

**Animal Boarding Establishments Act 1963**  
**Home Boarding of Dogs**  
**Licensing Conditions**

<b>1</b>	<b>GENERAL</b>
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)	Only dogs from the same household may be boarded at any one time. An exception may be made for dogs from different households but only if the dogs are already well known to each other and have been frequently socialised together e.g. dogs within the same family and then only where the written consent of each dog owner is obtained. The consent must confirm that the owners are content for their dogs to be boarded with the other specified dogs and they can be left unattended together and fed together.
c)	Dogs registered under the Dangerous Dogs Act 1991, as amended, or dogs and hybrids covered by the Dangerous Wild Animal Act 1976 or any dog subject to a Dog Control Notice must not be accepted for home boarding.
d)	Entire males and bitches in season or bitches due to be in season during the boarding must not be boarded together. This includes resident dogs.
e)	Dogs under 6 months shall only be boarded if they are suitably vaccinated and difficulties have not been identified during a trial socialisation period. There is an exception for puppies where they are being boarded with mother or siblings provided no other dogs are permitted on the premises at any time.
f)	Where there are resident dogs and/or cats kept at the household, written consent from the owners of the boarded dog must be gained to these arrangements.
g)	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.

<b>2</b>	<b>NUMBER OF ANIMALS</b>
a)	The maximum number of dogs to be boarded at any one time should reflect the space available and size of dogs being boarded. In any event the maximum number must not exceed 4.
b)	The maximum number of boarded and resident dogs must not exceed 6.
c)	No animals other than dogs are to be boarded within the licensed facilities without the written approval of an authorised officer of Highland Council.

<b>3</b>	<b>LICENCE DISPLAY</b>
	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.

<b>4</b>	<b>CONSTRUCTION</b>
a)	Dogs must live in the home as family pets. There must be no use of external constructions such as kennels, cages or runs etc.
b)	There must be sufficient space available to be able to keep dogs separate if required.
c)	The premises shall have its own entrance and must not have shared access e.g. communal stairs.
d)	There must be adequate space, light, heat and ventilation for the dogs.
e)	The premises should have its own garden or secure outside area to which the dogs have access. This should be exclusive to the property.

<b>5</b>	<b>SAFETY &amp; SECURITY</b>
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)	Where practicable, to protect against the risk of entrapment or choking, dogs should not have access to any fencing, gate or barrier with a gap of more than 50mm in diameter. Exact dimensions will depend on the size of dogs. Particular attention must be given to sleeping areas or any other area where dogs may be left unsupervised for any length of time. 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.
e)	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 passing out with the garden etc. not to mention the dogs themselves. Fencing should be adequately secured at ground level to prevent dogs from escaping underneath.
f)	Where houses have stairs, this should be brought to the attention of the boarding dog owner. Their instructions regarding access must be strictly followed.
g)	All windows that pose a security risk must be escape proof at all times.
h)	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.
i)	The licence holder should have a procedure in place in the event that a dog is lost. Local social media such as Munloch Animal Aid and Highland Dog Blog are very useful in helping find lost pets.

j)	The Licensing Authority must be informed by the next working day if a dog is lost.
----	--

<b>6</b>	<b>ANIMAL WELFARE</b>
a)	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.
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.
c)	Where the licensee has their own dogs on the premises, they must ensure that a suitable period of trial familiarisation takes place for any dogs not previously boarded at the premises.

<b>7</b>	<b>FOOD AND WATER</b>
a)	All dogs must be adequately supplied with suitable food, according to their owner's instructions.
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 cleansed and disinfected in accordance with condition 5. c) above
d)	Drinking vessels must be cleansed at least once per day.
e)	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)	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.
h)	All bulk supplies of food shall be kept in vermin proof containers.

<b>8</b>	<b>EXERCISE</b>
a)	Dogs must be exercised in accordance with their owner's wishes as far as safety allows. If dogs are taken off the premises, they must be kept on leads unless with the owners written permission. The Licensee must be satisfied that the dogs are under proper control at all times.
b)	There must be direct access to a suitable outside garden area which is for the exclusive use by the homeowner (not shared with other residents). The area must be kept clean.

c)	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.
----	---

<b>9</b>	<b>CLEANLINESS</b>
a)	All indoor areas where the dogs have access to, 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 animal comfort.
b)	All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary.
c)	Dog waste can be disposed of using the householder's refuse bin. Any clinical waste arising from the treatment and handling of dogs with infectious disease must be kept separate and the final disposal route for all such waste must be incineration. The licence holder should ensure they have an arrangement with someone such as their vet to dispose of clinical waste.
d)	Reasonable measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.

