

Forest Heath & St Edmundsbury councils



**Standard Conditions for Licensed
Animal Boarding, Dog Breeding
and Pet Shop Establishments**

DRAFT

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Standard Conditions For Licensed Animal Boarding, Dog Breeding, and Pet Shop Establishments

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QUICK REFERENCE GUIDE

What sections to look at for each application type:

Doggie Day Care	Part VI sec 2 (pg 16) Part III (pg 11, but only if kennelling provided)
Home Boarding	Part VI sec 2 (pg 16) Part III (pg 11, but only if kennelling provided)
Dog Breeding	Part VI (pg17) Part III (pg 11) Part IV (pg 13)
Kennels (Boarding)	Part III (pg11) Part VI sec 1 (pg 16)
Cattery	Part V (pg15) Part VI sec 1 (pg 16)
Pet Shop	Part VII (pg 18) Part IV (pg 13, however, new applications not eligible)
Applicable to ALL the above applications	Part I (pg 3), and Part II (pg 4)

**ANIMAL BOARDING ESTABLISHMENTS ACT 1963
BREEDING OF DOGS ACTS 1973 as Amended
PET ANIMALS ACT 1951 as Amended**

**STANDARD CONDITIONS FOR ALL LICENSED
ANIMAL BOARDING, BREEDING AND PET SHOP ESTABLISHMENTS**

These conditions have been drafted following the national model licence conditions for cats and dogs, and pet shops. Further guidance on the interpretation of the conditions is available from the Council, and the guidance published by the Chartered Institute of Environmental Health.

**PART I
CONDITIONS FOR LICENCE DISPLAY & SUPERVISION**

- 1.** A copy of the licence and its conditions must be suitably displayed to the public in a prominent conspicuous position in, or about the establishment. For security reasons, the licence should not display the licence holder's home address, if this is different to the establishment address.
- 2.** A full copy of these licence conditions must be available for inspection at all times. Any staff engaged in the establishment must be aware of the conditions.
- 3.** The licence holder should hold a current insurance policy which insures them against liability for any injury sustained by a member of the public or their animals whilst on the trading property or for activities resulting from business activity e.g. walking dog in public place.
- 4.** An emergency contact number for a person responsible for the premises must be on-display to the public in a prominent conspicuous position in, or about the establishment.
- 5.** In the interests of animal welfare, the following notice must be displayed with the licence: "In case of an emergency dial 999". The information "Dial 101 and ask for the local police station" should also be displayed.
- 6.** The licence holder must ensure that a responsible person is at all times in, or within reasonable distance from, the premises for the purpose of giving warning or taking other necessary steps in the event of fire or other emergency.
- 7.** Boarding and Breeding Establishments must have someone in residence on the premises whenever animals are boarded or kept on the premises.
- 8.** In the case of premises which are locked-up outside of normal working hours (pet shops) the Licence Holder shall appoint a responsible person residing within a reasonable distance of the premises to have custody of a key and the name and telephone number of such person to be conspicuously displayed in legible characters at the premises.
- 9.** Any reference to a "veterinary surgeon" or "veterinary practitioner" means a person who is for the time being registered in the "register of veterinary surgeons" or "supplementary veterinary register".
- 10.** Any reference to "veterinary advice" means information or advice given by a veterinary surgeon or veterinary practitioner for a particular animal or situation.
- 11.** Any reference to "puppy or puppies" means a young dog less than 12 months old.

Any reference to "the Council" will refer to either Forest Heath District Council or St Edmundsbury Borough Council depending on the sites geographical location.

PART II GENERAL CONDITIONS APPLICABLE TO ALL PREMISES

Premises should be designed specifically for use as an animal boarding establishment, dog breeding or pet shop.

1. Cleanliness

Licensed establishments are to be kept clean and maintained in good repair and condition namely:

- a. Animal living areas must be kept clean, dry and free from all excreta, and soiled materials as appropriate for the species or at least once a day.
- b. The premises must be disinfected regularly or at least between new intake of animals.
- c. The premises must be kept free from vermin and flies, with adequate procedures to control pests.
- d. All facilities and equipment used in connection with the establishment must be kept in good working order and in good condition at all times.

2. Visits and Exercise

Animals must be visited at intervals as necessary for their health, safety and welfare. Animals must be given adequate exercise.

3. Use of Wood

Where wood has been used in the existing construction it must be smooth and treated to render it impervious to water. Wood or any porous materials must not be used in exposed construction of new walls, floors, partitions, door frames or doors in areas where animals have direct contact. There must be no projections or sharp edges likely to cause injury to an animal. All exterior wood must be properly treated against wood rot. Only products (e.g. paints / varnish / wood preservatives etc) which are not toxic for animals can be used.

4. Escape Prevention

For premises operating outside suitable perimeter fencing must be installed to prevent animals escaping. Fencing materials must be secure and safe.

5. Sleeping Areas

All sleeping areas for animals must be insulated to prevent fluctuations of temperature. An area of shade must be provided for animals during hot weather conditions.

6. Construction

The construction must be such that the security of each animal is ensured. Pens should be constructed in a manner that does not allow animals contact with neighbouring animals. Sneeze guards should be installed between individual accommodation to prevent the spread of disease.

7. Exercise Areas

A suitable outside exercise/garden area must be provided, free from any hazard which may cause injury or drowning. Dogs from different households are not allowed to mix during free exercise activities unless written consent is provided by the dog owner.

8. Food and Drink

- a. Animals must be supplied with adequate and wholesome water appropriate to their needs and at suitable intervals. Wholesome water must be available at all times and changed daily.
- b. All food must be suitable for the species concerned, and provided at regular intervals as appropriate for the species.
- c. Food and drink receptacles must be designed, constructed and positioned to minimise faecal contamination and spillage.
- d. 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.
- e. Eating vessels must be cleansed after each meal.
- f. Drinking vessels must be cleansed at least once a day.

9. Food Storage & Preparation

- a. Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for animals. (This requirement would not be applicable to home boarding premises if a suitable kitchen in good order is provided)
- b. Fresh and cooked meats must be stored in refrigeration facilities. At all stages of food storage and production food must be protected against any contamination likely to render the food unfit.
- c. 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.
- d. Containers must be provided for the storage of foods to ensure that insects or vermin cannot gain access.

10. Transportation

The following shall apply when transporting animals to or from licensed establishments

- a. Any receptacle used to transport animals must be soundly constructed and maintained in a manner which is not likely to cause injury or unnecessary suffering.
- b. Whenever an animal is transported they must be fit and healthy for the intended journey. Injured and / or diseased animals must not be transported unless they are being taken to a veterinary surgery.

- c. Whilst being transported, an animal must be able to stand in its natural position with sufficient space. No animals must be transported in the same receptacle as another unless they are companion animals that are unlikely to fight each other.
- d. The receptacle must have, securely attached thereto, a label or similar form of notice clearly indicating that the receptacle contains live animals, and another label clearly indicating the person to whom the animals are consigned to together with that person's address.
- e. The receptacle must bear a sign indicating the upright position thereof.
- f. It is the duty of the person consigning the animal(s) to inform the destination premises an estimated arrival time.
- g. It is the duty of the person receiving animals to make every effort to ensure that it is transported in a suitable manor, and a person/s is available to receive the animals.

NB: *The transportation of some animals requires an animal transport certificate; Suffolk Trading Standards can provide more information on this requirement.*

For air transportation, the IATA live animals regulations must be followed as a minimum legal standard.

11. Bedding Arrangements & Cleanliness

- a. All sleeping areas, exercise areas, corridors, common areas, kitchen etc must be kept clean and free from accumulations of dirt, dust and waste matter and must be kept in such a manner as to be conducive to maintenance of disease control and animal comfort.
- b. All animals accommodated at the premises must be provided with bedding materials suitable to the breed or species kept. All bedding materials must be maintained in a clean, parasite free, dry condition sited out of draughts.
- c. Where sleeping benches are provided these shall be of such dimensions as to allow an adult dog / cat of the breed to lie out flat on its side.
- d. Every occupied kennel / cattery compartment / cage / hutch etc must be cleansed appropriate to the species removing all excreta and soiled materials.
- e. Each occupied kennel or catteries compartment must be cleansed daily and more often, if necessary, removing all excreta and soiled material.
- f. Each kennel or catteries compartment must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.
- g. Suitably sited litter trays, which are easy to clean and impermeable, must be provided at all times for cats. These must be emptied and cleansed at least once a day and as necessary at any time during the day if found to be unduly soiled. A suitable material for litter must be provided.
- h. All disinfectants used must be safe for use in an animal environment and for the species concerned.

12.Fire precautions

- a. Appropriate steps must be taken for the protection of animals in case of fire or other emergencies.
- b. A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on where animals are to be evacuated to in the event of a fire or other emergency. Animals and equipment shall not be placed in such a position as to render ingress and egress difficult in case of fire.
- c. Fire fighting equipment must be provided in accordance with advice given by Suffolk Fire and Rescue.
- d. All electrical installation and appliances must be maintained in a safe condition. External animal storage areas must have a residual current circuit breaker system on each premises unit i.e. kennel blocks / cattery blocks.
- e. Heating appliances must not be sited in a location or manner where they may present a risk of fire or risk of injury to animals.
- f. Precautions must be taken to prevent any accumulation which may present a risk of fire.
- g. There must be adequate means of raising an alarm in the event of a fire or other emergency.
- h. All premises must have regards to Appendix H – Guidance Notes on Emergency Evacuation.

13.Identification of Animals / compartments

Each kennel / cattery compartment / hutch / tank / cage etc must be clearly marked (e.g. numbered), and a system in place which ensures that relevant information about the animal in that compartment is readily available. Relevant information means any information as required by part VI.

14.Waste & Drainage

- a. The establishment must be connected to mains drainage or an approved, localised sewage disposal system.
- b. Any defective drainage situations must be resolved forthwith, and animals must be isolated from the affected area.
- c. Facilities should be provided for the disposal of all used bedding, uneaten food, faeces and any other waste materials in a manner approved by the Council, and in such a way not to give rise to a nuisance. Excreta and soiled bedding must be removed from the establishment on a regular basis, at least weekly.
- d. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs and other animals with infectious diseases. The final disposal route for clinical waste must be incineration.

15.Isolation

Designated isolation facilities must be available for animals suspected of suffering from disease.

All reasonable precautions must be taken to prevent the outbreak and spread of disease among animals, staff, and visitors. Any animal suspected of being diseased must be isolated.

- a. For dog kennelling premises isolation facilities must be in compliance with the requirements for kennels detailed in part III. The facility must be separate and physically isolated from the main kennels and exercise areas. Dogs must be isolated by 5m (15ft) from any other animal which is kennelled or exercising on the premises. Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels must be provided, such as sneeze guards / barrier nursing.

If isolation facilities are provided by the establishments designated veterinary practices, a letter must be provided by the practice stating they are prepared to provide such facilities at all reasonable times.

- b. For cat boarding premises isolation facilities must be self contained, with a separate entrance to the rest of the units.
- c. For home boarding premises there must be sufficient facilities within the licensed premises to ensure separation of any sick animal by complete physical means to facilitate 'barrier nursing'.
- d. Separate cleaning supplies and clothing must be designated for the isolation areas of all establishments.
- e. Dogs and cats from different households must be kept separate.
- f. Gloves should be worn while caring for isolated animals, and hands must be washed after leaving the isolation facilities and before visiting the other kennels.

