

Ryedale District Council

Animal Boarding Establishments Act 1963

Standard Conditions Applicable to Licensed Cat Boarding Establishments

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PREFACE

Unless otherwise stated, these conditions shall apply to all buildings and areas to which cats have access and/or which are used in association with the boarding of cats. The term "unit" relates to combined sleeping **and** individual exercise areas.

1. **LICENCE DISPLAY**

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

2. **NUMBER OF ANIMALS**

2.1 **NUMBER OF CATS PERMITTED**

The maximum number of cats to be kept at any one time is

Each cat must be provided with a separate unit except that cats from the same household may share a unit with the written consent of the cats' owner.

Holding pens may be provided for temporarily holding a cat for not more than 24 hours.

Holding pens, if provided, must comply with conditions as required for main units except for the condition relating to height). Holding pens must be a minimum area of 9 sq ft and 12 sq ft in new construction.

No animals other than cats are to be boarded within the licensed facilities without the written approval of the Council.

Where stray cats are accepted by the cattery they must be kept in a separate area away from boarded cats.

3. **CONSTRUCTION**

3.1 **GENERAL**

The establishment must, at all times, be laid out and operated in accordance with an approved plan (attached). Before carrying out any alterations, plans must be submitted to and approved by the licensing officers of the Council.

All new units must be built on a concrete base with a damp proof membrane to Building Regulation Standards. This should have a minimum fall of 1 in 80.

All exterior wood must be properly treated against wood rot, only products which are non toxic to cats may be used.

All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.

Where galvanised weld mesh is used the wire diameter must not be less than 1.60 mm (16 gauge weld mesh) excluding any covering and mesh size must not exceed 2.5 cm (1").

Sleeping areas of units must be so insulated as to prevent extremes of temperature.

The construction must be such that the security of the cat is ensured.

All areas to which cats have free access must be roofed.

3.2 **WALLS**

The interior surfaces of all walls of buildings must be smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used, they must be so sealed as to be smooth, impervious, and be re-sealed as necessary.

Junctions between vertical and horizontal sections must be coved. If impractical in existing premises, all joints must be sealed.

Full length sneeze barriers must be provided where the gap between units is less than 0.625m (2 ft) be provided to a minimum height of 1.2m (4 ft). The same protection must be provided to adjoining raised shelving etc.

3.3 **FLOORS AND CONCRETE BASES**

The concrete base and floors of all buildings and units must be of smooth, impervious materials, capable of being easily cleansed. In new catteries, this must incorporate a damp proof membrane.

Floors of all units and related exercise areas and units must be constructed and maintained in such a condition as to prevent ponding of liquids.

Drainage must not pass towards sides and partitions, so that contamination does not pass between units.

3.4 **CEILINGS AND ROOFING**

Ceilings must be constructed of smooth, impervious material and be capable of being easily cleaned.

All exercise areas and the safety passage should be covered with mesh and impermeable material, a proportion of which must be translucent.

3.5 **DOORS**

Doors must be strong enough to resist impact and scratching and must be close fitting, and capable of being effectively secured.

Where metal edging is used, this must not present a risk of injury to the cat.

Adequate constructional precautions must be taken to prevent and control the spread of infectious disease particularly by droplet infection.

3.6 **WINDOWS**

All windows which pose a security risk must be escape proof at all times.

3.7 **UNIT SIZE, LAYOUT AND EXERCISE FACILITIES.**

In new construction each unit must have a sleeping area and an adjoining exercise area, which is exclusive to that unit.

In new construction each unit must be provided with a sleeping area of at least 0.85 sq m (9 sq ft) for one cat, or 1.5 sq m (16 sq ft) for two cats or 1.85 sq m (20 sq ft) for up to four cats from the same household.

Suitable bedding equipment must be provided which allows the cat to be comfortable and which is capable of being easily and adequately cleaned and disinfected must be provided. Such equipment must be sited out of draughts. All bedding material must be maintained in a clean, parasite free and dry condition.

In new construction each unit must be provided with an exercise area of at least 1.7 sq m (18 sq ft), for a single cat; 2.23 sq m (24 sq ft) for two cats; 30 sq ft for up to 4 cats which is separate from the bedding area and exclusive to that pen. There must be free and easy access for the cat between the bedding and exercise area at all times except when bedded down for the night. The entire exercise area must be roofed.

Units must have a minimum internal height of 1.8 m (6 ft.).

Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.

Exercise areas must not be used as sleeping areas.

3.8 **DRAINAGE**

The establishment must be connected to mains drainage or an approved, localised sewage disposal system.