<b>10</b>	<b>SUPERVISION</b>
a)	The licence holder must have previous experience of dog ownership and must be a fit and proper person able to exercise supervision and deal with emergencies whenever dogs/ are boarded at the premises. This person must not have any convictions for any animal welfare related offences.
b)	Boarded dogs must be treated as household pets and supervised accordingly. Dogs must not be left unattended for longer than 3 hours at a time and then not on a regular basis.
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.
d)	No person under 16 years of age shall be left unaccompanied with boarded dogs at any time.
e)	If there is a resident dog within the household, the boarded dogs must be kept separated on the occasions when they are left unattended unless with the express written consent of the owner of the boarded dog.

<b>11</b>	<b>DISEASE CONTROL AND VACCINATION</b>
a)	On arrival, any boarding dogs showing signs of any infectious disease or illness must not be admitted to the premises.
b)	The Licensee must be registered with a 24 hour veterinary practice that can provide help and advice. The clients own veterinary practice must be known and consulted if necessary.
c)	Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites among dogs and people. It is recommended that the licence holder draws up a written procedure in the event of a dog becoming ill.

d)	<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> <p>Any resident dogs must be vaccinated in accordance with the above.</p>
e)	Any resident cats must have current vaccinations against feline parvovirus (feline infectious enteritis) (FIE)) and against feline respiratory viruses (feline herpesvirus and feline calicivirus). Primary vaccination courses must be completed at least 2 weeks before boarding.
f)	Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any animal is sick or injured, any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.
g)	Following an episode of infectious disease, the premises must undergo a deep clean and a reasonable 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. A record must be maintained of each episode of infectious disease, together with details of the implemented quarantine period.
h)	The Licensee must inform the Licensing Authority by the next working day if a boarded or resident animal develops an infectious disease.
i)	The Licensing Authority must be informed by the next working day of the death of any animal boarded or resident at the premises. The Licensee must make arrangements for the body to be stored at a veterinary surgeons premise until the owners return.

j)	A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site and in any vehicle used for transporting boarded dogs. These should include a suitable tick removal tool.
----	--

<b>12</b>	<b>ISOLATION</b>
a)	<p>Any animals, whether resident or boarded showing signs of any infectious disease or illness shall be isolated from any other animal until veterinary advice is obtained.</p> <p>A suitable space 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. 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>13</b>	<b>REGISTER</b>
a)	<p>A register must be kept of all dogs boarded. The information kept must include the following:-</p> <ul style="list-style-type: none"> <li>- Date of arrival</li> <li>- Name of dog</li> <li>- Microchip number</li> <li>- Description, breed, age and gender of dog</li> <li>- Name, address and telephone number of owner or keeper</li> <li>- Name, address and telephone number of second contact person whilst boarded</li> <li>- Name, address and telephone number of dog's usual veterinary surgeon</li> <li>- Anticipated and actual date of departure</li> <li>- Health, welfare and nutrition requirements</li> <li>- Date of last season for a bitch; and</li> <li>- A written record of medicines administered on the premises</li> <li>- Written agreement in respect of emergency veterinary treatment.</li> </ul>
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.

<b>14</b>	<b>FIRE PRECAUTIONS</b>
a)	Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies. 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.
b)	Fire fighting equipment must be provided in accordance with advice given by a competent person. It is recommended that the licence holder request a home fire safety visit by the Scottish Fire & Rescue Service.
c)	All electrical installations and appliances must be maintained in a safe condition.
d)	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.

e)	Precautions must be taken to prevent any accumulation which may present a risk of fire.
f)	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/cats in the event that the licensed premises is rendered uninhabitable.

<b>15</b>	<b>TRANSPORTATION</b>
a)	If a collection and delivery service is provided or transport is used to travel to an exercise area then a suitable vehicle must be used. Dogs must be secured within dog cages or behind a dog guard whilst travelling within the vehicle. Where more than one dog is to be transported the vehicle must be of adequate size for the safe transportation of the dogs. The journey time shall be kept to a minimum when transporting boarded dogs.
b)	Particular attention must be given to the separation of dogs when confined in such close spaces such as a car.
c)	During transit dogs must not travel with a lead on to prevent strangulation.
d)	Vehicles and cages should be cleaned and disinfected prior to use by another dog in accordance with condition 5.c) above.