16. Health

Any sick or injured animal must receive appropriate professional care and treatment without delay. Inexperienced staff must not treat sick animals unless under appropriate experienced supervision.

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

17. Temperature Control

- a. Heating facilities must be available in the kennel / catteries / cages / tanks / hutches etc and used according to the requirement of the individual animals.
- b. There must be some part of the animals sleeping area where the animal is able to enjoy a temperature of at least 10 °C.
- c. Ambient temperatures for puppies and kittens must be a minimum of 18°C.
- d. In isolation facilities there should be a means of maintaining the temperature at a level suitable for the conditions of the animal and dependent on veterinary advice.

- e. There will be periods in the year when dogs and cats are exposed to high summer temperatures in excess of 26°C. On such occasions animals must be provided with a means of shade and ventilation to counteract the high temperatures. Mechanical ventilation maybe required in some instances.
- f. A suitable thermometer must be available on the premises to determine the temperature exposed to animals on site.

18.Training

Provisions for training permanent, part-time and seasonal workers must be in place. The following are regarded as essential topics to be covered in any training undertaken:

- a. Animal Welfare;
- b. Cleanliness and Hygiene;
- c. Feeding and Food Preparation;
- d. Disease Control;
- e. Recognition and Treatment of Sick Animals;
- f. Health and Safety;
- g. Emergency Procedures;
- h. Animal behaviour;

19.Lighting

The establishment must be constructed in a manner that allows animals to be easily inspected at all times.

- a. During daylight hours all exercise and sleeping areas must be clearly visible.
- b. Adequate supplementary lighting must be provided throughout the establishment, including external areas if required.

20.Ventilation

Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the bedding/sleeping areas. Ventilation is important as an aid to disease control and aims to decrease smell accumulation and prevent excessive humidity of the atmosphere especially in hot weather.

21.Windows

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

22.Supervision

Numbers of staff must be appropriate for the breed / type and numbers of dogs being breed, or for the dogs / cats being in boarding establishments. Numbers must be sufficient to provide the level of care set out in these conditions.

Sections of other relevant legislation / orders applicable to all licensed premises is detailed within Appendix A

PART III CONDITIONS FOR DOG KENNELS

- 1.** The maximum number of dogs to be kept at any one time is to be determined by Authorised Officers of the Council.
- 2.** Each dog must be provided with a separate kennel except that dogs from the same household may share a kennel of adequate size with the written consent of the dogs' owner.
- 3.** The bed must have clean bedding and be large enough for each dog to lie flat on their side.
- 4.** No animals other than dogs are to be boarded within the licensed facilities for dogs without the written approval of the Council.
- 5.** Where stray dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs.
- 6.** For new kennels, each kennel must be provided with a sleeping area of at least 2.0 sq. m.
- 7.** For new kennels each kennel must be provided with an exercise area of at least 2.5 sq. m (for dogs below 20kg) and 6 sq. m (for dogs over 20kg), which is separate from the bedding area and exclusive to that kennel, for free use by the dog at all times except at night.
- 8.** Kennels and exercise areas must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.
- 9.** Exercise areas must not be used as bedding areas.

Walls

- a. The walls which animals may come into contact with must be smooth impervious materials, capable of being easily cleaned and disinfected. Where concrete or other building blocks are used, they must be sealed to be as smooth, impervious and be resealed as necessary.
- b. Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, these joints must be sealed.
- c. Partition walls between animal compartments must be of solid construction to a minimum height of 1.8m (6ft). This includes sneeze guarding between exercise areas.

Floors

- a. Floors of all buildings, individual exercise areas / kennels must be of smooth, impervious materials, capable of being easily cleansed and in new kennels must incorporate a damp proof membrane.
- b. All floors must be constructed and maintained in such a condition as to prevent pooling of liquids.
- c. In new constructions floors must be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel.

- d. Communal exercise areas must be suitably drained, but need not comply to conditions a, b & c.

Ceilings

Ceilings must be capable of being easily cleansed and disinfected.

Doors

- a. Doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
- b. Where metal sheet / bars / frames are used; they must not present a risk of injury to an animal from entrapment or sharp edges.
- c. Where metal bars and frames are used for dog kennels, they must be of suitable gauge (approximately 10-14) with spacing adequate to prevent dogs escaping or becoming entrapped.

Roofs

There must be a safe, secure waterproof roof which should cover all the sleeping accommodation and at least 50% of the attached run. For each run the materials used must be capable of filtering UV light and providing adequate shade.

PART IV CONDITIONS FOR PUPPIES

In addition to the structural requirements contained in part III for walls/floors/ceiling and doors the following must be observed by dog breeders and pet shops.

- 1.** Puppies must be weaned before leaving the mother. Puppies must be kept at/on the same premises as the mother until the puppies are 8 weeks old.
- 2.** A Pet Shop must not accept a puppy until the puppy is weaned, and 8 weeks old or over.
- 3.** To ensure puppies can eat the food provided, puppies must be 8 weeks old or over before leaving the mother.
- 4.** The minimum kennel size for post weaned stock, the following enclosure dimensions and space allowances should apply:

Weight of dog (Kg)	Minimum enclosure size	Minimum floor area per animal (m ²)	Minimum height (m)
Up to 5	4.5	0.5	2
Over 5 to 10	4.5	1.0	2
Over 10 to 15	4.5	1.5	2
Over 15 to 20	4.5	2	2
Over 20	4.5	2.25	2

For dogs over 30 Kg these sizes should be scaled up accordingly and should be proportionate. Ideally, puppies should have free access to the exercise area at all times. If removable covers are used to allow adequate access by staff for cleaning the minimum height of the pen or kennel is 0.9m. These are minimum standards and meeting the correct size of pen or kennel alone is not a defence if the welfare of the puppies is in question.

- 5.** Ambient temperature of the kennel or pen must be a minimum of 18°C.
- 6.** General bedding must include an adequate amount of absorbent materials.
- 7.** Any soiled materials must be removed at least 4 times a day or as required to ensure the puppy does not have to lie in a soiled area.
- 8.** A specific lying place must be provided lined with soft materials to prevent skin lesions being caused by soiling or pressure sores.
- 9.** Puppies must be fed at least 4 times daily, unless a veterinary surgeon or veterinary practitioner directs otherwise in writing.
- 10.** Litters of puppies must not be mixed until they have been on the premises for seven days and have shown no signs of infectious disease for seven days.
- 11.** Ideally single puppies must not be left alone in a kennel, but where they are, special attention should be paid to specific human interaction. When litters are mixed they should be of similar size, age and temperament and there should be good supervision of mixing.
- 12.** There must be environmental enrichment in all kennels/pens such as indestructible toys. These should be easily cleaned and replaced between litters.

13. Puppies must be identifiable. The records must show:

- a. The identification of the animal;
- b. The date of birth, breed, sex and any distinguishing features;
- c. Details of any veterinary care provided;
- d. A pet shop must provide feedback to the breeder on health issues such as disease or inherited defects;
- e. A breeder must retain feedback provided by a customer on health issues such as disease or inherited defects;
- f. Details of any health screening tests performed on the puppies or parents;
- g. Any puppy under veterinary treatment must be identifiable.

NB: Appendix B provides the prescribed form which must be kept at each dog breeding establishment.

14. The new owner must be advised to register the puppy with a vet (veterinary surgeon or veterinary practitioner).

15. All puppies must receive appropriate inoculations when required as advised by a veterinary surgeon or veterinary practitioner. Veterinary advice must be sought whenever necessary.

Please Note: The Microchipping of Dogs (England) Regulations 2014 requires every keeper of dog to implant a microchip in dogs older than 8 weeks old.

PART V
CONDITIONS FOR CAT COMPARTMENTS

1. The maximum number of cats to be kept at any one time is to be determined by Authorised Officers of the Council.
2. Each cat must be provided with a separate unit except cats from the same household may share a unit of adequate size with the consent of the cats' owner.
3. A suitable scratching post must be available within each compartment.
4. No animals other than cats are to be boarded within the licensed facilities for cats without the written approval of the Council.
5. Where stray cats are accepted by the cattery they must be kept in a separate area away from boarded cats.
6. In new constructions each unit must have a sleeping area and an adjoining exercise area, which is exclusive to that unit.
7. The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

Number of Cats	Minimum area	Smallest dimension must be a minimum of:	Minimum height
Up to two cats	1.5 sq. m	1.2 m (e.g. 1.2 m x 1.25 m)	1.8 m
Up to four cats	1.9 sq. m	1.2 m (e.g. 1.2 m x 1.6 m)	1.8 m

8. Units may be designated as suitable for a specific number of cats, greater than 4, at the discretion of the Council.
9. A raised area for sleeping/resting must be between 0.75 and 1.5m above the ground and located within each unit. All sleeping/resting areas must be large enough for each cat to lie down, and stretch out.
10. Cleaning products and disinfectants must be non-toxic to cats, and used in accordance with the manufacturers instructions.
11. The raised area for sleeping/resting must be made of impervious, easily cleanable materials.
12. Units must open onto a secure corridor or other secure areas so that cats are not able to escape from the premises. All cat exercise areas, and covered walkways should be covered with mesh and impermeable materials, a proportion of which must be translucent.
13. Exercise areas must not be used as sleeping areas.
14. There must be direct and voluntary access to the exercise area.

The requirements for dog kennels on walls/floors/ceilings and doors apply to cat compartments, as appropriate. However, the roofing must be placed over the entire cattery.

PART VI
SPECIFIC DOG AND CAT BOARDING & DOG BREEDING CONDITIONS

1. Dog & Cat Boarding

- a. A register must be kept of all animals boarded. The information kept must include the following:
 - I.** Date of arrival
 - II.** Name, any identification system such as microchip number or tattoo
 - III.** Description, breed, age and gender
 - IV.** Name, address and telephone number of owner or keeper
 - V.** Name, address and telephone number of a contact person whilst animals are boarded.
 - VI.** Name and address and telephone number of animals veterinary surgeon.
 - VII.** Anticipated and actual date of departure
 - VIII.** Health, welfare and nutrition requirements
 - IX.** Details of any veterinary treatments undertaken whilst under the establishments responsibility
- b. Proof must be provided that dogs boarded or resident have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine Adenovirus), Leptospirosis (*L.canicola* and *L.icterohaemorrhagiae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer's instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
- c. If there is evidence of external parasites (fleas, ticks, lice) the dog must be treated with an appropriate and licensed insecticide. Treatment must be discussed with a veterinary surgeon before administering. Consent from the owner will be required.
- d. Proof must be provided that cats boarded or resident have current vaccinations against infectious feline enteritis, feline respiratory disease and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer's instructions. A record that this proof has been supplied must be kept on site throughout the period that the cat is boarded.
- e. A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site.
- f. Establishments must comply with parts I, II, III, V and this part.
- g. Guidance documents/standard operating procedures are attached to the appendices.

