{0>**Shared Regulatory Services – Cardiff, Vale of Glamorgan & Bridgend Council.**<}0{>**Gwasanaethau Rheoliadol a Rennir – Cynghorau Caerdydd, Bro Morgannwg a Phen-y-bont ar Ogwr.**<0}{0>**Dog Boarding Establishments – Conditions of Licence**<}0{>**Sefydliadau Lletya Cŵn – Amodau Trwydded**<0}

1. {0>**Introduction**<}100{>**Cyflwyniad**<0}
   1. {0>Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or are used in association with the boarding of dogs.<}0{>Oni bai y nodir yn wahanol, mae’r amodau hyn yn berthnasol i bob adeilad ac ardal y mae gan gŵn fynediad iddynt ac / neu sy’n cael eu defnyddio mewn perthynas â lletya cŵn. <0}

{0>\*\*Use of the term ’kennel’ refers to combined sleeping and individual exercise areas\*\*<}0{>\*\* Mae’r defnydd o’r term ‘cwb’ yn cyfeirio at ardaloedd lle mae cŵn yn cysgu ac yn ymarfer ynddynt \*\*<0}

1. {0>**License Display**<}0{>**Arddangos Trwydded**<0}
   1. {0>A copy of the license and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.<}0{>Rhaid i gopi o’r drwydded a’i hamodau gael ei harddangos i’r cyhoedd mewn safle amlwg ac addas yn y sefydliad lletya, arno neu yn yr ardal. <0}
2. {0>**Construction**<}0{>**Adeiladu**<0}

{0>**General**<}0{>**Cyffredinol**<0}

* 1. {0>The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the license.<}0{>Rhaid i’r sefydliad bob amser gael ei gynllunio a’i weithredu yn unol â chynllun wedi’i gymeradwyo, a’i atodi i’r drwydded. <0} {0>Before carrying out any alterations, plans must be submitted to and approved by the licensing officer of the local authority.<}0{>Cyn gwneud unrhyw newidiadau, rhaid cyflwyno cynlluniau i swyddog trwyddedu’r awdurdod lleol a’u cymeradwyo ganddo. <0}
  2. {0>Where wood has been used in existing construction it must be smooth and treated to render it impervious.<}0{>Lle mae pren wedi’i ddefnyddio wrth adeiladu, rhaid iddo fod yn llyfn, a’i drin i’w wneud yn anhreiddiadwy. <0} {0>Wood should not be used in exposed construction of walls, floors, partitions, door frames or doors in a dog kennelling area.<}0{>Ni ddylid defnyddio pren yn yr adeiladwaith allanol - y waliau, y lloriau, parwydydd, fframiau’r drysau neu ddrysau yn ardal cybiau’r cŵn. <0} {0>There must be no projections liable to cause injury.<}0{>Ni ddylai unrhyw ran o’r adeiladwaith ymestyn allan mewn ffordd allai achosi anaf. <0}
  3. {0>Fencing material must be secure and safe and checked/maintained on a regular basis.<}0{>Rhaid i ddeunydd ffensio fod yn ddiogel a’i wirio a’i gynnal a’i gadw yn rheolaidd. <0}
  4. {0>Sleeping areas of kennels must be insulated as to prevent extremes of temperature.<}0{>Rhaid inswleiddio ardaloedd cysgu’r cybiau fel nad ydynt yn rhy oer neu’n rhy gynnes. <0}
  5. {0>The construction must be such that the security of the dog is ensured at all times.<}0{>Rhaid adeiladu mewn ffordd sy’n sicrhau diogelwch y ci bob amser. <0}
  6. {0>All exterior wood must be properly treated against wood rot, e.g.<}0{>Rhaid trin yr holl bren sydd yn yr awyr agored i’w atal rhag pydru e.e. <0} {0>Tanalised.<}0{>gan ddefnyddio hylif cadw. <0} {0>Only products which are non-toxic to animals may be used.<}0{> Dim ond nwyddau diwenwyn i anifeiliaid a ddylid eu defnyddio. <0}
  7. {0>All internal surfaces used in the construction of walls, floors, partitions, doors and door frames are to be smooth, durable and impervious.<}0{>Dylai pob arwyneb mewnol a ddefnyddir i adeiladu waliau, lloriau, parwydydd, drysau a fframiau drws fod yn llyfn, yn wydn ac yn anhreiddiadwy. <0} {0>There must be no projections or rough edges liable to cause injury.<}85{>Ni ddylai unrhyw ran o’r adeiladwaith ymestyn allan, neu fod ag ymylon garw allai achosi anaf. <0}

