

Ryedale District Council

Animal Boarding Establishments Act 1963

Standard Conditions Applicable to Licensed Dog Boarding Establishments

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PREFACE

Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs. Use of the term "kennel" refers to both 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 DOGS PERMITTED**

The maximum number of dogs to be kept at any one time is[TO BE DETERMINED BY THE COUNCIL].

Each dog must be provided with a separate kennel except that dogs from the same household may share a kennel with the written consent of the dogs' owner.

Holding kennels may be provided for temporarily kennelling a dog for not more than 24 hours.

Holding kennels, if provided, must comply with conditions as required for main kennels except for the condition relating to height). Holding kennels must be a minimum area of 2.3 sq. m. (25 sq. ft).

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

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

2.2 **KENNEL SIZE, LAYOUT AND EXERCISE FACILITIES.**

For new kennels each kennel must be provided with a sleeping area of at least 1.9 sq m (20 sq. ft)

Suitable bedding equipment must be provided which allows the dog 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.

For new kennels each kennel must be provided with an exercise area of at least 2.46 sq m (26 sq ft), which is separate from the bedding area and exclusive to that kennel for free use by the dog at all times except at night. This exercise area must be roofed to a minimum of half the area, sufficient to give the dog protection against the weather. The remaining area must be covered with suitable mesh.

Kennels must have a minimum height of 1.8 m (6 ft.) to facilitate adequate access by kennel staff for cleaning.

Kennels and exercise areas must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises. Exercise areas must not be used as bedding areas.

3. **CONSTRUCTION**

3.1 **GENERAL**

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

Where wood has been used in existing construction it must be smooth and treated to render it impervious. Wood must not be used in exposed construction of walls, floors, partitions, door frames or doors in the dog kennelling area. There must be no projections liable to cause injury.

Fencing materials must be secure and safe where galvanised weld mesh is used the wire diameter must not be less than 2.0 mm (14 standard wire gauge) excluding any covering and the mesh size must not exceed 5.0 cm (2").

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

The construction must be such that the security of the dog is ensured. If kennels are open top they must be covered with suitable mesh.

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.

3.2 **WALLS**

Walls with which dogs may come into contact must be of smooth impervious material, capable of being easily cleansed

Where concrete or other building blocks or bricks are used, in such walls, they must be so sealed as to be smooth and impervious, and re-sealed as necessary.

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

Partition walls between kennels must be of solid construction to a minimum height of 1.2 m (4 ft.).

In new constructions, in exercise runs the lower section of partitions in adjoining runs must be of solid construction.

3.3 **FLOORS**

Floors of all buildings, individual exercise areas and kennels must be of smooth, impervious materials, capable of being easily cleansed and in new kennel must incorporate a damp proof membrane.

All floors of kennels and individual exercise areas must be constructed and maintained in such a new condition as to prevent ponding of liquids.

In new construction floors of all kennels and related exercise areas must be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel. Floors must provide sufficient grip for the dog to walk or run without sustaining injury.

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

Communal exercise areas must be suitably drained.

3.4 **CEILINGS**

Ceilings must be capable of being easily cleaned and disinfected.

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 bars and frames are used, they must be of suitable gauge (approximately 10-14) with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury to the dog.

Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.

3.6 **WINDOWS**

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

3.7 **DRAINAGE**

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

3.8 **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.

3.9 **VENTILATION**

Ventilation must be provided to the sleeping and exercise areas without the creation of excessive, localised draughts in the bedding 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 KENNELS**

Heating facilities must be available in the kennels and used according to the requirement of the individual dog.

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

In isolation kennels there must be a means of maintaining a temperature at a level suitable for the condition of the dog. However the temperature in the isolation kennel 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 kennel 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 dog comfort.

Each occupied kennel must be cleansed daily. All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary.

All bedding areas must be kept clean and dry.

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.

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. The final disposal route for all such waste must be incineration.

4.4 **FOOD AND WATER SUPPLIES**

All dogs 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 and 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 dogs.

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 used.

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 dogs, staff and visitors.

Dogs boarded or resident must be accompanied by an up-to-date record of vaccination against distemper, hepatitis, parvovirus, leptospirosis 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 dog is boarded. Evidence of recent broad spectrum de-worming must be provided for dogs which will have access to a communal exercise area. 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 kennel for up to 50 kennels should be provided.

These isolation facilities must be in compliance with other boarding requirements but must be separate and physically isolated from the main kennels. This must be approximately 5m (15 ft.) (See also temperature control).

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

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

Isolation facilities must be available for the protection and isolation of bitches in season. Such facilities must prevent contact between the dogs.

Isolation facilities must be used where the presence of infectious disease is suspected, and when bitches are in season. Where stray dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs. Isolation facilities must only be used for this purpose in exceptional circumstances i.e. where strays intake is minimal. Condition 4.7.3 would apply to staff handling strays.

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.

A well stocked first-aid kit suitable for use on dogs must be available and accessible on site.

A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site.

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

4.8 **REGISTER**

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

- Date of arrival
- Name of dog as well as any other identification mark such as microchip number of 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;
- Anticipated and actual date of departure.
- Health, welfare and nutrition requirements.
- Kennel number allocated.

The register must be kept 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 KENNELS**

Each kennel must be clearly marked (e.g. numbered) and a system in place which ensures that kennel is readily available.

4.10 **SUPERVISION**

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

Dogs must be visited at such regular intervals as are necessary for their health.

4.11 **FIRE PRECAUTIONS**

Appropriate steps must be taken for the protection of the dogs 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. Fire protection advice must be sought from the Fire Prevention Officer and implemented.

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 dogs are to be evacuated to in the event of a fire or other emergency.

Fire fighting equipment must be provided in accordance with any advice given by the Fire Prevention Officer.

All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker on each block of kennels. Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.

Precautions must be taken to prevent any accumulation which may present a risk of fire.

There must be adequate means of raising an alarm in the event of a fire or other emergency.

4.12 **TRANSPORTATION**

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