2. Additional Conditions for Home Boarding and Day Care (Dogs Only)

- a. A home boarder must be able to demonstrate that each animal can be separated inside the property. For example: 1 dog for the lounge/kitchen/dining room. Bedrooms and rooms less than 4 sq m are not suitable for separating animals. Authorised Officers will determine the number of animals permitted on a case by case basis depending on the separation arrangements and room sizes. The Council would allow 3 dogs for the above example if each room is 4 sq m.

- b. A day care provider must be able to demonstrate that each animal can be separated inside the establishment. Each dog must be provided with a suitable area not less than 4 sq m. At least 3 separate rooms must be available inside the establishment. Authorised Officers will determine the number of animals permitted on a case by case basis depending on the separation arrangements and room sizes provided within the establishment.
- c. Animals from the same household may share one room depending on the size of the room. Each dog must have an available floor area of 4 sq m. i.e. a lounge of 12 sq m is suitable for 3 dogs sharing from the same household.
- d. Written confirmation must be granted by animal owners that they are happy for their animals to be mixed with other animals.
- e. A home boarding and day care establishment must have a suitable garden.
- f. A home boarder and day care must be able to demonstrate that animals can be separated in external exercise areas. Suitable fencing must be provided to divide gardens into sections to separate animals if required.
- g. The licence holder or a responsible person must have sufficient training and knowledge on dog behaviour to make a judgement on whether the animal is suitable for home boarding and or day care.
- h. Home boarders and day care sites don't have to provide kennels, but if they are available on the premises they must comply with part III.

3. Dog Breeding

- a. A register must be kept of all animals kept for the purposes of Dog Breeding in accordance with the Breeding of Dogs Act 1973 as Amended. The information kept must include the following: Details of all bitches in the establishment, their ages, dates of heat-periods, mating and whelping. All bitches between the ages of 9 months and 8 years (inclusive) shall be counted as breeding bitches for the purposes of the Act. Records for any veterinary treatments must be available on the premises for each animal.
- b. Bitches must not be mated if they are less than one year old.
- c. Bitches must not give birth to more than six litters of puppies each.
- d. Bitches must not give birth to puppies before the end of the period of twelve months beginning with the day on which they last gave birth to puppies.
- e. Where 'hutch type' cages are used within a house, there must be of sufficient size for the dog to stand up and turn round comfortably. Suitable exercise facilities for in house breeding must be available.
- f. There must be a separate whelping pen or room for each whelping bitch in which to whelp. There must be direct access to the whelping area for kennel personnel without disturbing the general kennel population. A bitch separated in a whelping pen must receive increased social contact with humans.
- g. Puppies and dogs must receive appropriate vaccination where required, if advised by a veterinary surgeon or veterinary practitioner. Veterinary advice should be sought whenever necessary.
- h. Establishments must comply with parts I, II, III, & IV and this part.

PART VII SPECIFIC PET SHOP CONDITIONS

1. New applications for Pet Shops selling Puppies will be refused.

- 2.** A livestock purchase register must be maintained for all livestock detailing their source and identification where appropriate. Some species are listed on CITES [Convention on International Trade in Endangered Species] and species listed on Annex A of EU Wildlife Trade Regulations [Council Regulation (EC) No. 338/97] must have a valid Article 10 Certificate and may require micro chipping or closed ring. Species listed on Annex B do not require Certificates.
- 3.** Wild-caught specimens listed on Annex IV of the EU Habitats Directive [Council Directive 92/43 EEC] collected within the EU require appropriate certification. Captive-bred specimens are exempted from such requirements.
- 4.** A sales register must be available for: Puppies, Kittens, Psittacines, and species contained in the schedule to the Dangerous Wild Animals Act 1976 (as amended).

NB: This can be by cross reference to an invoice file. The purpose of the register is to ascertain the source of livestock and for emergency contact of purchaser. The name, address and telephone number of the purchaser should be obtained.

- 5.** The Council must be notified in the event that a pet shop wishes to offer for sale or hold on the premises any animal on the schedule to the Dangerous Wild Animals Act 1976 (as amended).
- 6.** Species contained in the schedule to the Dangerous Wild Animals Act 1976 (as amended) can only be stored and/or sold on premises with prior consent from the Council. Additional conditions relating to public safety maybe attached to the Licence by Authorised Officers of the Council.
- 7.** When Dangerous Wild Animals as defined by the Dangerous Wild Animals Act 1976 (as amended) are kept on the premises, the cages must be of a secure and locked construction appropriate to the species.
- 8.** No animals other than those specified in the licence may be stocked without the prior written approval from the Council.
- 9.** If animals are displayed outdoors, they must have protection appropriate to their species.
- 10.** Animals must be kept in housing to minimise stress from other animals or the public. Signage should be in place to deter public interference with animals and appropriate action taken if such interference takes place.
- 11.** All livestock for sale must be readily accessible and easy to inspect by staff.
- 12.** Where accommodation is on a tiered system, water food, or other droppings must not be allowed to enter the lower housing.
- 13.** All accessories provided for environmental enrichment in the accommodation must be appropriate for the species.
- 14.** Suitable and sufficient exercise facilities must be available where appropriate.

- 15.**All animals must be allowed a suitable acclimatisation period before sale. In the case of **puppies or kittens** travelling in excess of 65 KM/40 miles a 3 day acclimatisation period will be required. In the case of puppies/kittens imported from outside the United Kingdom they must be quarantined for a minimum of 7 days.
- 16.**Where quarantine **of puppies/kittens** is required they must be kept in a separate room or building to existing stock. During quarantine and at the end of the quarantine period, animals must be checked for signs of sickness and disease. Any puppy or kitten showing signs of disease must not be offered for sale and veterinary advice must be promptly sought.
- 17.**All individual litters of puppies and kittens must be kept separate from other litters.
- 18.**All stock for sale must be in good health and free from obvious parasitic infestation.
- 19.**Any sick or injured animal must receive appropriate care and treatment without delay. These must only be treated by appropriately competent staff.

NB: 'care and treatment' may include euthanasia but under no circumstances may an animal be euthanised other than in a humane and effective manner. In case of doubt, veterinary advice must be sought.
- 20.**Provision must be made for the isolation of sick / injured / infectious animals and those that might reasonably expected to be carrying serious infectious diseases.
- 21.**All animals must receive appropriate vaccination where required for the species, if advised by a veterinary surgeon or veterinary practitioner. Veterinary advice should be sought whenever necessary.
- 22.**Any animals with an abnormality which materially affect its quality of life must not be offered for sale. When in doubt, veterinary advice should be sought.
- 23.**All livestock must be attended to at regular intervals, except where defined in a schedule, at least once daily appropriate to the species.
- 24.**Any livestock received or consigned shall be transported according to the regulations laid down in current legislation.
- 25.**Livestock must be transported or handed to purchasers in suitable containers.
- 26.**No mammal shall be sold un-weaned or, if weaned, at an age which it should not have been weaned.
- 27.**In the case of non-mammals, they must be capable of feeding themselves.
- 28.**Pet Care leaflets or other similar written instruction must be made available to customers free of charge at the time of purchase, in addition to any offer to purchase care books or leaflets.
- 29.**Appropriate reference materials for each species must always be available for use by staff.

30.No animal should be stocked or sold unless the staff (or at least one member of staff) is familiar with the care and welfare of the animals stocked and has a recognised qualification or suitable experience.

31.At least one member of staff working at the premises must hold appropriate training or qualifications, or be able to demonstrate suitable experience; or must be in the course of training, and obtaining the qualification within two years of the licence being granted.

N.B: A City and Guilds Pet Store Management Certificate is recognised as an appropriate training qualification.

32.The licensee must be able to demonstrate that appropriate training is carried out.

33.When pet shops are sited within other premises, the licensee or key holder must have access at all times to the premises containing livestock.

34.There must be an effective contingency plan for essential heating, ventilation and aeration / filtration systems, as appropriate.

35.The schedules for each species welfare arrangements must be followed.

- a. Schedule A Kittens / Cats
- b. Schedule B Rabbits & Guinea Pigs
- c. Schedule C Small Mammals
- d. Schedule D Ferrets
- e. Schedule E Birds
- f. Schedule F Reptiles and Amphibians
- g. Schedule G Fish

36.Establishments must comply with part I, II and IV and this part.

SCHEDULE A – KITTENS / CATS

- a. Kittens must be weaned before leaving the mother.
- b. The minimum pen size for a batch of up to 4 kittens, up to 12 weeks of age, must be 1sq. m. Any shelving or platforms must be in addition to the minimum floor area.
- c. Ambient temperature must be a minimum of 15⁰C and a maximum of 26⁰C.
- d. Disposable or washable bedding must be provided and kept clean.
- e. A litter tray and appropriate litter must be available at all times and cleaned and disinfected at least once daily with an appropriate disinfectant which is safe for use with cats. The disinfectant should be anti-viral and used in accordance with the manufacturers instructions as some disinfectants are toxic to cats.
- f. Kittens must be fed at least four times daily.
- g. Litters must not be mixed and if several litters are kept in one area then the pen must have solid sides.
- h. Kittens must have frequent, quality contact time with staff.
- i. There must be environmental enrichment in all cages such as indestructible toys, climbing frames and platforms. Toys should be easily cleaned and replaced between litters.
- j. The new owner must be advised to register the kitten with a vet. (veterinary surgeon or veterinary practitioner)

SCHEDULE B – RABBITS & GUINEA PIGS

- a. Rabbits and guinea pigs must not be housed together.
- b. Rabbits and guinea pigs must be fully weaned on admission. Rabbits must be at least 8 weeks old and guinea pigs at least 6 weeks old. Rabbits must be retained for 3 days prior to sale.
- c. Rabbits and guinea pigs must be correctly sexed and housed in same sex groups.
- d. The minimum enclosure size must be: 0.4 sq. m for up to 4 standard juvenile rabbits or guinea pigs and a height of 0.4 m. 0.5 sq. m for up to 2 giant breed juvenile rabbits and a height of 0.5 m. A hiding place must be provided.
- e. Ambient temperature must be a minimum of 12⁰C and a maximum of 26⁰C.
- f. Lighting (e.g. excessive direct sunlight) must not affect guinea pig welfare.
- g. Rabbits and guinea pigs must be housed in a suitable substrate and in sufficient amounts.
- h. Visibly soiled bedding and litter must be removed daily and between occupants, the whole pen should be thoroughly cleaned and disinfected.
- i. If batches are mixed you must ensure all animals are free from obvious parasitic infection.
- j. Rabbits must have a constant supply of fresh hay and water, and be offered an appropriate amount of dry food for the breed and age.
- k. Guinea pigs and Degus must have free ad lib access to hay.
- l. Guinea pigs must have sufficient vitamin C in their diet.
- m. Rabbits must be housed with litter mates.

- n. Rabbits, guinea pigs and Degus must be checked at start, middle and end of a business day and at beginning and end of non-business day.
- o. There must be environmental enrichment in all enclosures.
- p. Measures must be in place to maintain a consistent diet.

SCHEDULE C – OTHER SMALL MAMMALS

- a. All small mammals must be sexed and housed in single sex groups (unless for sale as a breeding pair), unless a solitary species.
- b. Animals must at all times be kept in suitably sized accommodation.
- c. Animals must be provided with a suitable substrate in sufficient amounts.
- d. Animals must be provided with a suitable bedding material in sufficient amounts.
- e. Animals must be provided with places to hide. Accessories and enrichment should be provided, suitable to the species.
- f. Suitable food and drink receptacles must be provided and positioned to avoid faecal contamination.
- g. All rodents must be fed a suitable diet, ad lib and have free access to hay where required.
- h. All rodents must be fully weaned on admission.