{0>**Walls and Partitions**<}0{>**Waliau a Pharwydydd**<0}

* 1. {0>Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleansed.<}0{>Rhaid i waliau y mae cŵn yn dod i gyffwrdd â nhw fod o ddeunyddiau llyfn ac anhreiddiadwy, a bodd modd i’w golchi’n hawdd. <0} {0>Where concrete or other building blocks or bricks are used in such walls, they must be sealed so as to be smooth and impervious, and resealed as necessary.<}0{>Lle mae’r waliau wedi’u gwneud o goncrid, briciau neu flociau adeiladu, rhaid eu selio i’w gwneud yn llyfn ac anhreiddiadwy, a’i hail-selio os oes angen. <0}
  2. {0>Junctions between vertical and horizontal sections should be coved.<}0{>Dylid rhoi cilfwâu rhwng adrannau fertigol a llorweddol. <0} {0>If impractical in existing premises, all joints must be sealed.<}0{>Os yw hynny’n anymarferol mewn safleoedd sy’n bodoli eisoes, dylid selio pob uniad. <0}
  3. {0>Partition walls between kennels must be of solid construction to a minimum height of 1.2m (4ft).<}0{>Rhaid i bob wal bared rhwng cybiau fod o adeiladwaith cryf i uchder o 1.2m (4 troedfedd) o leiaf. <0}
  4. {0>In new construction, in exercise areas/runs the lower section of partitions in adjoining runs must be of solid construction.<}0{>Mewn adeiladau newydd, rhaid i rannau isaf y parwydydd rhwng ardaloedd ymarfer/rhedeg fod o wneuthuriad solet. <0}

{0>**Floors**<}0{>**Lloriau**<0}

* 1. {0>Floors of all buildings, individual exercise areas and kennels, must be of smooth, impervious materials, capable of being easily cleansed and disinfected and in new kennels must incorporate a damp proof membrane.<}0{>Dylai lloriau pob adeilad, ardaloedd ymarfer unigol a chybiau fod o ddeunyddiau llyfn, anhreiddiadwy, y gellir eu golchi a’u diheintio’n hawdd, ac mewn cybiau newydd dylent ymgorffori croenyn yn erbyn tamprwydd. <0}
  2. {0>All floors of kennels and individual exercise areas must be constructed and maintained in such condition as to prevent ponding of liquids.<}0{>Dylai lloriau’r cybiau a’r ardaloedd ymarfer unigol gael eu hadeiladu a’u cynnal a’u cadw yn y fath gyflwr fel eu bod yn atal pyllau rhag cronni. <0}
  3. {0>In new construction floors must be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel.<}0{>Mewn adeiladau newydd, dylai’r lloriau gael eu gosod yn gwyro o leiaf 1 mewn 80, yn arwain at sianel ddraenio fas, neu sianel ddraenio ddofn wedi’i gorchuddio i bob pwrpas. <0}
  4. {0>Communal exercise areas must be suitably drained.<}0{>Dylid draenio ardaloedd ymarfer cymunedol yn addas. <0}

{0>**Ceilings**<}0{>**Nenfydau**<0}

* 1. {0>Ceilings must be capable of being easily cleansed and disinfected.<}0{>Dylid medru golchi a diheintio nenfydau’n hawdd. <0}

{0>**Doors**<}0{>**Drysau**<0}

* 1. {0>Kennel doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.<}0{>Dylai drysau’r cybiau fod yn ddigon cryf i wrthsefyll cael eu taro a’u crafu, a dylid bod modd eu cloi’n ddiogel. <0}
  2. {0>Where metal bars and frames are used, they must be of suitable gauge (approximately 10-14) with spacing adequate to prevent dogs escaping or becoming entrapped.<}0{>Pan ddefnyddir bariau a fframiau metel, dylent fod o led addas (tua 10-14), yn ddigonol i wahardd cŵn rhag dianc, neu gael eu caethiwo. <0} {0>Where metal edging is used, this must not present a risk of injury to the dog.<}0{>Lle mae’r ymylon yn fetel, ni ddylai fod perygl o achosi anaf i’r ci. <0}
  3. {0>Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.<}0{>Dylid creu agoriadau i ddrysau fel na rwystrir dŵr/gwastraff rhag gadael, na chasglu gan fod y mynediad yn anhygyrch. <0}

