

**Animal Boarding Establishment Licence Conditions for Suffolk Coastal
and Waveney District Councils**

Animal Boarding Establishments Act 1963

CONDITIONS SUBJECT TO WHICH THIS LICENCE IS GRANTED

1. The maximum number of dogs to be boarded is _ in single compartments and _ in multiple occupancy compartments. The maximum number of cats to be boarded is _ in single compartments and _ in multiple occupancy compartments.
2. Only dogs or cats from one household may be boarded together at the boarding premises unless the owners of dogs or cats from different households give written consent for their dogs or cats to be boarded together with those from other households.
3. Animals must at all times be kept in accommodation that is adequate in respect of construction and size and meets the following criteria:-

Construction

Accommodation must be constructed so that the floor and, to a height of at least 0.915m (3 feet) the walls, of all kennels, cages, partitions and passages are surfaced with an impervious, easily cleansable material. Wood is not impervious but can be permitted provided it is regularly dressed with varnish, impervious paint, polyurethane or other such dressing and is adequately maintained. Outdoor runs shall be roofed. Suitable drainage should be provided. Each compartment should be drained in such a way as not to permit effluent from any compartment to pass through any other compartment unless in a totally enclosed drain.

Size

Individual compartments must satisfy the following dimensions:-

DOGS: Two minimum space standards are available, depending on approximate size of dog. A combination of kennels complying with both standards would be acceptable.

- a) For medium and large dogs (see attached list of breeds) two compartments must be provided:

One "inner" with a minimum floor area of 20 square feet (1.86 m²) and one attached "outer" run with a minimum floor area of 24 square feet (2.2 m²). Height approximately 6 feet (1.85m).

- b) For toy and small dogs (see attached list of breeds) two compartments must be provided: One "inner" with a minimum floor area of 12 square feet (1.1 m²) and one attached "outer" run with a minimum floor area of 24 square feet (2.2 m²). Height approximately 6 feet (1.85m).

It must be possible to confine the animal to either compartment while cleaning kennel, etc.

CATS: Two compartments, 1 "indoor" with a minimum floor area of 10 square feet (0.93m²) and 1 "outdoor" with a minimum area of 15 square feet (1.39m²). Height approximately 6 feet (1.85m). A compartment this size can be used for 1 cat or 2 cats from the same household. There must be a minimum distance between each compartment of 2 feet (600mm) or a full height sneeze-screen of suitable material.

NB: For DOGS and CATS. In existing premises where the above 'inner' and 'outer' areas are not currently provided, the Licensee must EITHER obtain a written agreement from the Licensing Authority for a specific, time-bound, phased progression towards the above standards, OR ALTERNATIVELY obtain written agreement from the Licensing Authority for documented alternative arrangements, including records for exercise and compartment cleansing arrangements whilst occupied.

4. The sleeping accommodation must be capable of being maintained at a minimum of 7°C and draught and damp should be excluded, and suitably protected from excessive heat and direct sunlight during hot weather.
5. All animals must have adequate daily exercise. Exercise facilities shall be provided as follows (for DOGS ONLY):
All small runs must be paved or surfaced in such a way as to allow adequate cleaning and disinfection. Grass exercise areas are only allowed in paddocks large enough to prevent the ground from becoming unduly fouled or trodden and the entrance and inside perimeter should be paved or surfaced with suitable material.
6. The accommodation must be adequately lit by a source of daylight with adequate supplementary artificial light to allow the proper working and cleansing of the compartments.
7. Ventilation must be adequate to maintain the atmosphere of the sleeping quarters of the animals clean and draught free.
8. The accommodation and ancillary establishment, kitchen, corridors, runs, etc, must be maintained in a state of cleanliness conducive to maintenance of disease control and animal comfort. All excreta and soiled material should be removed at least once daily and more often if necessary from all living compartments and exercise area. The floors of living compartments must be kept clean and dry.
9. Animals must be adequately supplied with suitable food and must have an individual, adequate supply of wholesome drinking water available at all times.
10. All animals must be provided with a bedding area or bench large and suitable enough to allow the animal to lie comfortably. Where bedding is used it should be maintained in a clean and dry state. Moveable benches should be removed for thorough cleaning at least twice weekly.
11. A fit and proper person must always be present to exercise supervision and deal with emergencies whenever animals are boarded at the premises. Animals must be visited at suitable intervals of not less than every four hours, starting at 8.00am until 6.00pm.
12. The licensee shall appoint a responsible person residing within reasonable distance of the premises to have custody of a duplicate key. The name, address and telephone number of such a person shall be displayed in legible characters at the front of the premises.
13. Cats must be provided at all times with a litter tray. Facilities must be provided for the collection of all used bedding and cat litter and other waste material which must be disposed of in a manner approved by the Local Authority.
14. Feeding utensils must be satisfactorily cleaned or disposed of after each feed. A kitchen must be provided for preparing the animals' food and must be kept clean and vermin free at all times. Refrigeration facilities must be provided to store fresh meat and open tins. All bulk supplies of food must be kept in rat and mouse proof containers.
15. Compatible with the protection of animals from insecticide poisoning, precautions must be taken to eliminate flies throughout the establishment.
16. Appropriate steps must be taken for the protection of animals in case of fire or other emergencies. Appropriate fire fighting equipment must be provided and serviced as required. An evacuation procedure for all animals must be in place and the establishment shall undertake a Fire Risk Assessment.
17. A register must be kept containing a description of any animals received into the establishment, date of arrival and departure, and the name and address of the owners. Such register is to be available for inspection at all times by an officer of Suffolk Coastal or Waveney District Councils, veterinary surgeon or veterinary practitioner authorised under section 2(1) of this Act. The register must be available also to members of staff of the establishment at all times.
18. All reasonable precautions should be taken to prevent illegal access to or escape of the animals.
19. Washing and lavatory facilities must be available for staff.
20. All reasonable precautions must be taken to prevent and control the spread among animals of infectious or contagious diseases, including the provision of adequate isolation facilities, including a minimum of 1 isolation unit each for cats and dogs, properly isolated from other accommodation. Please refer to Condition 22 where outbreaks (two or more dogs or cats) is affecting the premises.

- 21.** Current vaccination certificates must be presented for each animal on arrival and original certificates, or photocopies or recorded details retained for the duration of stay. Cats must be vaccinated against; Infectious Feline Enteritis and Feline Respiratory Disease. Dogs must be vaccinated against; Canine Distemper, Infectious Canine Hepatitis (Canine Adenovirus,) Bordatella Kennel Cough and Leptospirosis and Canine Parvovirus.
- 22.** Compatible with the protection of animals from disinfectant poisoning, the routine disinfection of a cage or kennel at a change of occupant should be adequate to protect the new occupant from the diseases or parasites of its predecessor.
- 23.** The Licensee must be registered with a veterinary practice that has provided confirmation in writing that isolation facilities will be made available at their premises in the event of an outbreak of infection disease in a dog or dogs boarded at the establishment.
- 24.** The Licence holder must ensure that the entire premises is kept vermin-free and if necessary undertake regular pest control treatment.
- 25.** A copy of the Local Authority Licence must be suitably displayed to the public in a prominent position in the boarding establishment together with a current certificate of Public and Employers Liability Insurance.
- 26.** The Licensee must prepare and submit a drawn Schematic layout plan with all new applications and where any layout changes are made to existing premises.