



## **SOUTH DERBYSHIRE DISTRICT COUNCIL**

### **ANIMAL BOARDING ESTABLISHMENTS ACT 1963**

### **DOG DAY CARE BOARDING ESTABLISHMENT CONDITIONS**

**Issue 1: #**

## **GENERAL**

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 boarding of dogs for dog day care purposes.
2. Dogs are not permitted to be boarded overnight.
3. No dog registered under the Dangerous Dogs Act 1991 must be accepted for dog day care.
4. Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for dog day care.
5. Entire males and bitches in season, or bitches due to be in season, must not be boarded together or with other dogs.
6. Puppies under 6 months of age must not be boarded with other dogs including resident dogs unless they have been suitably vaccinated and they have completed a successful trial socialisation period.
7. Written consent must be received from any dog owner before any dog is placed into the establishment for the first time, confirming that they agree that their dog(s) may socialise with other dogs.
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.
9. 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.

## **LICENCE DISPLAY**

10. 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.

## **CONSTRUCTION**

11. The establishment must, at all times, be laid out and operated in accordance with an approved plan of the premises, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by an authorised officer of the Council.
12. If kennels are in place at the establishment, dogs must be in kennelling compartments appropriate to their size and weight as specified by the manufacturer.
13. Where possible, wood should not be used in exposed construction of walls, floors, partitions, door frames or doors in the premises. There must be no projections or rough edges liable to cause injury.

14. The construction of the premises must be such that the security of the dog is ensured and it is safe.
15. All internal surfaces such as walls, floors, partitions, doors and door frames are to be durable, smooth, impervious and capable of being easily cleaned. There must be no projections or rough edges liable to cause injury.
16. Junctions between wall and floor sections should be coved. If impractical in existing premises, all joints must be sealed.
17. A double gate system must be provided at all entrances and exits to the premises to prevent the escape of dogs.
18. Doors must be strong enough to resist impact and scratching and must be capable of being effectively secured.
19. All windows that pose a security risk must be escape-proof at all times.
20. Where necessary, windows must be suitably protected against contact and breakage by dogs.
21. There must be sufficient space available to be able to keep the dogs separately if required.
22. If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided. The vehicle used must be designed and maintained so that it is easily cleaned and not cause injury to the dogs transported.
23. Fencing materials must be secure and safe.

#### **DRAINAGE**

24. The premises must be connected to mains drainage or an approved, localised sewage disposal system.
25. Floors must have effective means of drainage, where necessary.

#### **LIGHTING**

26. Adequate lighting must be provided in all areas which are, or may be, used in connection with the premises so that all parts are clearly visible at all times that the business is in operation. Where practicable, this must be natural light.

#### **VENTILATION**

27. Adequate ventilation must be provided to all interior areas without the creation of excessive, localised draughts.

#### **MAINTENANCE**

28. Maintenance and repair of the whole premises must be carried out regularly so as to maintain it in a suitable condition.

#### **NUMBER OF ANIMALS**

29. The maximum number of dogs to be kept at any one time is #
30. No animals other than dogs are to be boarded within the premises without the written approval of an authorised officer of the Council.
31. All dogs entering the premises must wear a collar and identity tag during their time in boarding. The collar must display the name and address or telephone number of the dog day care premises.

## **EXERCISE**

32. Dogs must be exercised according to their needs.
33. 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 dog by handlers.
34. Exercise areas must not be used as bedding areas.

## **SCREENING OF DOGS**

35. Pre-screening of dogs must be undertaken prior to them being accepted into the day care centre to ensure they will be comfortable in the presence of other dogs and will not be a danger to dogs, staff or visitors.

## **TRAINING**

36. Staff must receive the necessary training and instruction in their duties relating to dog care. All records of training must be kept for inspection by an authorised officer of the Council.

