

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: 11 JUNE 2015
title: APPROVAL OF MODEL LICENCE CONDITIONS FOR 'HOME BOARDING'
submitted by: CHIEF EXECUTIVE
principal author: JAMES RUSSELL – HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To consider and approve model licence conditions for operators providing 'home boarding' for dogs.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – To help make people's lives safer and healthier and to protect and enhance the existing environmental quality of the area.
- Community Objectives – To support health, environmental, economic and social wellbeing of people who live, work and visit Ribble Valley.
- Corporate Priorities – To enable the delivery of effective and efficient services.
- Other Considerations – None.

2 BACKGROUND

2.1 Businesses providing boarding for dogs are required to be licensed under the provisions of the Animal Boarding Establishments Act 1963 (As amended). National advice from LACORS dated 23 January 2007, issued to licensing authorities, confirmed that facilities that provide boarding for short periods of time as the 'primary function' require an appropriate licence.

2.2 This Council approved the 'revised and updated' national model conditions for boarding kennels and catteries in July 1996 and more recently in October 2013 model standards for 'dog day care' facilities.

3 ISSUES

3.1 Earlier this year, the Council was approached, for the first time by a number of local operators wishing to offer home boarding for dogs as an alternative to dog owners to the more traditional & formal 'licensed kennels'. It was recognised that the current model conditions were not entirely relevant and applicable to this type of operation.

3.2 As such, enquiries were made with the Chartered Institute of Environmental Health who advised they are aware of the growing number and popularity of these facilities but that there are no model standards available or proposed in the near future.

3.3 Enquiries were subsequently made with neighbouring Lancashire authorities and copies of adopted model standards were obtained from Pendle, South Ribble and Preston. Each authority has used their standards for several years without experiencing issues.

3.4 As such these standards, each differing slightly, have been used in conjunction with the existing model standards and in consultation and advice from Planning, to formulate the proposed model conditions, attached as the Appendix to this report.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – The report has no financial implications;
- Technical, Environmental and Legal – The adoption of suitable model conditions is fundamental to an effective licensing function;
- Political – The adoption of these model standards reflects the Councils ongoing commitment to applying suitable standards to protect the health, welfare and well-being of animals in premises for which it is the licensing authority;
- Reputation - The adoption of these model standards enables the effective licensing of this type of operation within the Borough.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Approve the attached model conditions, in relation to the licensing of 'home boarding' facilities within the borough of Ribble Valley, under the provisions of The Animal Boarding Establishments Act 1963 (As amended).

JAMES RUSSELL
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

1. Animal Boarding Establishment Act 1963 (As amended).
2. LACORS 'Advice on Day Boarding of Animals - issued 23/01/2007

For further information please ask for James Russell on 01200 414466.



ANIMAL BOARDING ESTABLISHMENTS ACT 1963 'HOME BOARDING OF DOGS' - STANDARD LICENCE CONDITIONS

1 INTRODUCTION:

- 1.1 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.
- 1.2 The Council reserves the right to contact immediate neighbouring properties when considering re-licensing of premises.
- 1.3 The Licensee shall ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance. Certificates of Insurance shall be displayed in a prominent position with this operating licence.
- 1.4 No dog registered under the Dangerous Dogs Act 1991 shall be accepted for home boarding.
- 1.5 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. wolf hybrids) shall not be accepted for home boarding.
- 1.6 Entire males and bitches in season or bitches due to be in season during boarding, including resident dogs, shall not be boarded together.
- 1.7 Puppies shall not be boarded with other dogs until completion of initial inoculation.
- 1.8 Dogs shall live in the home as family pets.
- 1.9 There shall be no external construction of buildings, cages or runs.

2 DISPLAY OF LICENCE:

- 2.1 A copy of the licence and its associated conditions shall be suitably displayed for clients in a prominent position at the entrance to the premises.

3 NUMBERS OF ANIMALS:

- 3.1 The maximum number of dogs permitted for home boarding is (.....*), as determined by the Authorised Officer of the Council at the time of application. *This number shall not exceed a maximum of 4 dogs including resident dogs.
- 3.2 Only dogs from the same household shall be boarded at any one time. Dogs shall not be boarded with any cat, unless they normally live together in the same household.
- 3.3 Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog(s) shall also be gained following a trial familiarisation session.

4 CONSTRUCTION:

- 4.1 The premises shall have its own individual entrance and shall not use shared access e.g. communal stairs.
- 4.2 There shall be adequate space, light, heat and ventilation for the dogs.
- 4.3 As far as reasonably practicable all areas/rooms within the home to which boarded dogs have access, shall have no physical or chemical hazards that may cause injury to the dogs.
- 4.4 There shall be sufficient space available to be able to keep the dogs separately if required.