SCHEDULE C

MINIMUM ACCOMMODATION REQUIREMENTS - SMALL RODENTS

Floor Area sq. m

No. of Animals	1-4	5	6	7	8	9	10	Minimum Cage Height (m)	Minimum Cage Depth (m)
Mice, Hamsters, Gerbils	0.068	0.079	0.09	0.100	0.113	0.124	0.135	0.30	0.25
Rats	0.135	0.157	0.18	0.202	0.225	0.247	0.27	0.30	0.28
Degus	0.225	0.263	0.3	0.338	0.375	0.413	0.45	0.30	0.30
Chinchillas	0.25	0.375	0.5	0.625	0.75	0.875	1.0	0.45	0.45
Chipmunk	0.25	0.375	0.5	0.625	0.75	0.875	1.0	0.9	0.45

SCHEDULE D – FERRETS

- a. Ferrets must be at least eight weeks old and fully weaned on admission.
- b. Ferrets must be housed with litter mates for companionship.
- c. Ferrets must be correctly sexed and housed in groups or pairs of either sex. Adult hobs (males) require individual accommodation. Every adult ferret must be assessed to determine their housing requirements which depend on age, temperament, sex and time of year.
- d. Batches of ferrets must not be mixed.
- e. Ferrets must be checked at the start, middle and end of a business day, during a non business day the ferrets must be checked at the beginning and end of the day.
- f. The minimum enclosure size for a litter of up to 4 ferrets, up to 12 weeks age, must be 1 sq. m, with a minimum height of 0.6 m. No dimension must be less than 0.6m. Any shelving or platform must be in addition to the minimum floor area. Each additional ferret must have 0.25 sq m additional floor space.
- g. Enclosures must be placed on a hard surface and anchored to the ground. Ferrets require space for their toilet area removed from their sleeping or eating areas.
- h. Sleeping quarters must be draft free and dark. They must ideally be raised with access via a slip-proof ramp or climbing tube.
- i. Ferrets must have suitable bedding such as commercial fabric items which can be removed and laundered.
- j. Pens must be situated out of direct sunlight or other heat source. Ambient temperature must be a minimum of 12°C and maximum 26°C.
- k. Ferret biscuit and fresh, clean water must be available at all times. Refresh water daily. Clean water must be supplied in both a heavy based bowl and also a secondary water bottle attached to the side of the enclosure.
- l. Adult jills (females) in season must be taken out of season. This is usually by a hormone injection administered by a veterinary surgeon or veterinary practitioner.

SCHEDULE E – REPTILES AND AMPHIBIANS

- a. Stocking and density must be appropriate to the species.

NB: Most reptiles and amphibians are not social and may, therefore, be kept individually. Communal enclosures should not be stocked as to appear overcrowded, common sense should be observed.

Snakes: may be housed individually or in small groups, if appropriate e.g. compatible species corn snakes (*Pantherophis*). Snakes known to be cannibalistic, e.g. king snakes (*Lampropeltis* sp), should be housed individually.

Lizards: only species of similar size and from similar habitats should be kept communally. Lizards known to be cannibalistic, e.g. *Gambelia* sp, should be housed individually. Generally adult male lizards in breeding condition should not be housed together and groups of lizards housed communally should be regularly observed for signs of aggression.

Tortoises & Terrapins: only terrapins of similar size and habit should be kept communally. Tortoises of different species should not be kept in the same enclosure and adult males in breeding condition should not be housed together, and may require separate housing.

Frogs and Toads: only species of similar size, and from similar habitats, should be kept communally. Mixing of taxa (e.g. frog & toad) is not generally recommended. Cannibalistic species, such as horned frogs (*Ceratophrys* sp.) and African bull frogs (*Pyxicephalus* sp.) should be housed individually.

Newts & Salamanders: only species of similar size and from similar habitats should be kept communally.

Generally mixed taxa [e.g. lizards and tortoises] are not recommended, although paludaria which combine fish with small reptiles and/or amphibians of appropriate species are acceptable.

- b. The enclosure size must be appropriate to the species.

Snakes: the length of the enclosure should be no less than two-thirds the overall length of the snake.

Lizards: the length of the enclosure should be three times the snout-to-vent length [nose to hind legs] of the lizard, or larger.

Tortoises & Terrapins: the length of the enclosure should be a minimum of 90cm, or four times the length of the animal, or larger. For aquatic species [terrapins] the enclosure should allow the animal to swim adequately, i.e. have water depth at least 4 times that of the animal, although some terrapins (e.g. *Cuora* sp., *Terrapene* sp. and *Glyptemys* sp.) do not require such deep water. Terrapins must also have an adequate basking area.

Frogs and Toads: the length of the enclosure should be at least 30cm x 30 cm x 30 cm, or at least three times the length of the animal, or larger. For sedentary species, such as horned frogs (*Ceratophrys* sp.) and African bull frogs (*Pyxicephalus* sp.) the enclosure can be smaller. Fully aquatic species should be able to swim adequately, i.e. water depth should be at least 4 times the depth of the animal.

Newts & Salamanders: the length of the enclosure should be at least 30cm x 30 cm x 30cm or at least three times the snout-to-vent [nose to hind legs] of the amphibian, or larger. Aquatic species should be able to swim adequately, i.e. water depth should be at least 4 times the depth of the animal.

Height and Width: of the enclosure should be appropriate to the species, with arboreal species requiring more height than terrestrial species.

Common sense must be applied when considering this aspect.

c. Temperature, humidity and ventilation must be appropriate to the species.

NB: Ambient and basking temperatures should be appropriate to the species concerned, with the following guidance for commonly kept species:

Snakes: Ambient day time 24-30°C, basking 33-38 °C. Night time ambient 21-27°C, no basking. Humidity <60% desert species, >60% others.

Lizards: Desert species ambient day time 27-30°C, basking 35-43°C. Night time ambient 21-27°C, no basking. Humidity <60%.

Lizards: Rainforest species ambient day 23-27°C, basking 35°C. Night time ambient 21-24°C, no basking. Humidity >60%.

Chameleons [and cloud forest species]: Ambient day 18-24°C, basking 28-35°C. Night time ambient 16-19°C, no basking. Humidity >60%.

Tortoises: Ambient day time 27-30°C, basking 35-43 °C. Night time ambient 24-27°C, no basking. Mediterranean species should have access to a humid hide and tropical species will require higher humidity.

Terrapins: Water temperature should be appropriate to the species, i.e. temperate species minimum water temperature of 16-19°C, tropical species 27-29°C with basking area 29-38°C.

Frogs & Toads: Ambient day 18-27°C, night ambient 16-21°C, no basking (with some exceptions). Humidity >80%.

Salamanders & Newts: Ambient day 18-27°C, night ambient 16-21°C, no basking (with some exceptions). Humidity >80%.

These are guidelines only and individual species should be researched as requirements for some species will fall outside of these recommendations. Vendors and staff must have access to relevant reference material (books, internet etc.).

Basking spots may be provided by convection or radiant heat sources (e.g. light bulb, or heat mat), as appropriate to the species.

Ventilation should be appropriate to the species and should allow sufficient change of air without jeopardising the temperature or humidity in the enclosure.

d. Lighting must be appropriate to the species.

NB: An appropriate photo period should be observed.

Species requiring UVB lighting, e.g. diurnal lizards & tortoises, should have appropriate UVB emitting lamps. These should be replaced according to manufacturer's recommendations.

Mercury Vapour or Metal Halide UVB emitting lamps may also be used to provide a daytime heat source.

UV light sources must not be screened by non UV transmitting glass or plastic.

Animals should have areas of shade so that they can escape from the light if desired.

- e. Substrate appropriate to the species must be present.

NB: Substrate should be appropriate to the species concerned and may include, but not be limited to: newspaper, paper towel, bark chip, wood chip, terrarium humus, moss, gravel, calcium carbonate, terrarium sand etc.

- f. Enrichment must be provided appropriate to the species.

NB: Décor should be appropriate to the species and should not be harmful, e.g. sharp rocks, toxic or injurious plants. Décor should be secure and not able to fall and cause injury. Enclosure should be furnished in such a fashion as to allow inhabitants to exhibit natural behaviour, e.g. climb or hide where appropriate

- g. Food and water must be provided in the appropriate manner for the species.

NB: Feeding habits vary between species and between individuals. Staff should have knowledge of the requirements for all the species held. Food should be presented in a form or pattern that is acceptable to the species concerned.

Food supplements [vitamins and minerals] should be provided as appropriate to the species concerned. Live food intended for use should be housed in suitable escape proof containers, and fed appropriately. Fresh foods [salads] should be kept refrigerated, where appropriate. Frozen foods intended for use must be stored in an appropriate deep freeze and defrosted thoroughly before use. Feeding records for hatchling snakes should be kept and made available to purchasers. Fresh water should be available at all times, with the exception of certain desert species, such as *Uromastyx* sp., which should be offered water periodically. Certain species, such as chameleons, do not drink from standing water and should be offered water appropriately, e.g. by a dripper system or sprayer.

- h. Hygiene, enclosures must be cleaned appropriately.

- i. Handling must be kept to a minimum at all times.

SCHEDULE F – FISH

- a. Water quality is a key determinant of fish welfare. To assess it, levels of ammonia and nitrite must be checked first. Only if such measurements exceed the standards, or there is an unexplained problem, is there any need to proceed further. Minimum water standards must be:

Cold Water Species

Free Ammonia	max 0.02mg/l
Nitrite	max 0.2mg/l
Dissolved Oxygen	min 6mg/l
Nitrate	max 50mg/l above ambient tap water

Tropical Freshwater Species

Free Ammonia	max 0.02mg/l
Nitrite	max 0.2mg/l
Dissolved Oxygen	min 6mg/l
Nitrate	max 50mg/l above ambient tap water

Tropical Marine Species

Free Ammonia	max 0.01mg/l
Nitrite	max 0.125mg/l
Nitrate	max 100mg/l
pH	min 8.1
Dissolved Oxygen	min 4.0 mg/l

NB: It is virtually impossible to determine the quantity of aquatic organisms to be kept in a system purely on a weight or number of aquatic organisms per unit, volume, or water surface area.

The variation in holding system used, the quality of husbandry and the types of aquatic organisms stocked vary so greatly that it would render any such system too complicated to be practical or too simple to be useful.

The maintenance of water quality standards can be used to determine working stocking densities.

The water quality standards should not be met at the expense of a correct feeding regime.

Exceptions to these standards might occur e.g. when aquatic organisms are diseased, after transport or other stress. However, in these cases appropriate remedial actions e.g. treatment, acclimatisation or isolation should be undertaken.

Sea water holds less oxygen than fresh water. The recommended level is 5.5 mg/l so extra care is needed to ensure that levels do not routinely fall below this.