## **HEATING**

37. Suitable and safe means shall be provided for heating, to an appropriate temperature, of all common indoor areas.
38. Whilst upon the licensed premises, boarding dogs should not be exposed to temperatures lower than 10°C (50°F) or higher than 26°C (78.8°F), unless notice is given to the contrary by a veterinary surgeon.
39. A 'minimum – maximum' thermometer must be provided in each area of the premises.

## **CLEANLINESS**

40. All parts of the licensed premises must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner to ensure maintenance of disease control and dog comfort.
41. All bedding must be kept clean and dry.
42. 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.

43. 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 and the final disposal route for all such waste must be incineration.
44. Measures must be taken to minimise the risk of rodent, insects and other pests within the premises.
45. Each kennel must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.

## **FOOD AND WATER SUPPLIES**

46. Fresh drinking water must be available for all dogs at all times and the drinking vessel cleaned daily. The water must be changed at least twice a day.
47. Eating and drinking vessels must be capable of being easily cleaned and disinfected to prevent cross-contamination. They must be maintained in a clean condition or, if disposable containers are used, disposed of after each use.

## **KITCHEN FACILITIES**

48. If food is provided, exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.
49. Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.
50. A sink with hot and cold running water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash-hand basin with hot and cold (or appropriately mixed warm) running water must be provided for staff with soap and hygienic hand drying facilities.
51. Suitable containers for storing foods must be provided and must be constructed and maintained to guard against insects and other pests. All food must be kept in these containers unless it is otherwise protected (e.g. individual tinned food). These containers must be capable of being easily cleaned and disinfected and must be kept in a clean condition.

## **DISEASE CONTROL AND VACCINATION**

52. Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
53. Proof must be provided that boarded 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.
54. A written procedure on how to deal with any animal showing signs of illness or disease should be in place. All relevant staff should be aware of this procedure.

55. 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.
56. A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
57. The licensee must be registered with a veterinary practice. The clients own veterinary practice must be known and consulted if necessary.
58. Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in boarded dogs. Proof must be maintained of all routine and emergency treatment for parasites.
59. The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.
60. Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

#### **ISOLATION AND CONTAGIOUS DISEASE OUTBREAK**

61. 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 premises to ensure effective separation of any sick animal. The isolation facilities must be a minimum of 5m (15ft) away from other dogs.
62. In the isolation facilities, there should be a means of maintaining the temperature at a level suitable for the conditions of the dog and dependant on veterinary advice.
63. Hands must be washed after leaving the isolation facilities and before handling other dogs.

#### **REGISTER**

64. 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;
  - Proof of current vaccinations, medical history and requirements;
  - Health, welfare nutrition and exercise requirements.
65. Such a register is to be available for inspection at all times by an authorised officer of the Council or veterinary surgeon.
66. 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.
67. If medication is to be administered, this must be recorded.

68. 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.

## **SUPERVISION**

69. A fit and proper person (over the age of 18) with relevant experience must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.
70. Adequate staffing must be provided to ensure continual supervision and safety of all dogs.
71. The Licensing Authority must be informed on the next working day if a dog is lost.

## **FIRE / EMERGENCY PRECAUTIONS**

72. Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
73. The occupier of the property must be aware of the location of the dogs in the property at all times.
74. 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 all staff and/or displayed in a prominent place on the premises.
75. Fire detection equipment must be provided and maintained in accordance with general advice given by the Fire Safety Officer. An all-purpose fire extinguisher must be provided.
76. 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.
77. Heating appliances must not be sited in a location or manner where they may present a risk of fire or risk to dogs.
78. Precautions must be taken to prevent any accumulation which may present a risk of fire.
79. There must be adequate means of raising an alarm in the event of fire or other emergency.

## **COMPLAINTS AND INCIDENT LOGS**

80. The licence holder must maintain a log of any incidents occurring at the premises involving a boarding animal, and this log must be kept for a period of one year.
81. The Licensing Authority must be advised within 72 hours of any complaint received, and the steps being taken to resolve the situation.