

**Animal Boarding Establishments Act 1963
Commercial Day Boarding of Dogs
Licensing Conditions**

1	GENERAL
a)	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.
b)	Dogs are not permitted to be boarded overnight.
c)	Dogs registered under the Dangerous Dogs Act 1991, as amended, or dogs and hybrids covered by the Dangerous Wild Animal Act 1976 must not be accepted for day boarding.
d)	All dogs over the age of 6 months old shall be neutered / dressed
e)	The minimum ratio of staff to dogs shall be no less than 1:X (<i>insert ratio depending on REHIS Guidance</i>)
f)	All dogs attending the establishment should wear a collar and tag identifying the name and contact number of the premises.
g)	No animals other than dogs are to be boarded within the licensed facilities without the written approval of an authorised officer of Highland Council.

2	LICENCE DISPLAY
a)	A copy of the Licence and its conditions must be suitably displayed to the public in a prominent position at the boarding establishment. All dog owners must be made aware of where the Licence is displayed and the conditions attached to the Licence.

3	CONSTRUCTION
a)	The commercial day boarding establishment must, at all times, be laid out and operated in accordance with an approved plan, to be submitted to the local authority. The licence only applies to the approved plan. Before carrying out any alterations, plans must be submitted to and approved by an authorised officer of Highland Council
b)	Wood should not be used in exposed construction of walls, floors, partitions, door frames or doors within the dog indoor common area. Where wood has been used in existing construction it must be smooth and treated to render it impervious. Where concrete or other building blocks or bricks are used, they must be

	sealed so as to be smooth and impervious, and resealed as necessary.
c)	There must be no projections or rough edges liable to cause injury in any area to which dogs have access.
d)	The establishment must be connected to mains drainage or an approved, localised sewage disposal system.
e)	The interior and exterior of the buildings should be maintained in good repair and good decorative order. Outer paths, gardens, exercise areas and general surroundings must be kept in a good, clean, presentable condition.

4	SAFETY & SECURITY
a)	The licence holder must undertake a risk assessment of the potential hazards to dogs in their care. This should include physical hazards such as sharp projections or rough edges and also chemical hazards. The assessment should consider whether all reasonable measures are in place to minimise the risk of injury or illness to dogs.
b)	The risk assessment should also consider the potential risks to or caused by children who live at or may visit the premises.
c)	All cleaning and disinfection chemicals and materials used on the premises must be harmless to dogs and should be stored in a secure cupboard or cabinet.
d)	The general construction must be such that the security of dogs is ensured.
e)	All doors and gates must be secure and lockable and gates secured at all times to prevent dogs from escaping and to prevent access by persons not associated with the business.
f)	Doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured
g)	External exercise areas must be sufficiently secure to prevent persons not connected to or employed by the establishment having access to the dogs.
h)	To protect against the risk of entrapment or choking, dogs should not be kept in any cage or enclosure with a gap of 50mm or more in diameter. Where practicable they should have no access to any fencing, gate or barrier with a gap of 50mm or more. It is recommended that the first four feet of any boundary fence meets this requirement. Thereafter, the height and construction of the fence should be determined by risk assessment.
i)	Every licence holder should undertake a risk assessment to determine the height and construction of boundary enclosures in order to ensure the safety and security of boarded dogs. This will depend on the locality, the

	proximity to roads and other hazards, the likelihood of contact with other persons or animals out with the premises garden etc. not to mention the dogs themselves. Fencing should be adequately secured at ground level to prevent dogs from escaping underneath.
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5	INTERNAL
a)	All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious and capable of being easily cleaned and disinfected where necessary.
b)	All floors areas must be constructed and maintained in such a condition as to prevent ponding of liquids. In new construction, it is recommended that floors be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel.
c)	Junctions between the walls and floors in areas used by dogs shall be covered to facilitate cleaning. Where it is impractical to do this, all joints must be sealed.
d)	Sleeping areas must be so insulated as to prevent extremes of temperature.
e)	Adequate lighting must be provided throughout the establishment such that all areas accessible to dogs are clearly visible. Where practicable this must be natural light.
f)	Adequate ventilation must be provided to all interior areas without the creation of excessive, localised draughts.
g)	All windows that pose a security risk must be escape proof at all times.
h)	All internal furnishings shall be maintained in a sound condition to permit thorough cleaning and disinfection and shall be of a material capable of being cleaned. Such furnishings shall be inspected on a daily basis for damage or disrepair. Any damaged or ripped items of furniture shall be immediately repaired or replaced. No carpet or rugs are to be used within the boarding establishment

6	EXTERNAL
a)	All structural exterior wood i.e. fence posts must be properly treated against wood rot, e.g. tanalised. Only non-toxic products may be used. Wood is not permitted for agility or play equipment.
b)	Fencing materials must be secure and safe. Fences or other barriers must be of sufficient height to prevent dogs from escaping and to prevent access by persons not connected or employed by the establishment.
c)	Where galvanised welded mesh is used for fencing the wire diameter must not be less than 2.0mm excluding any covering and the mesh size must not

	exceed 50.0mm unless a risk assessment indicates a larger mesh can be safely used.
d)	Fencing should be adequately secured at ground level to prevent dogs from escaping underneath.
e)	External exercise areas must be suitably drained