5 TRANSPORT:

- 5.1 All vehicles used to transport dogs shall be designed and maintained so that they are easily cleansable and not cause injury to the dogs transported.
- 5.2 There shall be no projections liable to cause injury.
- 5.3 Any fouling or urination which occurs in the vehicle shall be removed as soon as possible and the vehicle thoroughly cleaned and disinfected at the earliest opportunity and before use for the next boarding dog.

6 MANAGEMENT:

- 6.1 Where staff is employed, a written training policy shall be provided. Systematic training of staff shall be demonstrated to have been carried out.
- 6.2 The licensee shall be able to demonstrate competency in dog husbandry to the authorised officer.

7 CLEANLINESS:

- 7.1 All areas where the dogs have access to, including the kitchen etc. shall be kept clean and free from accumulations of dirt and dust and shall be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.

- 7.2 All dog faeces and other waste shall be cleaned up as soon as reasonable practicable and if stored, placed into a suitable impervious & lidded container, lined with a plastic sack. Disposal to be in accordance with current regulations and good waste management practice.
- 7.3 Facilities shall be provided for the proper reception, storage and disposal of all waste arising. Particular care shall be taken to segregate clinical waste arising from the treatment and handling of dogs with an infectious condition. The final route for all such waste shall comply with current waste regulations.
- 7.4 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.
- 7 FOOD AND WATER SUPPLIES:
- 8.1 All dogs shall have an adequate supply of suitable food as directed by the client.
- 8.2 Fresh drinking water shall be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water shall be changed at least twice a day.
- 8.3 Clients shall be encouraged to provide each dog with its own bedding, bowls, grooming materials etc. These items shall be cleaned regularly to prevent cross infection. The Licensee however shall also be able to provide extra bedding material.
- 8.4 Where necessary, eating and drinking vessels shall be provided, and where so, they shall be capable of being easily cleansed and disinfected to prevent cross contamination. They shall also be maintained in a clean condition. Feeding bowls shall be cleaned or disposed of after each meal and each dog shall be provided with its own bowl.
- 9 KITCHEN FACILITIES:
- 9.1 Storage facilities for food shall be provided and must be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.
- 9.2 Airtight containers shall be provided for the storage of dry foods. Uncooked food and the remains of opened tins shall be stored in covered, non-metal, leak proof containers under refrigeration.
- 10 DISEASE CONTROL AND VACCINATION:
- 10.1 Adequate precautions shall be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 10.2 A Veterinary Certificate shall be required that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterhaemorrhagicae*) and Canine Parvovirus and other relevant diseases. Any course of vaccination to be completed at least four weeks before the first date of boarding or in accordance with manufacturer instructions. Certification shall be kept on site throughout the period the dog is boarded and details entered in the register.

- 10.3 If a dog develops an infectious disease during its stay at the day care establishment, the premises shall undergo a reasonable quarantine period, as specified by an authorised veterinary surgeon, before any new boarders are accepted at the premises.
- 10.4 All dogs shall have been treated by their owners for fleas, external parasites and worms. All dogs shall be treated regularly in accordance with manufacturer instructions and in all cases the information be recorded.
- 10.5 Advice from a veterinary surgeon shall 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 shall be strictly followed.
- 10.6 A well-stocked first aid kit suitable for use on dogs shall be available and accessible on site.
- 10.7 A suitable range of muzzles of varying size and a suitable dog catching device shall be kept on site.
- 10.8 A veterinary practice shall be appointed for the establishment. Their name, address and telephone number must be displayed in a prominent position. The 24hr telephone contact number of the veterinary surgeon used by the Premises shall be displayed in a suitable position, close to the telephone.

11 ISOLATION AND CONTAGIOUS DISEASE OUTBREAK:

- 11.1 Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There shall be sufficient facilities within the licenced premises to ensure effective separation of any sick animal.
- 11.2 The Licensee shall inform the Council without delay if a dog develops an infectious disease.
- 11.3 Following an episode of infectious disease during any stay, the premises shall undergo a reasonable quarantine period before new boarders are admitted. This period shall be specified by an Authorised Officer of the Council with advice from a veterinary surgeon.
- 11.4 The Council shall be informed of any animal death on the premises. The Licensee shall make arrangements for the body to be stored at veterinary surgeons premises until the owners return unless directed otherwise by the owner or their representative.
- 11.5 Hands shall be washed after leaving the isolation facilities before handling other dogs.

12 REGISTER:

- 12.1 A register shall be kept of all dogs boarded. The information kept shall include the following:
- Name of dog, any identification system such as microchip, number or tattoo;
 - Description, breed, age and gender of dog;
 - Days of boarding;

- Name, address and telephone number of owner or keeper;
- Name, address and telephone number of person to contact in emergency,;
- Name, address and telephone number of boarded dog's veterinary surgeon;
- Health, welfare and nutrition requirements;
- If medication is to be administered, this shall be recorded
- Details of vaccination, worming and flea treatments;
- Date of last season for bitches;
- Copy of written consent form from the owner regarding boarding of their dogs with other dogs.

