

Part A - GENERAL CONDITIONS

1.0 Licence Display

- 1.1 A copy of the licence must be clearly and prominently displayed on any premises used for the licensable activity.
- 1.2 The name of the licence holder followed by the number on the licence holder's licence must be clearly and prominently displayed on any website used in respect of the licensable activity.

2.0 Records

- 2.1 The licence holder must ensure that at any time all the records that the licence holder is required to keep as a condition of the licence are available for inspection by any inspector in a visible and legible form or, where any such records are stored in electronic form, in a form from which they can readily be produced in a visible and legible form.
- 2.2 The licence holder must keep all such records for at least three years beginning with the date on which the record was created.

3.0 Use, Number and type of animals

- 3.1 No animals or types of animal other than those animals and types of animal specified in the licence may be used in relation to the relevant licensable activity.
- 3.2 The maximum number of animals kept for the activity at any time must not exceed the maximum that is reasonable taking into account the facilities and staffing on any premises used for the licensable activity.

4.0 Staffing

- 4.1 Sufficient numbers of people who are competent for the purposes must be available to provide a level of care that ensures that the welfare needs of all the animals are met.
- 4.2 The licence holder or a designated manager and any staff employed to care for the animals must have competence to identify the normal behaviour of the species for which they are caring and to recognise signs of, and take appropriate measures to mitigate or prevent pain, suffering, injury, disease or abnormal behaviour.
 - A person responsible for the care of the dogs with a relevant OFQUAL regulated Level 3 qualification must be present during the working day.
- 4.3 The licence holder must provide and ensure the implementation of a written training policy for all staff

5.0 **Suitable Environment**

- 5.1 **All areas, equipment and appliances to which the animals have access must present minimal risks of injury, illness and escape. They must be constructed in materials that are robust, safe and durable, in a good state of repair and well maintained.**
- 5.2 **Animals must be kept at all times in an environment suitable to their species and condition (including health status and age) with respect to –**
 - a) Their behavioural needs,
 - b) Its situation, space, air quality, cleanliness and temperature,
 - c) The water quality (where relevant)
 - d) Noise levels
 - e) Light levels
 - f) Ventilation
- 5.3 Staff must ensure that the animals are kept clean and comfortable.
- 5.4 Where appropriate for the species, a toileting area and opportunities for toileting must be provided.
- 5.5 Procedures must be in place to ensure accommodation and any equipment within it is cleaned as often as necessary and good hygiene standards are maintained. The accommodation must be capable of being thoroughly cleaned and disinfected.
- 5.6 The animals must be transported and handled in a manner (including for example in relation to housing, temperature, ventilation and frequency) that protects them from pain, suffering, injury and disease.
- 5.7 All the animals must be easily accessible to staff and for inspection. There must be sufficient light for the staff to work effectively and observe the animals.
- 5.8 All resources must be provided in a way (for example as regards, frequency, location and access points) that minimises competitive behaviour or the dominance of individual animals.
- 5.9 The animals must not be left unattended in any situation or for any period likely to cause them distress
 - There must be a designated other person or member of staff who can cover any emergency of absence of leave so that the dogs are never left alone.

6.0 **Suitable Diet**

- 6.1 The animals must be provided with a suitable diet in terms of quality, quantity and frequency. Any new feeds must be introduced gradually to allow the animals to adjust to them.
- 6.2 Feed and (where appropriate) water intake must be monitored, and any problems recorded and addressed.
- 6.3 Feed and drinking water provided to the animals must be unspoilt and free from contamination.
- 6.4 Feed and drinking receptacles must be capable of being cleaned and disinfected, or disposable.
- 6.5 Constant access to fresh, clean drinking water must be provided in a suitable receptacle for the species that requires it.

- 6.6 Where feed is prepared on the premises used for the licensable activity, there must be hygienic facilities for its preparation, including a working surface, hot and cold running water and storage.