{0>**Windows**<}0{>**Ffenestri**<0}

* 1. {0>All windows which pose a security risk must be escape proof at all times.<}0{>Dylai pob ffenestr sy’n achosi perygl fod yn amhosib dianc ohoni ar bob adeg. <0}

{0>**Drainage**<}0{>**Draeniau**<0}

* 1. {0>The establishment must be connected to mains drainage or an approved, localised sewerage disposal system.<}0{>Rhaid i’r sefydliad fod wedi’i gysylltu â’r brif system ddraeniau, neu system waredu carthffosiaeth leol gymeradwy. <0}

{0>**Lighting**<}0{>**Goleuo**<0}

* 1. {0>During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible to the dogs.<}0{>Pan mae’n olau yn ystod y dydd, rhaid darparu golau yn yr ardaloedd ymarfer a chysgu fel bod pob rhan yn gwbl weladwy i’r cŵn. <0} {0>Where practicable this must be natural light.<}0{>Lle mae’n ymarferol, golau naturiol ddylai hyn fod. <0}
  2. {0>Adequate supplementary lighting must be provided throughout the establishment.<}0{>Rhaid darparu golau ychwanegol digonol drwy’r sefydliad i gyd. <0}

{0>**Ventilation**<}0{>**Awyru**<0}

* 1. {0>Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the bedding or resting area.<}0{>Dylid awyru’r holl ardaloedd mewnol heb achosi gormod o ddrafftiau lleol yn yr ardaloedd cysgu a gorffwys. <0}

{0>**Maintenance**<}98{>**Cynnal a Chadw**<0}

* 1. {0>Maintenance and repair of the whole establishment must be carried out regularly.<}0{>Dylid cynnal a chadw ac atgyweirio’r holl sefydliad yn rheolaidd. <0}

1. {0>**Number of Animals**<}0{>**Nifer yr Anifeiliaid** <0}

{0>**Number of dogs permitted.**<}0{>**Nifer y cŵn a ganiateir**<0}

* 1. {0>The maximum number of dogs to be kept at any one time is (TO BE DETERMINED BY THE LOCAL AUTHORITY), the amount granted will be displayed clearly on the licence.<}0{>Mwyafswm y cŵn y gellir eu cadw ar unrhyw un adeg yw (I’W BENDERFYNU GAN YR AWDURDOD LLEOL). Bydd y nifer a ganiateir yn cael ei arddangos yn glir ar y drwydded. <0}
  2. {0>Each dog must be provided with a separate kennel except that dogs from the same household may share a kennel of adequate size with written consent of the dog’s owner.<}0{>Dylai pob ci gael cwb ar wahân, ac eithrio cŵn o’r un cartref sy’n gallu rhannu cwb o faint digonol, gyda chaniatâd ysgrifenedig perchennog y ci. <0}
  3. {0>Holding kennels may be provided for temporarily kennelling a dog for not more than 24hours.<}0{>Gellir darparu cybiau dros dro, i gadw cŵn am ddim mwy na 24 awr. <0} {0>Holding kennels, if provided, must comply with conditions as required for main kennels.<}0{>Rhaid i gybiau dros dro, os cânt eu darparu, gydymffurfio â’r amodau ar gyfer y prif gybiau. <0} {0>Holding kennels must be a minimum area of 2.3sq m (25sq ft.).<}0{>Rhaid i gybiau dros dro fod o leiaf 2.3 metr sgwâr (25 troedfedd sgwâr). <0}
  4. {0>No animals other than dogs are to be boarded within the licensed facilities without written approval of the local authority.<}0{>Ni chaniateir i anifeiliaid ar wahân i gŵn gael llety yn y cyfleusterau trwyddedig heb ganiatâd ysgrifenedig yr awdurdod lleol. <0}
  5. {0>Where stray dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs.<}0{>Rhaid i unrhyw gŵn crwydr a dderbynnir gan y cybiau gael eu cadw mewn ardal ar wahân i’r cŵn sy’n lletya. <0}

{0>**Kennel size, layout and exercise facilities.**<}0{>**Maint y cwb, ei gynllun a’r cyfleusterau ymarfer.**<0}