12.2 The register shall be kept available for a minimum of 24 months and kept in such a manner as to allow an authorised officer ready access to such information.

12.3 Where records are computerised, a back-up copy shall be kept. The register shall also be available to key members of staff of the establishment at all times.

13 SUPERVISION:

13.1 A fit and proper person with relevant experience shall always be available to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. This person shall not have any conviction or Formal Cautions for any animal welfare related offence.

13.2 Dogs shall be visited at regular intervals, as necessary for their health, safety and welfare, and **shall not be left unattended for longer than 3 hours** at a time and then not on a regular basis

13.3 All dogs shall be kept separated, in the absence of the home carer.

13.4 When left alone or when the front door needs to be opened, the dog (s) shall be kept behind another door or gate to avoid escape.

13.5 No home where there are children under 5 years of age shall be licensed.

13.6 Only people over 16 years of age shall be allowed to walk the boarded dogs in public places.

13.7 The occupier of the property shall be aware of the location of the dogs in the property at all times.

14 EXERCISE:

14.1 Dogs shall be exercised in accordance with their owner's wishes. When dogs are taken off the premises, they shall be kept on leads unless with the owners written permission.

14.2 Direct access shall be available to a suitable outside area. The area/garden shall only be for sole use by the licensee (not shared with other residents). This area shall be kept clean & clear of fouling.

14.3 The exercise/garden area of the premises and any other area to which the boarded dogs may have access, shall be totally secure and safe. Fencing shall be adequate to offer security, prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates shall be locked when in use.

- 14.4 All ponds shall be suitable protected to prevent access by boarded dogs.
- 14.5 Dogs shall wear a collar and identity tag whilst boarded. The tag shall display the name, address and telephone number of the boarding premises.
- 14.6 Dogs shall never be left outside unattended.
- 14.7 The Licensing Authority shall be informed in the event of a boarded dog is lost. If out of office hours the lost dog should be reported on 01200 444448.

15 FIRE/EMERGENCY PRECAUTION:

- 15.1 Appropriate steps shall be taken for the protection of the dogs in case of fire or other emergencies.
- 15.2 Careful consideration shall 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.
- 15.3 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 – shall be drawn up, brought to the attention of those involved in the home boarding arrangements and/or be displayed in a prominent place on the premises.

The Licensee shall have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises is rendered unusable.
- 15.4 All electrical installations and appliances shall be maintained in a safe condition. No dog shall be left in a room with loose or trailing cables or wires.
- 15.5 All doors to unoccupied rooms shall be kept shut at night.
- 15.6 Suitable & sufficient heating & ventilation shall be provided to maintain an ambient temperature of between 10°C (50°F) and 26°C at all times. The source of heating shall be so protected so as not to present risk of 'fire/burns'. Any freestanding appliances shall be kept in a safe, secure manner and shall not be capable of being knocked over by boarded dogs. There shall be no use of freestanding gas or unsealed oil appliances.
- 15.7 A relative, friend or neighbour within 5 minutes travelling time shall hold a spare set of keys and provide access to the premises in case of an emergency. These details shall be made available.
- 15.8 Any arrangements made to comply with this licence shall be reviewed periodically, and in any case, **not less than once per annum.**

Any person aggrieved by the refusal of Ribble Valley Borough Council to grant a Licence, or by any condition subject to which such a Licence is proposed to be granted, may appeal to the Magistrates' Court.

ADVISORY

Note: *The following section is intended as advice for licensees of home boarding establishments only.*

Legal Permissions:

The Licensee is advised to check all house title deeds and/or attached covenants to confirm properties can be used for these purposes. For rented properties, the Licensee is advised to check with their landlord and provide written confirmation from the landlord of agreement as to the boarding of dogs as part of submitting an application.

Planning Permission:

It is unlikely that that planning permission will be required on the scale proposed as per the licence and limited to home boarding only. Should complaints be received because of particular noise or odour problems then the Council reserve the right to consider whether there has been a change of use which requires a planning application to be submitted. Forms and relevant fees can be found on our website.

Potential Nuisance:

This licence does not provide exemption from the requirements of the Environmental Protection Act 1990 provisions in relation to statutory nuisance, particularly those relating to 'odour' or 'noise'. The operator is advised to ensure that the business is operated in such a manner as to ensure there are no justified grounds for complaint.

Health and Safety:

The operator is reminded of their responsibilities under the Health and Safety at Work etc Act 1974, in particular to the requirements for risk assessments. These assessments need to include for the potential impact of the business on those who are not their employees, especially family members including children.

Waste Disposal

All waste generated in the course of a business must be disposed of in accordance with current waste regulations.