- b. Water quality must be checked regularly and records kept of all tests. Centralised systems must be tested weekly. 10% of individually filtered tanks or vat must be tested weekly. On aquaria or vats in which visual inspection indicates unusual behaviour or deaths, water quality inspections should be undertaken.
- c. Holding systems must be cleaned and checked regularly.

- d. No aquatic organisms should be exposed to excessive light or heat, or lack of adequate warmth.

NB:No fish or other organism should be subject to rapid fluctuation in light (lights should be on dimmers if automated), temperature and chemical composition of their water, other than for the controlled treatment of disease or as part of a controlled breeding programme.

There are in excess of 4,000 fish species in trade and thus the acceptable conditions may vary substantially and often counter intuitively. In case of doubt expert advice should always be sought.

SCHEDULE E – BIRDS

- a. There must be adequate perching space for all birds all at the same time. Outdoor aviaries must include sufficient sheltered and non-sheltered space. Cage size must be adequate to allow birds to open their wings fully in all directions.
- b. Perches must be positioned so that birds do not defecate on each other and must be of appropriate size and shape for each species.
- c. Ambient temperature must be appropriate for the species, Extremes of temperatures must be avoided.
- d. There must be adequate drinkers/feeders commensurate with the number of birds and these must be cleaned regularly. Bowls etc. must be positioned so that birds do not defecate in food/water.
- e. Cages must be constructed from materials suitable to the type and size of birds. Materials must be safe to birds and in good repair.
- f. Windproof nest boxes must be provided in all outside housing and inside where appropriate.
- g. Flooring must be drop-through or easily washed/hosed.
- h. Post mortem examination of dead birds must be carried out.

NB:If there are upper respiratory signs or green dropping in psittacids then psittacosis testing is recommended.

STOCKING DENSITIES FOR BIRDS IN CAGES

Type	Length of Bird (cm)	Floor Area (sq. m) housing for up to 4 birds	Linear cms per additional bird on either cage length or depth *3
Budgerigar		0.15	5
Canary		0.15	5
Cockatiel		0.48	7.5
Finches	Less than 12.5	0.113	
	12.5-17.5	0.15	5
	More than 17.5	0.225	7.5
Parakeets and Lovebirds * 1	Less than 25	0.42	7.5
	25 - 30	0.48	7.5
	More than 30	0.675	7.5
Parrots	Less than 30	0.225	10
	30 - 35 *2	0.4050	15
	More than 35*2	0.4725	20
Chickens		1.6	
Bantams		1.6	
Quail		1.6	

- *1 It is recommended that, wherever possible, these species are displayed for sale in aviaries or flights rather than cages per se.
- *2 It is recommended that, wherever possible, these species are displayed for sale in aviaries or flight if more than two birds are housed together.
- *3 The extra – linear centimetre per additional bird, is intended to refer to an increase in either width or length or a combination of the two i.e. a 20 cm increase could refer to 20 cm width, 20 cm length or 10 cm width combined with 10 cm length.

STOCKING DENSITIES FOR BIRDS IN AVIARIES AND FLIGHTS

Type	Length of Bird (cm)	Number of Birds per 'standard' aviary (1.8 x 0.9 x 1.8 m)
Budgerigar		18
Canary		18
Cockatiel		8
Finches	Less than 12.5	24
	12.5-17.5	18
	More than 17.5	12
Parakeets and Lovebirds	Less than 25	10
	25 - 30	6
	More than 30	4
Parrots	Less than 30	10
	30 - 35	6
	More than 35	4
Chickens		4 (min height 0.9m)
Bantams		6 (min height 0.9m)
Quail		8 (min height 0.9m)

APPENDIX A – OTHER RELEVANT LEGISLATION / ORDERS

The Animal Welfare Act 2006

Pet Animals Act 1951 (as amended in 1983)

Dangerous Dogs Act 1991 (as amended in 1997)

Dangerous Wild Animals Act 1976 (as amended)

EU Regulation on the protection of animals during transport Regulation (EC) 1/2005

Welfare of Animals (Transport) (England) Order 2006

Animal Welfare Act 2006, Docking of Working Dogs' Tails (England) Regulations 2007

Mutilations (Permitted Procedures) (England) Regulations 2007

Breeding and Sale of Dogs (Welfare) Act 1999

Rabies (Importation of Dogs, Cats and Other Mammals) Order 1974

Trade in Animals and Related Products Regulations 2011

Health and Safety at Work etc. Act 1974

Environmental Protection Act 1990

The Microchipping of Dogs (England) Regulations 2014

GUIDANCE DOCUMENTS

CIEH – Model Conditions for Pet Vending Licensing (Sept 2013)

CIEH – Model Conditions and Guidance for Cats Boarding (June 2016)

CIEH – Model Conditions and Guidance for Dog Boarding (May 2016)

CIEH – Model Conditions and Guidance for Dog Breeding (Jan 2014)

The above documents have been referred to with regard to the drafting of this new animal welfare conditions.

APPENDIX B – The Breeding of Dogs (Licensing Records) Regulations 1999

Name	Date of birth	Address where kept	Breed	Description*	Date of mating	Details of sire**	Details of litter								Total number in litter				
							Male				Female								
							Date of birth	Weight	Description*	Sale details***	Date of birth	Weight	Description*	Sale details***					

* Enter name (in the case of puppies), colour, identifying features (if any) and registration number (if any).

** Enter name, address where kept, breed, colour and registration number (if any).

*** Enter date of sale, and name, address and status (for example, private/pet shop) of purchaser.

APPENDIX C – GUIDANCE NOTE - CLEANING

In a domestic environment the hygiene measures that are normally used in a household will also protect the welfare and health of the dogs. Faeces should be removed from the exercise areas on a daily basis to reduce the likelihood of infection and to prevent any roundworm larvae from maturing. When adult dogs are kennelled there is likely to be a greater level of contamination and therefore cleaning should be more structured.

Daily: remove all soiled material and wash contamination away using detergent if necessary. Dry after cleaning. Remove soiled bedding and replace with clean. Hose down and dry exercise areas where impervious material is used. Dispose of faeces according to waste regulations.

Weekly: remove all furniture from kennels, hose down using disinfectant and allow to dry before returning furniture. Replace all bedding. Litters of puppies require a more intensive cleaning regime.

Daily: remove all soiled bedding as required to ensure the area is kept clean and dry, and dispose of appropriately. Wash soiled areas using detergent and dry while the litter is being exercised. Recently whelped bitches require even more work.

Daily: remove all soiled bedding as required to ensure the area is kept clean and dry, and dispose of appropriately. Wash soiled areas using disinfectant twice daily and replace bedding while the bitch is being exercised.

Bleach – Sodium Hypochlorite

Bleach is commonly thought of a disinfectant and does have some disinfectant properties. However, it is not as effective at killing bacteria, viruses and fungi as more commonly used commercial disinfectants and it may cause toxic effects to animals and staff as well as degrading the structure of the building.

Bleach acts as a oxidiser and is, therefore, corrosive to both materials and animals. High concentrations can cause ulceration of the skin and mucous membranes (inside the mouth and conjunctiva). If mixed with some other disinfectants it can release toxic gases that are harmful to both humans and animals causing severe respiratory distress. Generally, bleach is not a suitable disinfectant for use in animal premises.

The following link includes DEFRA's approved disinfectant list for statutory use on disease control:

<http://disinfectants.defra.gov.uk/Default.aspx?Module=Approvalslist> **SI**

APPENDIX D – GUIDANCE NOTE - SOCIALISATION OF PUPPIES TO PEOPLE

Principles

Puppies need to meet a range of different people during their 'socialisation period' (between about 3 and 12 weeks of age) to ensure that they accept contact with people as a normal and positive part of life. During this period, puppies learn what is 'normal' in their environment and what to expect in different circumstances. It is, therefore, important for all puppies to learn that contact with all sorts of different people is a normal part of life. They also need to learn about the various types of interaction that people have with dogs. For example, they need to accept being handled all over, picked up, their feet being handled and cleaned, ears examined, coat groomed, and nails cut. They also need to learn about the various things that people do, for example, coming in and out of the house/kennel area. They also need to learn that sometimes people interact and play, but at other times they may be present but not interacting with the puppies. The aim of a structured socialisation programme is to give puppies the best chance of coping well with the various types of people, circumstances in which they appear, and ways in which they interact with dogs, before they are homed to a domestic environment. In order to ensure that they develop a positive perception of people, it is important for the introduction of new experiences to be gradual and controlled. It is also important that puppies are not already anxious or fearful when they interact with people, as this will increase the risk that they will associate contact with a negative experience.

Preparation

- Plan in advance how you will ensure that puppies experience different types of people. All puppies should have contact with a minimum of four people. This should include at least one person of each gender. It should also include at least one person who is above retirement age. Puppies should also experience controlled contact with children. Ideally this should include at least one older child (> 8 years), and also a baby or toddler. For safety, children should only have contact with puppies under the supervision of their parents or responsible adult. Where access to young children is not feasible, puppies should be exposed to the noises of babies and young children using good quality recordings.
- Prepare in advance any items which will help broaden puppies' experience of people. For example, having a brightly coloured and rustling jacket (as worn by postmen or delivery people), a motorcycle helmet, a cap, a back-pack, a pushchair, a zimmer frame and an umbrella available will mean that people engaged in socialising the puppies can introduce puppies to items that they will commonly see associated with people as adults.
- Ensure that puppies are in an environment in which they are familiar before socialisation starts
- Make sure that you have toys and food treats available before starting the socialisation sessions
- Socialisers should be familiar with behavioural signs of anxiety in puppies to ensure appropriate intensity of interaction for individual puppies

Socialisation to different types of people

- Puppies should be familiar and confident with their main carer before the introduction of further people. This person should spend time playing and interacting with puppies until all of the puppies in the litter approach the carer voluntarily on entering the kennel/room. Where individual puppies show signs of fear or anxiety, such as cowering at the back of the pen, moving away, trembling, or pulling back on contact, they should be given additional attention. This should involve the carer being quiet and calm, crouching or sitting a short distance away from the puppy and encouraging the puppy to approach. Approach should be rewarded with food treats. Interaction with nervous puppies should develop with gentle stroking on the chest area: avoid putting the hand directly towards the puppy's head as this may be perceived as threatening. With increased confidence, the puppy can be gradually stroked on the shoulder, back, flanks and head.
- Once all puppies in a litter confidently approach and interact with their main carer, a programme of introduction to other people can be started. Puppies' response to the introduction of one other person should be evaluated first. Signs of fear or anxiety in individual puppies should be addressed as by the main carer. Once puppies confidently interact with the second person, further new people can be introduced. These should include adults of both gender.
- When puppies are confidently interacting with a number of adults in a familiar environment, they can be introduced to people in different circumstances. For example they should experience people coming and going through a threshold (e.g. door in a household), and meeting people when they are in an outside garden or run.
- The socialisation programme can then be expanded to include contact with children where possible. Older children can interact with puppies, but should be instructed how to appropriately handle and play with puppies before the interaction begins. Contact with children should be supervised at all times to prevent the occurrence of negative experiences for either puppies or children. Where younger children or babies are introduced to puppies, they should be held by their parents. Should direct contact with children be impossible, puppies should experience the range of noises made by babies and children through use of a good quality sound recording (see SOP for introducing noises to puppies).
- Puppies should be given additional experience about the variation in the ways people might appear to them through the use of 'props'. For example people can interact with the puppies wearing a fluorescent jacket, motorcycle helmet or backpack. They can also walk past the puppies using a 'zimmer frame' or pushing a push chair or trolley. These experiences will help puppies to learn that all these variations of how people appear are a normal part of life.