* 1. {0>For new kennels each kennel must be provided with a sleeping area of at least 1.9sq m (20sq ft.).<}0{>Ar gyfer cybiau newydd, dylai fod gan bob cwb ardal gysgu o 1.9 metr sgwâr (20 troedfedd sgwâr) o leiaf.<0}
  2. {0>Suitable bedding equipment must be provided which allows the dog to be comfortable and which is capable of being easily and adequately cleansed and sufficiently sanitised.<}0{>Rhaid darparu gwelyau cyffyrddus i’r cŵn y gellir eu golchi a’u diheintio yn hawdd ac yn ddigonol. <0} {0>Such equipment must be sited out of draughts.<}0{>Ni ddylid rhoi’r gwelyau lle mae drafftiau. <0} {0>All bedding material must be maintained in a clean, parasite free and dry condition.<}0{>Dylid cynnal a chadw deunydd y gwelyau i’w cadw’n lan, yn sych ac yn rhydd o barasitiaid. <0} {0>It is advised the owner should provide their own bedding however not compulsory.<}0{>Argymhellir y dylai’r perchennog ddarparu eu gwelyau eu hunain, ond nid yw’n orfodol. <0}
  3. {0>For new kennels each kennel must be provided with an exercise area of at least 2.46sq m (26sq ft.)(for dogs up to 24 inches high at shoulder) or 36sq ft. for larger dogs, which is separate from the bedding area and exclusive to that kennel, for free use by the dog at all times except at night.<}0{>Mewn cybiau newydd, dylai fod gan bob cwb ardal ymarfer o 2.46 metr sgwâr (26 troedfedd sgwâr) (i gŵn sy’n 24 modfedd o uchder wrth eu hysgwydd) neu 36 troedfedd sgwâr i gŵn mwy, sydd ar wahân i’r ardal gysgu ac yn benodol i’r cwb hwnnw, i’r ci ei ddefnyddio’n rhydd ar unrhyw adeg ac eithrio yn y nos. <0}
  4. {0>Kennels must have a minimum height of 1.8m (6ft) to facilitate adequate access by kennel staff for cleaning.<}0{>Rhaid i bob cwb fod yn 1.8m (6 troedfedd) o uchder o leiaf, i’w gwneud hi’n hawdd i’r staff fynd i mewn i’w lanhau. <0}
  5. {0>Kennels and exercise areas must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.<}0{>Rhaid i’r cybiau a’r ardaloedd ymarfer agor allan i goridorau neu ardaloedd diogel fel na all y cŵn ddianc o’r safle. <0}
  6. {0>Exercise areas must not be used as bedding areas.<}0{>Ni ddylid defnyddio’r ardaloedd ymarfer fel rhai i’r cŵn gysgu ynddynt. <0}

1. {0>**Exercise**<}0{>**Ymarfer**<0}
   1. {0>Dogs must be exercised in accordance with the owner’s wishes.<}0{>Dylid ymarfer y cŵn yn unol â dymuniadau’r perchennog. <0} {0>If any dogs are taken off the premises, they must be kept on leads unless the kennels have the owner’s written permission to do otherwise.<}0{>Os yw ci yn cael ei hebrwng o’r safle, rhaid iddo fod ar dennyn oni bai fod y perchennog wedi rhoi caniatâd ysgrifenedig i’r sefydliad i wneud fel arall. <0}
   2. {0>There must be direct access to a suitable outside area.<}0{>Rhaid bod mynediad uniongyrchol i ardal addas yn yr awyr agored. <0} {0>The area must only be used for the kennels, and this area must be kept clean at all times.<}0{>Dim ond ar gyfer y cybiau y dylid defnyddio’r ardal hon, a dylid ei chadw’n lân bob amser. <0}
   3. {0>The exercise area of the premises and any other areas to which the dogs may have access, must be totally secure and safe, with no dangerous sharp objects or protrusions.<}0{>Dylai ardal ymarfer y safle ac unrhyw ardal arall y gallai’r cŵn gael mynediad iddi, fod yn hollol ddiogel, heb wrthrychau miniog peryglus, neu bethau’n ymestyn yn y fath fodd. <0} {0>Gates must be lockable.<}0{>Dylid medru cloi pob giât. <0}
   4. {0>Dogs must wear a collar and identity tag during their time in boarding.<}0{>Dylai pob ci wisgo coler a thag adnabod yn ystod eu hamser yn lletya. <0} {0>The tag must display the name, address and telephone number of the kennels.<}0{>Rhaid i’r tag ddangos enw, cyfeiriad a rhif ffôn y cybiau. <0}
   5. {0>The licensing Authority must be informed by the next working day of any dog that is lost.<}0{>Rhaid rhoi gwybod i’r Awdurdod Trwyddedu os yw ci ar goll, erbyn y diwrnod gwaith nesaf. <0}
2. {0>**Management**<}0{>**Rheolaeth**<0}