3.9 **LIGHTING**

During daylight hours lighting must be provided to exercise and sleeping areas so that all parts of the area are clearly visible. Where practicable this must be natural light. Artificial lighting must be provided throughout the establishment so that all parts of the area are clearly visible if these areas are to be used after daylight hours.

3.10 **VENTILATION**

Ventilation must be provided to the sleeping and exercise areas without the creation of excessive, localised draughts in the sleeping area.

4. **MANAGEMENT**

4.1 **TRAINING**

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

4.2 **TEMPERATURE IN UNITS**

Heating facilities must be available in the units and used according to the requirements of the individual cat.

The bedding area of the unit must be maintained at a temperature of between 10°C (50°F) and 26°C (79°F).

In isolation units there should be a means of maintaining a temperature at a level suitable for the conditions of the cat. However the temperature in the isolation unit must not be allowed to rise above 26°C (79°F) or fall below 15.5°C (60°F), unless advised to the contrary by a veterinary surgeon.

A "minimum - maximum" thermometer must be provided in each unit block and isolation unit.

4.3 **CLEANLINESS**

All units, corridors, common areas, kitchens 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 cat comfort.

Litter trays containing suitable material, which are easy to clean and impermeable must be provided. These must be emptied and cleansed daily and changed if necessary at any time during the day if found to be unduly soiled.

All bedding areas must be kept clean and dry.

Each unit must be thoroughly cleansed and disinfected upon vacation or every 7 days whichever is the shorter. All fittings and bedding must also be thoroughly cleansed and disinfected prior to re-use.

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 cats with infectious diseases. The final disposal route for all such waste must be incineration.

4.4 **FOOD AND WATER SUPPLIES**

All boarded cats must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily. 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.

Eating vessels must be cleansed after each meal.

Drinking vessels must be cleansed at least once daily

4.5 **KITCHEN FACILITIES**

Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the cats.

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

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.

Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

4.6 **DISEASE CONTROL AND VACCINATION**

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

Cats boarded or resident must be accompanied by an up-to-date record of vaccination against Infectious Feline Enteritis, feline respiratory disease and other relevant diseases. Vaccinations must have been completed at least 4 weeks before the first date of boarding. This record of vaccination must be kept on-site throughout the period that the cat is boarded.. Four weeks is the maximum time necessary for vaccines to become fully effective. A shorter time period is acceptable if suitable veterinary evidence is provided based on manufacturers instructions.

4.7 **ISOLATION**

Isolation facilities must be provided. A minimum of 1 isolation unit for up to 30 units should be provided.

These isolation facilities must be in compliance with other boarding requirements but must be separate and physically isolated from the main units. This must be approximately 5m (15 ft.) (See also temperature control). Isolation facilities must be used where the presence of infectious disease is suspected.

Adequate facilities to prevent the spread of infectious disease between the isolation and other units must be provided.

Hands must be washed after leaving the isolation facilities before visiting the other units.

Measures must be taken to keep establishments free of rodents, insects and other pests, and cats free of external parasites.

Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any cat is sick or injured any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.

4.8 **REGISTER**

A register must be kept of all cats boarded. The information kept must include the following:

- Date of arrival.
- Name of cat and distinguishing marks, any system such as microchip number or tattoo;
- Description, breed, age and gender of cat;
- 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 cat's veterinary surgeon;
- Anticipated and actual date of departure.
- Health, welfare and nutrition requirements.

Records must be kept readily available for a minimum of 24 months and kept in such a manner as to enable an authorised officer to easily access such information.

Where records are computerised a backup copy must be kept. The register must also be available to members of staff of the establishment at all times.

4.9 **IDENTIFICATION OF UNITS**

Each unit must be clearly marked (e.g. numbered) and a system in place which ensures that relevant information about the cat in that unit is readily available.

4.10 **SUPERVISION**

A fit and proper person must always be present to exercise supervision and deal with emergencies whenever cats are boarded at the premises.

Cats must be visited at regular intervals, as necessary for their health, safety and welfare.

4.11 **FIRE PRECAUTIONS**

Appropriate steps must be taken for the protection of the cats in case of fire or other emergencies. The name, address and telephone number of the licensee must be permanently displayed on the premises and must also be logged with the Police and Fire Authorities. In case of absence of the responsible resident, the licensee shall appoint a responsible person residing within reasonable distance of the premises to have custody of a duplicate key. The name and address and telephone number of such person shall be displayed in legible characters on the front door, or windows of the premises and be notified to the local Fire Brigade and Police.

A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include an instruction as to where cats are to be evacuated

4.12 **TRANSPORTATION**

All vehicles used by the establishment for the transportation of cats must be regularly serviced and kept clean. They must be fitted with cages of adequate size for the safe transportation of cats and be provided with adequate ventilation. All vehicles must be secure.