Ensuring puppies are familiar with different types of interaction

- In the domestic environment, dogs need to accept that people come and go regularly from the house, and that this is not a cause for either anxiety or excitement. They also need to learn that periods of contact with family members sometimes involves interaction, but sometimes also periods when people are busy doing other things. In addition, puppies need to accept all the things that people regularly do with their dogs, such as examining their ears, smoothing them all over, reaching over them, stepping over them, drying their feet and grooming them.

- To ensure that puppies accept as normal people coming and going into a household, ensure that they experience this during the socialisation period. Puppies need to accept that it is normal for people to come and go out of their environment, and that this is neither scary, nor necessarily predictive of positive interaction. This can be achieved by asking friends or neighbours to come in and out of the area in which puppies are housed. They can be asked to sometimes ignore puppies during short visits, and sometimes interact with puppies, but only doing so once they are calm and quiet.
- To ensure that puppies have appropriate expectations of human contact they need to spend time with people when they experience play and interaction, but also periods where people are present but not interacting with puppies. This will better simulate their life with people after re-homing than always expecting people to engage in interaction with them. The latter expectation commonly develops where puppies are housed away from normal family activity and people only go in to see the puppies to play or interact with them. To make sure that puppies which are housed in kennels or quiet areas of the house develop appropriate expectations of interaction, ensure that family members spend time with the puppies when interaction does not occur, for example by sitting quietly and reading a book or watching TV.
- Every puppy should be handled all over by at least four people. They should also be picked up and cuddled, have their feet and ears examined, and be turned over. Throughout all of these interactions puppies should be observed carefully for signs of fear or anxiety. Should such behaviours occur, interactions should stop, and be subsequently re-introduced in a manner that the puppy finds less threatening.

APPENDIX E – GUIDANCE NOTE - HABITUATION OF PUPPIES TO HOUSEHOLD AND POTENTIALLY AVERSIVE NOISE

Principles

The aim of giving puppies experience of noises before they are homed is to ensure that they perceive such noises are 'normal' and 'unimportant' to protect against the development of fear responses later in life. In order to achieve this, every puppy needs to be exposed to noises at such a volume that they never show signs of anxiety or fear. In this way, sounds become a normal part of each puppy's experience. Before starting this program, you should make sure that you are familiar with behavioural signs of anxiety and fear in dogs.

It is important that puppies are not already anxious or fearful when they first hear noises, as this will increase the risk that they will associate the noises with a negative experience. It is, therefore, important to ensure that puppies are relaxed, or engaged in positive behaviours such as play, before exposure to noises. Noises need to be first presented at a low volume to ensure that none of the puppies show signs of anxiety. It is better to start at a very low volume, where noises are barely audible to the human ear, to ensure that no puppies respond negatively. The puppies need to be observed to ensure that no signs of anxiety or fear occur. They should continue playing or interacting as if nothing different has happened. Where no signs of anxiety or fear are identified, the volume of the sound can be slightly increased in the subsequent session. This process is repeated, with the volume of noises increased gradually over sessions, ensuring that the puppies do not react in a negative manner. Should any puppy show signs of anxiety during a session, the sound should be stopped immediately. Once the puppy is relaxed again, the sound should be repeated but at a lower volume, such that the puppy no longer reacts. Subsequent increases in volume should be made in smaller increments.

Preparation

- Plan in advance how you will ensure that puppies experience a range of household noises, such as washing machines, vacuum cleaners, doorbells, telephones, radio or TV, and food mixers. In a Domestic environment, this may be through direct exposure as events occur in the household; in kennels good quality recordings of these noises may be required. These are available commercially (e.g. 'Sounds Sociable' is a CD with a range of noises for puppy habituation).
- Consider how you will ensure that puppies will be exposed to sounds which do not occur in the household, such as fireworks, gunshots, traffic and thunder. These sounds are usually best introduced in a controlled manner using good quality recordings. Direct exposure of puppies to loud noises such as fireworks risks causing a fear response in some individuals
- Ensure that puppies are in an environment in which they are familiar before habituation starts.
- Make sure that you have toys and food treats available before starting the habituation
- Ensure familiarity with behavioural signs of anxiety in puppies to ensure appropriate levels of noise exposure at each stage

Habituation to household noises

- In a domestic environment, habituation to most household noises may occur through everyday exposure. For this to occur, puppies need to spend some time in areas of the house where normal household appliances and routines occur. Where puppies are housed in a quiet area of the house, moving them to busy parts of the house for periods of time is beneficial. Exposure to louder, potentially aversive sounds, such as vacuum cleaners should be gradual. For example, initially a switched off vacuum cleaner can be left in an area occupied by puppies. Subsequently, the appliance can be moved around, whilst switched off. The next stage may be to have the appliance turned on but immobile and in an adjacent room, then in the same room, and finally both turned on and moving. During all stages of habituation, puppies should be observed carefully for signs of anxiety and fear. Where these occur, the appliance should be turned off, and subsequent sessions start again at a lower level of exposure.
- Where puppies are housed entirely in quiet areas of a house or in kennels, exposure to household noises is through playing recordings of noises. Noises should be played at times when puppies are engaged in positive activities, such as play. Recordings should be initially played at a low volume, such that they are just audible to people, and the volume increased over subsequent sessions provided that puppies do not show signs of fear. Recordings should include those noises to which dogs will commonly encounter in the domestic environment, such as telephones, doorbells, vacuum cleaners and washing machines.

Habituation to non-household noises

- Prepare or acquire good quality recordings of relevant noises in advance. The noises which commonly cause fear and anxiety in dogs are: fireworks, traffic, trains, aeroplanes, gunshots, hot air balloons and thunder. Recordings should enable the presentation of these sounds as separate elements (e.g. the 'whizz' and 'bang' of fireworks presented separately as well as together), and include the variations in types of noise which dogs are likely to encounter later in life (e.g. shotgun and rifle sounds).
- Ensure that puppies are in a familiar environment, associated with positive experiences (e.g. an area where the puppies are brought out to play). Have toys ready, and ensure there are enough people present to engage the puppies in play.
- Set up the recording in advance, so you are sure that it will play at a very low volume initially. Also start by presenting the separate elements of complex sounds if possible.
- Engage the puppies in play before starting the recording.
- Observe the puppies, and make sure none show signs of fear or anxiety. If this occurs, then stop the sound immediately. Continue to play with puppies until all are relaxed and engaged positively in play. Subsequent exposure to the sound should be at a lower volume, such that signs of anxiety or fear are not induced.
- Where puppies remain engaged in play during the recording, the volume can be slightly increased during the next session, provided puppies do not show signs of fear or anxiety.
- The protocol should be repeated dependent on the puppy's reaction, with the volume of recordings increased on each occasion

Homing puppies

When puppies are homed, ensure that their new owners are informed of the level of habituation achieved with them. Encourage new owners to continue with the programme of habituation once the puppy is settled in its new home, emphasising the importance of the programme in preventing a serious behaviour problem in their new pet. Advise the new owner how to continue with the programme, emphasising the importance of gradual exposure.

APPENDIX F – GUIDANCE NOTE – FEEDING

Adults: adult dogs (over 6-8 months old depending on breed) should be fed twice daily to provide environmental enrichment as well as nutrition. The food should be appropriate for the dog's lifestyle and age, and consistent. Any significant changes should be made over a period of several days. Adults should also be given food in a variety of food toys that are changed on a daily basis. Care should be taken that competition for food is not going to result in aggression between dogs.

Pregnant and lactating bitches: The nutritional requirements for pregnant and lactating bitches are significantly greater than for other adult dogs. The food should be appropriately high quality and bitches should be fed more frequently according to the schedule below:

- Pregnant 0 – 4 weeks: xx times daily ***
- Pregnant 4 – 6 weeks: xx times daily ***
- Pregnant > 6 weeks: xx times daily ***
- Lactating 0 – 2 weeks: xx times daily ***
- Lactating 2 – 4 weeks: xx times daily ***
- Lactating 4 – 7 weeks: xx times daily ***

Puppies also require more frequent feeding with food appropriate for growth according to the table below:

Age	Food	Frequency
3-4 weeks	*	* times daily
4-6 weeks	*	* times daily
6-8 weeks	*	* times daily

* Insert details as appropriate

After the age of four weeks puppies should be fed in individual bowls and supervised to ensure that each puppy eats its fair share of food. When necessary, individual puppies may need to be removed during feeding if they are not eating all their own food.

Hygiene: All food and water bowls should be thoroughly washed at least once daily. Utensils used for distributing food should be washed between feeding sessions. All food should be kept in vermin proof containers. Food should be measured to ensure that every dog receives an appropriate amount of food.

In a domestic environment different utensils should be used to deal with dogs' food and feeding utensils should be washed separately from those used by the people.

In a kennel environment there should be a separate kitchen to prepare dogs' food and this should be cleaned with appropriate cleaning fluids after each feeding session.

APPENDIX G – GUIDANCE NOTE - BREEDING ESTABLISHMENT VETERINARY HEALTH PLAN

The veterinary health plan for a breeding establishment is a statement of requirements of routine veterinary treatment. It may not be necessary for all breeding establishments to cover all the issues suggested. A list of those issues that should be included for consideration, usually in consultation with the breeder's veterinary surgeon, in establishing a health plan is below:

- Primary vaccination regime;**
- Booster vaccination regime;**
- External parasite treatment regime (breeding stock and puppies);**
- Internal parasite treatment regime (breeding stock and puppies);**
- Microchip implantation and registration regime;**
- Socialisation and habituation programme for puppies**
- Pet insurance cover for puppies**
- Routine health check arrangements;**
- Review of cleaning regime;**
- Review of quarantine/isolation arrangements**

The health plan should be produced in consultation with the establishment's veterinary practice and must be signed and stamped by the attending veterinary surgeon.

Medicines

All medicines should have a current Marketing Authorisation for sale in the UK, within its expiry date, and used as per instruction. They should be stored in a suitable secure cabinet. They should be protected from light and extremes of temperature.

Prescription Only Medicine – Veterinary (POM-V) medicines should only be used for the specific animals to which they are prescribed. The specific veterinary instruction should be followed.

Non Food Animal Medicine – Veterinary, Pharmacist and Suitably Qualified Person (NFA-VPS) and Authorised Veterinary medicine – General Sale List (AVM-GSL) medicines should be used in accordance with the manufacturer's guidelines.

Contagious/infectious diseases on the premises

All dogs subject to this licence should be vaccinated against Canine Distemper, Infectious Canine Hepatitis (Canine Adenovirus), Leptospirosis and Canine Parvovirus unless vaccination is contraindicated on the direction of the Veterinary Surgeon and recorded on individual dogs' records. It may be necessary to vaccinate against other diseases and veterinary advice should be sought.

Vaccination records should be kept for each dog and be up to date according to the vaccine manufacturer's datasheet unless certified by the veterinary surgeon.