{0>**Training**<}0{>**Hyfforddi**<0}

* 1. {0>A written staff training policy must be provided.<}0{>Dylid darparu polisi hyfforddi staff ysgrifenedig. <0} {0>Systematic training of staff must be demonstrated to have been carried out.<}0{>Dylid medru dangos bod staff wedi’u hyfforddi mewn ffordd systematig. <0}

1. {0>**Kennels**<}0{>**Cybiau**<0}
   1. {0>Heating facilities must be available in the kennel and used according to the requirements of the individual dog.<}0{>Rhaid i gyfleusterau gwresogi fod ar gael yn y cwb a’u defnyddio yn ôl gofynion y ci unigol. <0}
   2. {0>There must be some part of the dog’s sleeping area where the dog is able to enjoy a temperature of at least 10°c (50°F).<}0{>Rhaid bod rhan o ardal gysgu’r ci lle gall fwynhau tymheredd o 10°c (50°F) o leiaf. <0}
   3. {0>In isolation kennels there should be a means of maintaining the temperature at a level suitable for the conditions of the dog and dependant of veterinary advice.<}0{>Mewn cybiau ynysig dylai fod modd cynnal y tymheredd ar lefel sy’n addas i amodau’r ci ac yn ddibynnol ar gyngor milfeddyg. <0}

{0>**Cleanliness**<}100{>**Glendid**<0}

* 1. {0>All kennels, corridors, common areas, kitchens etc. must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conductive to maintenance of disease control and dog comfort.<}0{>Dylid cadw pob cwb, coridor, ardal gyffredin, cegin ac ati yn lân ac yn rhydd o faw a llwch sy’n casglu. Dylid eu cadw yn y fath fodd fel bod modd rheoli clefydau a chadw cŵn yn gysurus. <0}
  2. {0>Each occupied kennel must be cleansed daily.<}0{>Dylid golchi pob cwb sydd â chi ynddo, bob dydd. <0} {0>All excreta and solid material must be removed from all areas used by dogs at least twice daily and more often if necessary.<}0{>Dylid symud yr holl garthion a deunydd solet o bob ardal a ddefnyddir gan gŵn o leiaf ddwywaith y dydd ac yn fwy aml os oes angen. <0}
  3. {0>All bedding areas must be kept clean and dry at all times.<}0{>Dylid cadw’r ardaloedd lle mae gwelyau yn lân ac yn sych bob amser. <0}
  4. {0>Each kennel must be thoroughly cleansed, disinfected and dried upon vacation.<}0{>Rhaid i bob cwb gael ei lanhau’n drwyadl, ei ddiheintio a’i sychu ar ôl i gi ei adael. <0} {0>All fittings and bedding must also be thoroughly cleansed and disinfected at that time.<}0{>Rhaid glanhau a diheintio pob gwely a deunyddiau eraill yr adeg honno. <0}
  5. {0>The disinfectant used must be animal/canine suitable and agreed by the local authority officer.<}0{>Rhaid i’r diheintydd fod yn addas i anifeiliaid/cŵn ac wedi’i gytuno gan yr awdurdod lleol. <0}
  6. {0>Facilities must be provided for a proper reception, storage and disposal of all waste.<}0{>Dylid darparu cyfleusterau i dderbyn, storio a gwaredu ar yr holl wastraff yn briodol. <0} {0>Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases.<}0{>Dylid gwahanu gwastraff clinigol sy’n deillio o drin cŵn gyda chlefydau heintus, yn ofalus. <0} {0>The final disposal route for all such waste must be incineration.<}0{>Dylid cael gwared â gwastraff o’r fath yn derfynol, drwy ei losgi. <0} {0>Detailed records of the incineration process must be available if requested.<}0{>Dylai cofnodion manwl o’r broses losgi fod ar gael ar gais. <0}
  7. {0>Measures must be taken to minimise the risks from rodents, insects and other pests within the establishment.<}0{>Dylid cymryd camau i leihau’r peryglon sy’n codi o lygod mawr, pryfed a phlâu eraill o fewn y sefydliad. <0}