7.0 **Monitoring of behaviour and training of animals**

- 7.1 Active and effective environmental enrichment must be provided to the animals in inside and any outside environments
- 7.2 For species whose welfare depends partly on exercise, opportunities to exercise which benefit the animals physical and mental health must be provided, unless advice from a veterinarian suggests otherwise.
- There must be a clear plan setting out two walks per dog each day for a minimum of 20 minutes. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons.
 - Any outside space will have two secure physical barriers between any dog and any entrance/exit.
- 7.3 The animals' behaviour and any changes of behaviour must be monitored. Advice must be sought, as appropriate and without delay, from a veterinarian or, in the case of fish, any person competent to give such advice if adverse or abnormal behaviour is detected.
- 7.4 Where used, training methods or equipment must not cause pain, suffering or injury.
- 7.5 All immature animals must be given suitable and adequate opportunities to –
- a) Learn how to interact with people, their own species and other animals where such interaction benefits their welfare, and
 - b) Become habituated to noises, objects and activities in their environment.

8.0 **Animal Handling and Interactions**

- 8.1 All people responsible for the care of the animals must be competent in the appropriate handling of each animal to protect it from pain, suffering, injury or disease.
- 8.2 The animals must be kept separately or in suitable compatible social groups appropriate to the species and individual animals. No animals from a social species may be isolated or separated from others of their species for any longer than is necessary.
- 8.3 The animals must have at least daily opportunities to interact with people where such interaction benefits their welfare.

9.0 **Protection from Pain, Suffering, Injury and Disease**

- 9.1 Written procedures must -
- a) Be in place and implemented covering-
 - i. Feeding regimes,
 - ii. Cleaning regimes,
 - iii. Transportation,
 - iv. The prevention of, and control of the spread of, disease,
 - v. Monitoring and ensuring the health and welfare of all the animals,

- vi. The death or escape of an animal (including the storage of carcasses).
 - b) Be in place covering the care of the animals following the suspension or revocation of the licence or during and following an emergency
- 9.2 All people responsible for the care of the animals must be made fully aware of these procedures.
- 9.3 Appropriate isolation, in separate self contained facilities, must be available for the care of sick, injured or potentially infectious animals.
- 9.4 All reasonable precautions must be taken to prevent and control the spread among animals and people of infectious diseases, pathogens and parasites.
- 9.5 All excreta and soiled bedding for disposal must be stored and disposed of in a hygienic manner and in accordance with any relevant legislation.
- 9.6 Sick or injured animals, must receive prompt attention from a veterinarian or, in the case of fish, an appropriately competent person and the advice of that veterinarian or, in the case of fish, that competent person must be followed.
- 9.7 Where necessary, animals must receive preventative treatment by an appropriately competent person.
- 9.8 The licence holder must register with a veterinarian with an appropriate level of experience in the health and welfare requirements of any animals specified in the licence and the contact details of that veterinarian must be readily available to all staff on the premises used for the licensable activity.
- 9.9 Prescribed medicines must be stored safely and securely to safeguard against unauthorised access, at the correct temperature, and used in accordance with the instructions of the veterinarian.
- 9.10 Medicines other than prescribed medicines must be stored, used and disposed of in accordance with the instructions of the manufacturer or veterinarian.
- 9.11 Cleaning products must be suitable, safe and effective against pathogens that pose a risk to the animals. They must be used, stored and disposed of in accordance with the manufacturer's instructions and used in a way which prevents distress or suffering of the animals.
- 9.12 No person may euthanase an animal except a veterinarian or a person who has been authorised by a veterinarian as competent for such purpose or –
 - a) In the case of fish, a person who is competent for such purpose
 - b) In the case of horses, a person who is competent, and who holds a licence or certificate, for such purpose.
- 9.13 All animals must be checked at least once daily and more regularly as necessary to check for any signs of pain, suffering, injury, disease or abnormal behaviour. Vulnerable animals must be checked more frequently. Any signs of pain, suffering, injury, disease or abnormal behaviour must be recorded and the advice and further advice of a veterinarian must be sought and followed.

10.0 Emergencies

- 10.1 A written emergency plan, acceptable to the local authority, must be in place, known and available to all staff on the premises used for the licensable activity, and followed where necessary to ensure appropriate steps are taken to protect all the

people and animals on the premises in case of fire or in case of breakdowns for essential heating, ventilation, aeration or filtration systems or other emergencies.