7	FOOD & WATER
a)	Adult dogs should not be fed on the premises unless for medical reasons and in such case the dog must be fed in a separate area. The provision of 'treats' should be agreed with each owner.
b)	Fresh drinking water from a potable source must be available at all times and changed frequently throughout the day.
c)	Equipment including eating and drinking vessels must be capable of being cleaned and disinfected in accordance with condition 4.c) above.
d)	Shared drinking vessels must be cleansed at least twice per day.
e)	Where required, separate eating vessels must be provided for each dog and must be thoroughly cleansed after each meal.
f)	Any vessel used by a dog showing signs of illness should be disinfected prior to use by any other dog.
g)	Where fresh and cooked meats are stored, refrigeration facilities must be provided. Food should be stored so that potential contamination of food and cross-contamination between raw and cooked food is avoided.
h)	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 be provided for staff use.
i)	Airtight containers should be provided for the storage of dry foods. Wet food including the remains of opened tins must be stored in covered, non-metal, leak proof containers in the fridge. Cross contamination between cooked and uncooked food must be avoided
j)	All bulk supplies of food shall be kept in vermin proof containers.

8	ANIMAL WELFARE
a)	Pre-screening of dogs shall be undertaken prior to being accepted into the centre to ensure that they will be comfortable in the presence of other dogs and will not be a danger to other dogs or staff.
b)	A method of review must be in place to ensure that dogs are excluded if they exhibit any aggressive behaviour.
c)	Resting facilities shall be provided for 'time out' for disobedient or tired dogs
d)	Any injuries which occur to dogs in the care of the licence holder must be recorded and such records will be retained and made available for inspection by the local authority officer at all reasonable times.
e)	A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site.
f)	If puppies are to be accepted on the premises there must be a separate area provided.
g)	The establishment must have a standard procedure in place for dealing with dogs that have escaped. This should include:- <ul style="list-style-type: none"> - All staff must be trained in dealing with escaped dogs - In the event of a dog escaping, the dog owner and local authority must be contacted immediately - Equipment must be available for securing dogs which have escaped. All staff must be trained in the use of such equipment. <p>Local social media can also be very useful in helping find lost pets.</p>

9	EXERCISE
a)	Dogs must have access to a suitable secure outdoor area.
b)	Dogs exercised out with the premises must be kept on a lead at all times unless they are being exercised in a safe and secure area e.g. in a field with the gates closed and with written consent of the individual owners
c)	For dogs exercised out with the premises, the ratio of staff to dogs shall be no less than 1:4. Handlers must be in control of dogs at all times and be able to pick up and dispose of dog waste.

10	TEMPERATURE
a)	Suitable and safe means shall be provided for heating the common indoor area(s).
b)	A maximum temperature of 26°C (79°F) should not to be exceeded in normal circumstances. Dogs must always have free access to an area where the temperature does not fall below 10°C. This should equate to 1 square metre per dog.
c)	Adequate shade shall be provided in outdoor area(s) to protect animals from direct sunshine. Adequate shelter shall also be provided to protect against inclement weather.

11	CLEANLINESS
a)	All indoor areas used by dogs must be kept clean and free from accumulations of dirt and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort. Food preparation / storage areas shall be maintained in a clean condition.
b)	Suitable bedding equipment must be provided which allows the dogs 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. All bedding areas must be kept clean and dry.
c)	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 disease. The final disposal route for all such waste must be incineration. The licence holder should ensure they have an arrangement in place to dispose of clinical waste.
d)	Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

12	SUPERVISION
a)	A fit and proper person with relevant experience must be nominated and be present at all times to exercise supervision and deal with any emergencies.
b)	Employees must not be under the age of 16 and no one under the age of 18 shall be a nominated person.
c)	No person under 16 years of age is permitted to walk boarded dogs in public places unless supervised by a fit and proper person. No person under 16 years of age shall be left unaccompanied with boarded

	dogs at any time.
d)	At no time shall dogs in the common indoor and outdoor areas be left unsupervised. Adequate cover for comfort breaks must be in place.

13	STAFF TRAINING
a)	Staff should be adequately trained in the safe handling of dogs, emergency procedures to be followed, and all other aspects of the licence conditions.
b)	A written training policy must be provided for permanent, part time and seasonal workers.
c)	Suitable and sufficient training of staff should be demonstrated to have been carried out in the following areas:- <ul style="list-style-type: none"> - Animal welfare - Cleanliness and hygiene - Feeding and food preparation - Disease control - Recognition and first aid treatment of sick animals - Health and safety - Emergency procedures (including dogs escaping) - Transportation of animals - Animal handling and control

