable to the species.
6. Suitable food and drink receptacles must be provided and positioned to avoid faecal contamination.
7. All rodents must be fed a suitable diet, ad lib and have free access to hay where required.
8. All rodents must be fully weaned on admission.
9. Minimum accommodation requirements – small rodents: (Area in square metres)

No. of Animals	1-4	5	6	7	8	9	10	Minimum Cage Height (m)	Minimum Cage Depth (m)
Mice, Hamsters Gerbils	0.068	0.079	0.09	0.100	0.113	0.124	0.135	0.30	0.25
Rats	0.135	0.157	0.18	0.202	0.225	0.247	0.27	0.30	0.28
Guinea Pigs, Degus	0.225	0.263	0.3	0.338	0.375	0.413	0.45	0.30	0.30
Chinchillas	0.25	0.375	0.5	0.625	0.75	0.875	1.0	0.45	0.45
Chipmunk	0.25	0.375	0.5	0.625	0.75	0.875	1.0	0.90	0.45

Schedule F – Ferrets

1. Ferrets must be at least eight weeks old
2. Ferrets must be housed with batch companions
3. Ferrets must be housed in groups or pairs of either sex. Adult hobs (males) require individual accommodation.
4. Batches of ferrets must not be mixed.
5. The minimum pen floor area for a litter of up to 4 ferrets, up to 12 weeks of age, must be 1 m², with a minimum height of 0.6m. No dimension must be less than 0.6m. Any shelving or platforms must be in addition to the minimum floor area. Each additional ferret must have 0.25m² additional floor space.
6. Sleeping quarters must be draught free and dark.
7. Ferrets must have suitable bedding.
8. Extreme temperatures must be avoided.
9. Ferret kibble must be provided at appropriate intervals.
10. Water must be supplied in both a heavy based bowl and a water bottle attached to the side of the enclosure.

Schedule G – Birds

1. There must be adequate perching space for all birds at the same time. Outdoor aviaries must include sufficient sheltered and non-sheltered space. Cage size must be adequate to allow birds to open their wings fully in all directions. Cages must include appropriate environmental enrichment.
2. Perches must be positioned so that birds do not defecate on each other and must be of appropriate size and shape for each species
3. Ambient temperature must be appropriate for the species. Extremes of temperatures must be avoided.
4. There must be adequate drinkers/feeders commensurate with the number of birds and these must be cleaned regularly. Bowls etc. must be positioned so that birds do not defecate in food/water.
5. Cages must be constructed from materials suitable to the type and size of birds. Materials must be safe to birds and in good repair.
6. Windproof nest boxes must be provided in all outside housing and inside where appropriate.
7. Flooring must be drop-through or easily washed/hosed.
8. Stocking Densities for Birds in Cages

Type	Length of Bird (cm)	Floor Area (m2) Housing up to 4 Birds	Linear cms per Additional Bird on Either Cage Length or Depth *3
Budgerigar		0.15	5
Canary		0.15	5
Cockatiel		0.48	7.5
Finches	Less than 12.5	0.113	5
	12.5 – 17.5	0.15	5
	More then 17.5	0.225	7.5
Parakeets and Lovebirds *1	Less than 25	0.42	7.5
	25 – 30 *1	0.48	7.5
	More than 30 *1	0.675	7.5
Parrots	Less than 30	0.225	10
	30 – 35 *2	0.4050	15
	More than 35 *2	0.4725	20
Chickens		1.6	
Bantams		1.6	
Quail		1.6	

*1. It is recommended that, wherever possible, these species are displayed for sale in aviaries or flights rather than cages per se.

*2. It is recommended that, wherever possible, these species are displayed for sale in aviaries or flights if more than two birds are housed together.

*3. The extra-linear centimetre per additional bird, is intended to refer to an increase in either width or length or a combination of the two ie a 20cm increase could refer to 20cm width, 20cm length or say 10cm width combined with 10cm length.

9. Stocking Densities for Birds in Aviaries and Flights

Type	Length of Bird (cm)	Number of Birds per 'Standard' Aviary (1.8 x 0.9 x 1.8 m)
Budgerigar		18
Canary		18
Cockatiel		8
Finches	Less than 12.5	24
	12.5 – 17.5	18
	more than 17.5	12
Parakeets and Lovebirds *1	less than 25	10
	25-35	6
	more than 35	4
Parrots	less than 30	10
	30 – 35	6
	more than 35	4
Chickens		4 (min height 0.9m)
Bantams		6 (min height 0.9m)
Quail		8 (min height 0.9m)

Schedule H – Reptiles and Amphibians

1. Stocking and density must be appropriate to the species.
2. The enclosure size must be appropriate to the species and adjusted according to its size.
3. Temperature, humidity, lighting and ventilation must be appropriate to the species.
4. Lighting must be appropriate to the species.
5. Substrate appropriate to the species must be present.
6. Enrichment must be provided appropriate to the species.
7. Food and water must be provided in the appropriate manner for the species.
8. Hygiene: enclosures must be cleaned appropriately.
9. Handling must be kept to a minimum at all times.

Schedule I – Fish

1. Water quality is a key determinant of fish welfare. To assess it, levels of ammonia and nitrite must be checked first. Only if such measurements exceed the recommended standards below, or there is an unexplained problem, is there any need to proceed further.
 - 1.1 Minimum water standards must be:
 - 1.1.1 Cold Water Species
Free Ammonia max 0.02mg/l
Nitrite max 0.2mg/l
Dissolved Oxygen min 6mg/l
Nitrate max 50mg/l above ambient tap water
 - 1.1.2 Tropical Freshwater Species
Free Ammonia max 0.02mg/l Nitrite max 0.2mg/l
Dissolved Oxygen min 6mg/l
Nitrate max 50mg/l above ambient tap water
 - 1.1.3 Tropical Marine Species
Free Ammonia max 0.01mg/l
Nitrite max 0.125mg/l Nitrate max 100mg/l pH min 8.1
Dissolved Oxygen min 4.0 mg/l
2. Water quality must be checked regularly and records kept of all tests. Centralised systems must be tested weekly. 10% of individually filtered tanks or vat must be tested weekly on aquaria or vats in which visual inspection indicates unusual behaviour or deaths, water quality inspections should be undertaken.
3. Holding systems must be cleaned and checked regularly.
4. No aquatic organisms should be exposed to excessive light or heat, or lack of adequate warmth.