- 10.2 The plan must include details of the emergency measures to be taken for the extrication of the animals should the premises become uninhabitable and an emergency telephone list that includes the fire service and police.
- 10.3 External doors and gates must be lockable.
- 10.4 A designated key holder with access to all animal areas must at all times be within reasonable travel distance of the premises and available to attend in an emergency.

Part B – Specific Conditions for Home Dog Boarding

1.0 Home

- 1.1 Dogs must be accommodated within the home.
- 1.2 The home must include –
 - a) Direct access to a private, non communal, secure and hazard-free external area, and
 - b) A secure physical barriers between any dog and any entrance to or exit from it.

2.0 Suitable Environment

- 2.1 Dogs from different households may only be boarded at the same time with the written consent of every owner.
- 2.2 Each dog must be provided with its own designated room, where it can be kept separate from other dogs.
- 2.3 Each dog must have a clean, comfortable and warm area within its designated room where it can rest and sleep.
- 2.4 Each designated room must have a secure window to the outside that can be opened and closed as necessary.
- 2.5 A dog must not be confined in a crate for longer than three hours in any 24 hour period.
- 2.6 A dog must not be kept in a crate unless –
 - a) It is already habituated to it,
 - b) A crate forms part of the normal routine for the dog;
 - c) The dog's owner has consented to the use of a crate.
- 2.7 Any crate in which a dog is kept must be in good condition and sufficiently large for the dog to sit and stand in it at full-height, lie flat and turn around.

3.0 Suitable Diet

- 3.1 Each dog must be fed separately in its designated room unless its owner has given written consent to the contrary.

4.0 Monitoring of behaviour and training

- 4.1 Any equipment that a dog is likely to be in contact with and any toy provided must not pose a risk of pain, suffering disease or distress to the dog and must be correctly used.
- 4.2 Each dog must be exercised at least once daily as appropriate for its age and health.
 - Dogs must be exercised at least twice per day. Each dog must have a written daily exercise regime including lead exercise and free running in a secure area. There must be an alternative form of enrichment planned for dogs which cannot be exercised for veterinary reasons for the same periods of time.
- 4.3 Dogs which on the advice of a veterinarian cannot be exercised must be provided with alternative forms of mental stimulation.

5.0 Housing apart from other dogs

- 5.1 Written consent must be obtained from the owner or owners (as the case may be) to keep dogs together in a designated room.
- 5.2 Unneutered bitches must be prevented from mating.
- 5.3 If any person aged under 16 years resides at the home, there must be a procedure in place to regulate the interactions between the dogs and that person.

6.0 Records

- 6.1 A register must be kept of all the dogs at the premises which must include –
 - a) The dates of each dogs arrival and departure;
 - b) Each dogs name, age, sex, neuter status, microchip number and a description of it or its breed;
 - c) The number of dogs from the same household;
 - d) A record of which dogs (if any) are from the same household;
 - e) The name, postal address, telephone number and email address of the owner of each dog and emergency contact details;
 - f) In relation to each dog, the name, postal address, telephone number and email address of a local contact in an emergency;
 - g) The name and contact details of the dogs normal veterinarian and details of any insurance relating to the dog;
 - h) Details of each dog's relevant medical and behavioural history, including details of any treatment administered against parasites and restrictions on exercise;
 - i) Details of the dog's diet and related requirements;
 - j) Consent forms;
 - k) A record of the date or dates of each dog's most recent vaccination, worming and flea treatments;
 - l) Details of any medical treatment each dog is receiving.
- 6.2 When outside the premises, each dog must wear an identity tag which includes the licence holder's name and contact details.

7.0 Protection from pain, injury, suffering and disease

- 7.1 Before a dog is admitted for boarding, all equipment to be used or in relation to that dog must be cleaned and disinfected.
- 7.2 A preventative healthcare plan agreed with the veterinarian with whom the licence holder has registered under paragraph 9(8) of Schedule 2 must be implemented.