14	DISEASE CONTROL AND VACCINATION
a)	On arrival, any dogs showing signs of any infectious disease or illness must not be admitted to the premises.
b)	The licence holder must be registered with a veterinary practice that can provide advice and assistance. Details of the owner's vet must also be known. The telephone contact number of the veterinary surgeon used by the establishment or, if appropriate, the individual dogs should be displayed in a suitable place, close to the telephone and accessible to all members of staff.
c)	Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites, including fleas, ticks and intestinal parasites amongst the dogs, staff and visitors.
d)	An Infection Control Policy shall be in place, detailing the steps to be taken in the event of a dog becoming ill during the period of stay. Staff shall be trained in and dog owners shall be made aware of such a policy.

e)	Communal water play facilities with static water e.g. baths and troughs are not permitted as they are considered to present a potential route for the spread of infection. Communal water facilities must have continual running or flowing water.
f)	<p>An up-to-date veterinary vaccination record must be seen to ensure that dogs to be boarded have current vaccinations against canine parvovirus, canine distemper, infectious canine hepatitis (adenovirus) and leptospirosis. The date of the most recent vaccination must be recorded with a valid until date. Primary vaccination courses must be completed at least 2 weeks before boarding.</p> <p>Certification from a veterinary surgeon of a recent protective titre test may be accepted in individual cases as evidence of protection against canine parvovirus, canine distemper, infectious canine hepatitis (not leptospirosis). The certificate must state that it is valid for the period of stay at the kennels. It is the decision of the kennel proprietor whether to accept such a certificate.</p> <p>If there is any doubt about the validity of a vaccination certificate, the operator should consult the veterinary surgery which issued the certificate. Occasionally there may also be veterinary advice on a specific dog regarding vaccination and its health status and this should be taken into account.</p>
g)	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.
h)	<p>Following the diagnosis of an infectious disease the establishment must undergo a deep clean and a quarantine period based on veterinary advice before new boarders are admitted. This period will be specified by the Licensing Authority as agreed with their authorised veterinary surgeon.</p> <p>A record must be maintained of each episode of infectious disease, together with details of the implemented quarantine period.</p>
i)	The Licensee must inform the Licensing Authority by the next working day if a dog is found to have an infectious disease.
j)	The local authority must be informed of the death of any dog in the establishment by the next working day.
k)	A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site. Suitable arrangements must be in place for the storage of medicines including refrigeration if required.

15	ISOLATION FACILITIES
a)	<p>Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained.</p> <p>Suitable isolation facilities must be provided, with adequate heating and ventilation, to house any sick or injured dog until such time as it can be returned to its owner or transported to a vet.</p> <p>There should be a means of maintaining the temperature at a level suitable for the conditions of the dog and dependant on veterinary advice.</p>
b)	Isolation facilities must be separate and physically isolated from the main activity areas. The separation distance must be a minimum of 5m. In new build, isolation facilities must be separated 10m from the main units
c)	Adequate facilities shall be provided to prevent the spread of infectious disease between the isolation facilities and communal dog areas.
d)	Hands must be washed after leaving the isolation facilities and before visiting any other area used to house dogs.
e)	Any vehicle used to transport a sick dog must be cleaned and disinfected after use in accordance with 4 c) above..

16	REGISTER
a)	<p>A register must be kept of all dogs attending the facility. The information kept must include the following:-</p> <ul style="list-style-type: none"> - Date of first attending and days of week normally attended by each dog. - Name of dog - Microchip number - Description, breed, age and gender of dog - Name, address and telephone number of owner or keeper - Name, address and telephone number of dog's veterinary surgeon - Health, welfare and nutrition requirements - Emergency contact details - Written agreement in respect of emergency veterinary treatment - A written record of medicines administered on the premises - A written agreement to exercise the dog off the premises, if appropriate.
b)	The register must be kept readily available, with information on individual dogs being retained for a minimum period of 24 months. The register shall be available for inspection on request by an authorised local authority officer or a veterinary surgeon authorised by the local authority.

c)	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.
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17	FIRE PRECAUTIONS
a)	Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies including the provision of suitable fire-fighting equipment.
b)	An emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on where dogs are to be evacuated to in the event of a fire or other emergency.
c)	Advice should be sought from the Scottish Fire & Rescue Service on how to comply with the relevant requirements under the Fire (Scotland) Act 2005.
d)	All electrical installations and appliances must be maintained in a safe condition.
e)	Heating appliances must not be sited in a location or manner where they may present a risk of fire, or injury to dogs. Freestanding gas or oil appliances are not permitted in any area where dogs have access.
f)	Precautions must be taken to prevent any accumulation which may present a risk of fire.
g)	There must be adequate means of raising an alarm in the event of a fire or other emergency

18	TRANSPORTATION OF DOGS
a)	All vehicles used by the establishment for the transportation of dogs must be regularly serviced and kept clean. They must be fitted with secure cages of adequate size for the safe transportation of dogs and be provided with adequate ventilation and maintained at a comfortable temperature. All vehicles must be secure and should not be left unattended other than to drop off or pick up dogs.
b)	During transit dogs must not travel with a lead on to prevent strangulation.
c)	Journeys must be planned to minimise the time dogs spend in the vehicle. On journeys likely to last more than 2 hours and during exceptionally hot days water must be available in the vehicle.
d)	Vehicles and cages should be cleaned and disinfected prior to use by another dog in accordance with condition 4.c) above.