Adequate precautions should be taken to prevent and control the spread of infectious and contagious diseases and parasites among dogs and zoonoses among dogs and visitors. Records should be kept of all vaccination and worming regimes (See also Record Keeping – Section 6).

Infectious canine bronchitis ('Kennel Cough') can be problematic in kennels, and staff should be aware of the clinical signs. However, because vaccination will depend on the local level of infection, it is recommended that the advice of a veterinary surgeon is sought.

Parasitic control should be in the health plan and the log book and should also show treatments and prevention routines for external parasites including fleas, mites, lice and ticks. Appropriate treatment must be carried out if they are found on any of the dogs. When treating these infestations it is important to take account of the life cycle of the parasite in order to achieve maximum control or even eradication. For instance, simply killing the adult flea is unlikely to provide adequate control.

Several mange mites affect dogs, including *Demodex folliculorum*, *Sarcoptes scabiei* and *Cheyletiella*, species, all of which attack the skin, and *Otodectes cynotis*, which is most commonly seen in the ears. Any of these infestations can cause illness in puppies and older dogs.

Some of these parasites can cause disease in humans. Ringworm (a fungal infection) can also be passed to humans. Early diagnosis and thorough treatment of both dogs and environment is essential if the disease is to be controlled. The veterinary surgeon should be consulted if any of these conditions is suspected or known. Particular care is required with pregnant bitches and suckling puppies when using treatments for these infestations.

For the control of roundworms, pregnant and nursing bitches should be given additional worming treatment. Breeding bitches require particular attention and veterinary advice should always be sought. As a rule of thumb, it is suggested that bitches are wormed before mating and then again after the 41st day of pregnancy with an appropriate anthelmintic. The bitch should be wormed at the same time as the puppies, every two weeks from two to twelve weeks of age. Thereafter it is recommended that puppies should be wormed at regular intervals, according to manufacturer's instructions (often monthly until 6 months of age). From 26 weeks of age into adulthood, worming should be carried out routinely – at least 4 times per year.

Advice concerning dogs with tapeworms should be sought from the veterinary surgeon.

Health status of dogs

There should be a daily physical inspection of every animal to check for any signs of illness or distress. Advice from a Veterinary Surgeon should be sought where a dog shows signs of disease, injury, or illness or behavioural disorder. If dogs are imported from abroad, appropriate health testing should be carried out.

APPENDIX H – GUIDANCE NOTE - EMERGENCY EVACUATION / CONTINGENCY

Introduction

All appropriate steps will be taken for the protection of the dogs in case of fire or other emergency

There should be an Emergency Evacuation Plan (EEP) and fire warning procedure in place. This should be posted where staff may become familiar with it. This procedure should include instructions dealing where dogs are to be evacuated to and contingency for their accommodation/care if the premises are rendered unsafe or unsuitable.

Prior to formulating an Emergency and Evacuation Plan carry out a Fire Risk Assessment (FRA) to identify any potential fire risk hazards within your establishment.

Emergency situations and the requirement to evacuate from the establishment can arise from a number of situations like; Fire, Flooding, Damage to building, Power failure and disease.

Being prepared and planning a simple but well understood procedure to be carried out in the event of an emergency is essential to offer maximum protection for you, your staff and the animals in your care. This need not be a lengthy document but should include a plan of the site giving exit points, location of telephone, emergency equipment (fire extinguishers and storage of leads/baskets/cages) rendezvous point and designated holding area for animals. The emergency contact details of a supervisor or the proprietor and the establishments Veterinary Surgeon should also be displayed.

Fire fighting equipment and detectors must be properly maintained. All electrical installations and appliances must be maintained in a safe condition. There should be a residual current circuit breaker system on each kennel block /for the premises. Heating appliances should not be sited in a location or manner where they may present a risk of fire / risk to dogs. Precaution should be taken to prevent any accumulation of material which may present a risk of fire.

Fire Risk Assessment

1. Identify potential fire risk hazards in the workplace
2. Decide who might be in danger (staff, Visitor, animal) in each area
3. Evaluate the risks arising from hazards and what can be done
4. Record your findings
5. Keep assessment under review

There should be adequate means of raising an alarm in the event of a fire or other emergency. In the event of a fire breaking out within your establishment, remember that your safety and those of your staff is of prime importance and no risks should be taken which may compromise any person's safety. No task in tackling the fire or evacuating animals should be undertaken unless it is safe to do so.

Upon Discovery of Fire

- Leave fire area immediately
- Close all doors behind you
- Alert occupants of building by sounding alarm (if present) or yell "Fire"
- Telephone Fire and Rescue Services dialling 999 from a safe location
- Evacuate animals when it is safe to do so to the designated holding area
- Use exit to leave building

Upon Hearing of a Fire Condition

- If safe, staff can assist with evacuating animals / occupants
- Leave building via nearest safe exists
- Close doors behind you
- Remain Calm
- Proceed to the designated RV area

Fire and Evacuation Action Plan

<p>Planning your Escape</p>	<p>You only have a short time to get out so prepare a plan of escape in advance rather than waiting until there is a fire or evacuation of the establishment.</p> <p>Think of another way out in case the normal route is blocked.</p> <p>Know where door and window keys are kept.</p> <p>Know where spare leads/baskets/cages are stored.</p> <p>Know where the RVP/Holding areas are.</p>	
<p>If you discover a fire</p>		<p>Leave fire area immediately.</p> <p>Close all doors behind you.</p> <p>Sound the alarm and call 999 from any phone.</p> <p>Stay calm, speak clearly and listen to the operator.</p> <p>Where safe to do so, assist others to evacuate and</p> <p>Remove animals to the safe holding area.</p> <p>If there is a fire elsewhere in the establishment, stay where you are and await instructions or if you have to move remember to check doors with the back of your hand before opening.</p> <p>If it feels warm, do not open it and go another way.</p> <p>If there is a lot of smoke, crawl along floor where the air will be cleaner.</p> <p>If in doubt – Get out, Stay out and get the Fire & Rescue Services Out.</p>

Contacts in an Emergency	(enter details here)	(enter details here)
	Proprietors name and Telephone Number(s)	Telephone at (enter location)
	Supervisors Name and Telephone Number(s)	Emergency equipment at (enter location)
	Establishments Veterinary Surgeons Name(s) and Telephone Number(s)	RVP at (enter location)
		Animal Holding area at (enter location)
		Fire Extinguishers located at (enter location)
		Keys kept at (enter location)
RVP = Rendezsvous Point		

The onus is upon the establishment to ensure adequate fire prevention precautions are in place. It is recommended that plans and details for large breeding establishments are lodged with the police and fire authorities. Fire prevention advice may be sought from the Fire Prevention Officer based at your local fire station. This officer can give advice on fire drills, fire escapes, equipment and should be consulted when new buildings are constructed or existing buildings modified.

Smoke detectors are recommended and you must make sure that Fire Detection and fighting equipment are easily accessible and regularly tested. Exit routes should be kept clear. Staff should be familiar with the fire evacuation procedure by use of fire drills and how to use the fire extinguishers. The Fire Precautions (Workplace) Regulations 1997 place a duty on employers to carry out a risk assessment for the premises not covered by a fire certificate.

APPENDIX I – GUIDANCE NOTE - DAILY ROUTINE

Daily routine should be set out in detail so that dogs can be cared for in an emergency or when owners are away by a person with minimal knowledge of them. The following should be set out:

- **Dogs' (pet) names, ages and general character traits** (likes & dislikes) – who mixes best, exercises, plays or sleeps with whom and general care and management of groups of dogs, where applicable.
- **General Timetable** for (daily duties) waking, feeding, cleaning, exercising, grooming and sleeping arrangements. This may also provide specific or non specific designated periods during the day when carers may leave the dogs unattended, provided the dogs are left in a secure and safe environment (indoor/outdoor kennel, fenced enclosure or kitchen/utility room) - a maximum of 3/4 hours per day being a suggested time.
- **Feeding schedules** (for each dog) containing explicit details as to the times, place, quantities, type of food required. This may be the same or several times each day or vary according to the needs of the dog(s).
- **Cleaning schedules** – what is required and when, what cleaning materials are to be used and means of disposal. This will include washing, drying and (frequency of) replacement of dogs' bedding and places (dog beds, utility room/kitchen, outdoor or indoor kennel) where the dog(s) rest/sleep and exercise (outdoor enclosures, exercise pens, gardens, paddocks etc).
- **Exercise/play** – (for each dog), or groups of dogs with explicit direction as to whether dogs are to be exercised/walked separately, or in groups and when, where, how frequently, for what length of time. Exercise may be taken in a fenced enclosure, paddock, garden, on and off the lead (private/public road, parks, woodland, fields etc). No dog(s) to be removed from the premises (other than for exercise) without (verbal/written) explicit permission from the owner.
- **Grooming** – (for each dog). Including daily brushing/combing of coat, general care (teeth, ear cleaning, bathing etc). Bathing or washing may be required, dependent on how dirty the dog becomes during the course of the day/night, or in the event that it becomes unwell (sickness, diarrhoea etc). Unless fully qualified or approved (by qualification and/ or prior agreement between owner and carer), trimming of coat, or nails, with either scissors or clippers will generally not be required. Should this be necessary, ability (qualification) or willingness to carry out such a task should be discussed prior to the owner leaving the premises.
- **Medication** (prescriptive and/or holistic) (for each dog) – oral (by mouth), or topical (applied externally), or by injection, if and when required – a time and check list (before, with or after mealtimes or specific time of the day) for administration should also be provided. If use of daily injections is required, for example for diabetic dogs, special instruction should be provided to the satisfaction of both the owner and carer, or arrangements made for a veterinary visit, if preferred.
- **Contact information Sheet** providing contact details for absent owner, Veterinary Surgeon, Dentist, Doctor, Plumber, Electrician (for household/carers requirements), etc and other family or friends who might be needed to be contacted for assistance in an emergency.

- **Special paperwork** to be signed by both owner and carer as to both daily responsibility and in the event of urgent veterinary attention, especially, if or when, euthanasia becomes a clinical necessity. This may be more applicable in the event that any, or some, of the dogs are elderly or clinically infirm or in case of accident. The Veterinary Surgeon, looking after said dog(s), should be advised prior to the owner's absence, especially for long periods of time (holiday/business) that a carer is in sole charge. In any event, all effort must first be made to contact the owner prior to a decision by the Vet that euthanasia is the only option.

APPENDIX J – GUIDANCE NOTE – DISEASE, VACCINATION AND DISINFECTION

Infectious diseases can spread in many ways and adequate precautions should be taken to prevent and control the spread of infectious and contagious diseases and parasites among dogs.

Some infectious diseases are zoonotic i.e. they can be spread from animals to humans and so appropriate cleaning and good hygiene is essential to ensure there is no spread of disease among dogs and visitors. For example, urine should be carefully handled as the human form of leptospirosis is Weil's disease. Infections by zoonotic diseases can affect any age group but immuno-compromised people, the young or elderly are particularly at risk and as such not be in contact with potentially infectious dogs.

It is important that kennel proprietors and their staff are trained to recognise signs of ill-health so that they can seek veterinary attention accordingly. These may include, but is not limited to, vomiting, diarrhoea, coughing, loss of appetite, ocular/nasal discharges, lethargy, excessive drinking. If there is any concern about the health of a particular dog, veterinary advice should be sought.

The diseases listed below are potentially fatal. Vaccination is available in the UK and is a requirement prior to boarding (see licensing conditions contained with Part VI)

- **Canine parvovirus:** causes severe vomiting and diarrhoea and is easily spread on hands, clothing, shoes, leads and from the environment. This virus can remain in the environment for a long time and can be very resistant to cleaning. The source is from the faeces of an infected dog. (Additionally, other infectious diseases affecting the gastrointestinal tract including Giardia, Coronavirus, Salmonella and Campylobacter can also be spread via contact with infected faeces).

- **Canine Distemper (morbillivirus):** this causes a wide range of clinical signs including fever, nasal discharge, thickened pads, depression, diarrhoea, and neurological signs. This is spread by sneezing droplets but the virus can persist in the environment in appropriate conditions and this is therefore a source of contamination.

- **Canine Adenovirus (infectious canine hepatitis):** causes gastrointestinal and hepatic disease. The virus is spread by close contact with body fluids from infected dogs, however due to its ability to persist in the environment this is also a source of infection.

- **Leptospirosis:** this is a bacterial infection which causes serious liver and kidney disease in dogs. It is spread by contact with infected urine and vaccination does not always prevent the shedding of the leptospires (infectious agents) from the urine. Foxes can also spread the disease. Careful handling of urine is, therefore, essential. Vaccination against Kennel Cough (infectious tracheobronchitis) is also available and recommended.

- **Kennel Cough:** This is a complex of respiratory pathogens, the most common being Bordetella bronchiseptica, causing harsh, retching coughing. This can be particularly problematic in the kennel environment; as such staff should be aware of clinical signs. Vaccination is aimed at decreasing the spreading of the disease by infected dogs and reducing clinical signs. The disease is spread by contact with infected sneeze and cough droplets.

Biosecurity, Cleaning and Husbandry

Whilst vaccination is available and an important part of disease management, good husbandry is also essential. This includes not only managing the dogs in terms of avoiding contact and minimising stress, but also cleaning routines and recognising how the behaviour of staff can impact the transfer of disease. Cleaning products should have bactericidal, virucidal and parvocidal activity for removal of infectious organisms i.e. they must have the ability to kill bacteria, fungi and viruses. Surfactant components are needed to clean the residual dirt from the environment prior to disinfection. It might be a combination of products is needed but it is essential they are compatible for use together.

Bleach is commonly thought of as a disinfectant. It is not as effective at killing bacteria, fungi and viruses as more commonly used commercial disinfectants. It may cause toxic effects to animals and staff as well as degrading the structure of the building. It can also be corrosive due to its oxidative effects. Although it can have disinfection properties at certain concentrations generally due to the risks involved it is not a suitable disinfectant for use in animal premises. All chemicals and substances must be safe and appropriate for the environment they are being used in. It is important that instructions, both in terms of dilution and contact time with the surface they are meant to be affecting, are strictly adhered to.

Cleaning regimes should be in place for daily, weekly and monthly cleaning. For example:

Daily: remove all soiled material and wash contamination away using detergent, if necessary. Dry after cleaning. Remove soiled bedding and replace with clean. Hose down and dry exercise areas where impervious material is used. Dispose of faeces according to waste regulations.

Weekly: remove all furniture from kennels, hose down using disinfectant and allow to dry before returning furniture.

Notes

*Standing water is a source of infection of certain diseases such as Giardia. Thorough drying of surfaces is essential after cleaning. Disinfectant will not be effective against solid organic material. It is, therefore, essential that cleaning takes place **prior** to disinfection.*

APPENDIC K – GUIDANCE NOTE – BEHAVIOUR / ENVIRONMENTAL ENRICHMENT

1. Monitoring of behavioural signs

Individual dogs respond in different ways when they are feeling anxious, frightened, stressed or in pain. It is not, therefore, possible to provide a definitive list of signs, but some of the signs which might be seen include:

- emergence of fearful behaviour e.g. cowering, hiding, aggression
- yawning
- lip-licking
- snout licking
- avoidance of eye contact
- over-grooming or self-mutilation
- performance of repetitive behaviour e.g. pacing, spinning, circling, bouncing
- shivering
- trembling
- paw-lifting
- weight loss
- loose faeces
- consumption of faeces (coprophagy)
- prolonged periods of vocalisation e.g. barking, howling, whining
- kennel chewing

Spending time and becoming familiar with each and every dog is highly recommended as that will make it easier for people to recognise when a dog is finding it difficult to cope in kennels.

2. Environmental enrichment

Environmental enrichment applies to various ways of providing dogs with control and choice over their physical and social environment and increasing species-typical behaviour to improve their well-being. However, it is often limited to the provision of toys and feeding devices. Although these are important, there are other methods which can be used. This section provides information about a variety of methods of enrichment which can be used in a kennelled environment.

Providing contact with people

Dogs are sociable animals and most need, enjoy and value company. Many will miss the companionship of their owner(s) whilst being boarded and being away from their family group can be one of the most stressful aspects when kennelled. It is therefore important that, where appropriate for the individual dog, individual circumstances, and it is safe to do so, company with people is provided. Time with people can be increased through activities such as grooming, exercise, playing and petting. Some owners may also be agreeable to short periods of reward-based training. Dogs which are fearful or anxious may not want to be groomed or played with but can still benefit from having someone close by so spending a period of time sitting outside the kennel talking or feeding treats may help.

Providing contact with other dogs

Dogs have a natural desire for contact with one another and many value and enjoy each other's company. However, providing contact with other dogs in a boarding environment is normally restricted due to health and safety concerns for individual dogs. Where dogs are from the same family keeping them apart from one another may cause distress and so where there are adequate resources e.g. size of kennel, sleeping area, food and water bowls, consent from the owner and the dogs are able to be monitored, it is recommended that they are housed together.

Providing toys

Toys can help increase play and reduce boredom but interest can often quickly reduce. To maintain novelty and interest, different toys should be offered on a regular basis and, if possible, should involve staff; dogs find toys especially exciting when they are part of, or the focus of, a game. They should also be presented appropriately, be safe, a suitable size and provided as part of a consistent routine, wherever possible. Most dogs find chewing toys and bones rewarding and relaxing and many seem to prefer chewable toys. Providing a chewable toy is recommended. If little interest is shown, in one particular item, there is a wide range of manufactured chew toys and bones on the market, so trying others may help. Whenever new devices or toys are provided, it is important to ensure that they don't cause stress to the animal and they should be monitored closely when first introduced.

It is often feared that providing toys or chews to dogs leads to possessive behaviour but research has shown that not to be the case for the majority of dogs. Fear most often causes possessive behaviour due to the dog having been punished previously for not giving up objects. This can be avoided by using distractions such as taking the dog for a walk, or giving it another toy or food treat when removing the chew toy. Dogs can also be trained to leave objects on command in return for treats. Where dogs are housed in the same unit, it is advised, for safety reasons, not to leave dogs alone with toys.

Providing feeding devices

A variety of feeding devices are available but probably the most widely used are commercially available rubber cone-shaped toys. Research³ using this specific type of toy has shown that dogs often find them rewarding and relaxing and can prevent or reduce signs of compromised welfare. Research⁴ has also shown that when dogs that interact regularly with them have them removed, a significant increase in stress hormones is experienced and many also show an increase in behaviour indicative of poor welfare. It is therefore very important that the provision of these specific types of toy is predictable e.g. that they are provided each and every day and around the same time. The correct size and type of feeding device must also be chosen.

Feeding devices do not have to be bought however and alternative feeding devices are fairly easy to prepare and depending on what is chosen, can also provide opportunities for other behaviour:

- Paper bags rolled down to contain food
- Scrunched up pieces of paper
- Cardboard tubes with the ends flattened or folded down to make it more challenging
- Frozen cubes of diluted broth
- Biscuits frozen in ice cubes
- Rope/chew toys (natural fibres only) soaked in gravy and then frozen
- Fresh, crunchy fruits and vegetables, such as carrots, wedges of cored apples and cucumbers.

(American Society for the Prevention of Cruelty to Animals)

Similar to toys, there are concerns about the provision of feeding devices leading to possessive behaviour and the advice provided about toys is also relevant here. Where dogs are housed in the same unit, it is advised, for safety reasons, to separate dogs before providing with feeding devices.

Kennel furniture – Platforms

Kennels can be barren environments offering little opportunity for dogs to carry out natural behaviours or provide little choice within their environment. Platforms can help with this by increasing complexity and available three-dimensional space. This can provide a dog with somewhere to hide or a vantage point from which to carry out lookout behaviours that can be particularly important for smaller dogs, which may not otherwise be able to see out of the kennel without standing on their hind legs. Platforms also offer protection from a cold or wet floor, providing a more comfortable and warmer area to rest.

Although staff may have concerns about the safety issues of platforms e.g. when entering the kennel, the dog could be at their head height, this can be avoided. For example, if the platform is in the sleeping area, staff could remove the dog from the exercise area and vice versa.

Alternatively, the dog could be trained to jump off the platform so that situations of potential conflict are avoided. In some cases, a platform may be unsuitable, for example, for an elderly dog or one with reduced mobility and in such situations alternative ways for the dog to hide, be comfortable etc. should be provided.

Furniture in outdoor exercise areas

Enrichment does not have to be confined to the kennel environment but can also be incorporated into exercise areas or paddocks. Platforms are beneficial in outdoor areas providing opportunities for exploratory as well as vigilance behaviours. Whilst tunnels and pipes offer the same behavioural opportunities, they are also areas in which to seek shade. Paddocks provide sufficient space to include boxes which when filled with sand allow dogs to dig. Natural furniture can also be considered such as the use of safe and non-toxic plants, bushes and shrubs for dogs to push through and explore as well as trees which dogs can investigate and mark.

Putting enrichment into practice

Every dog is an individual and will vary in what they find valuable so it is important that different methods of enrichment are tried to identify what it is that each dog likes and gains from. As well as the different types of enrichment listed above, odours and sounds can also be beneficial to dogs and can be cheap and easy to introduce. For example, diffused odours such as lavender and camomile have been found to be beneficial for kennelled dog welfare as well as classical music played at conversational level.

Note

The content of this guidance is largely based on Appendix II: Environmental Enrichment in 'The welfare of seized dogs in kennels - a guide to good practice'. An RSPCA guide produced in consultation with Police Dog Legislation Officers, Local Authority Dog Wardens and Animal Welfare Officers'. For further information on enrichment and kennelled dog welfare:

- Rooney, NJ, Gaines, SA and Hiby, EF. 2009. A practitioner's guide to working dog welfare. *Journal of Veterinary Behaviour: Clinical Applications and Research*. 4: 127-134.
- RSPCA 2015 The welfare of seized dogs in kennels - a guide to good practice. An RSPCA guide produced in consultation with Police Dog Legislation Officers, Local Authority Dog Wardens and Animal Welfare Officers.
<https://view.pagetiger.com/RSPCAKennellingGuide2014/issue1/page3.htm>
- Care and Respect Includes All Dogs. Enhancing and enriching the experience of dogs. <https://cariadcampaign.wordpress.com/guides/>