1. {0>**Food and Water Supplies**<}0{>**Cyflenwadau Bwyd a Dŵr**<0}
   1. {0>All dogs must be adequately supplied with suitable food.<}0{>Dylai pob ci gael ei fwydo’n ddigonol gyda bwyd addas. <0} {0>Wholesome water must be available at all times and changed daily or more if required.<}0{>Dylai dŵr glân fod ar gael bob amser a’i newid yn ddyddiol, neu’n fwy aml os oes angen. <0}
   2. {0>Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross-contamination.<}0{>Dylid gallu golchi cynhwysion bwyta ac yfed yn hawdd, a’u diheintio i rwystro croes-heintio. <0} {0>They must be maintained in a clean condition.<}0{>Dylid eu cadw mewn cyflwr glân. <0}
   3. {0>Eating vessels must be cleansed after each meal.<}0{>Dylid golchi cynhwysion bwyta ar ôl pob pryd bwyd. <0}
   4. {0>Drinking vessels must be cleansed at least once daily.<}0{>Dylid golchi cynhwysion yfed o leiaf unwaith y dydd. <0}

{0>**Kitchen Facilities**<}0{>**Cyfleusterau Cegin** <0}

* 1. {0>Exclusive facilities, hygienically constructed and maintained, must be provided, and potential food contamination must be avoided.<}0{>Rhaid darparu cyfleusterau unigryw, wedi’u hadeiladu a’u cynnal a’u cadw yn lân, a rhaid osgoi unrhyw bosibilrwydd o halogi bwyd. <0}
  2. {0>Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.<}0{>Rhaid darparu oergelloedd lle mae cig amrwd a chig wedi’i goginio yn cael ei gadw, a rhaid osgoi unrhyw bosibilrwydd o halogi bwyd. <0}
  3. {0>A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels.<}0{>Rhaid darparu sinc gyda dŵr oer a chynnes i olchi offer bwyd a llestri bwyta ac yfed. <0} {0>A separate wash-hand basin with hot and cold water must be provided for staff use.<}0{>Rhaid darparu basn ymolchi dwylo ar wahân gyda dŵr oer a chynnes ar gyfer defnydd staff. <0}
  4. {0>Containers must be provided for the storage of foods and shall be so constructed and kept in good order, repair and condition as to be proof against insects and other pests.<}0{>Rhaid darparu cynhwysion ar gyfer storio bwyd, a dylent fod o’r fath wneuthuriad, a’u cadw mewn cyflwr cystal fel eu bod yn atal pryfed a phlâu eraill.<0}

1. {0>**Disease Control and Vaccination.**<}0{>**Rheoli Clefydau a Brechu.** <0}
   1. {0>Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.<}0{>Rhaid cymryd camau digonol i atal a rheoli clefydau heintus ac ymledol, a pharasitiaid rhag lledaenu ymhlith y cŵn, y staff ac ymwelwyr. <0}
   2. {0>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. icterohaemorragiae) and Canine Parvovirus and any other relevant diseases.<}0{>Rhaid profi bod cŵn sy’n lletya neu sy’n byw yn y ganolfan â’r brechiadau cyfredol ar gyfer Clefyd y Cŵn, Hepatitis Heintus y Cŵn, (canine adenovirus), Leptospirosis (L.canicola ac L. icterohaemorragiae) a Pharofeirws y Cŵn ac unrhyw glefydau perthnasol eraill. <0} {0>The course vaccination must have been completed at least four weeks prior to the first date of boarding or in accordance with manufacturer’s instructions.<}0{>Dylai’r cwrs o frechu fod wedi ei gwblhau o leiaf bedair wythnos cyn i’r ci letya yn y cwb, neu yn unol â chyfarwyddiadau’r gwneuthurwr. <0} {0>A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.<}0{>Dylai’r cofnod fod y prawf hwn wedi’i ddarparu, gael ei gadw ar y safle drwy gydol yr amser y mae’r ci yn lletya. <0}
   3. {0>Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness.<}0{>Dylid cael cyngor gan filfeddyg os oes arwyddion o glefyd, anaf neu salwch. <0} {0>Where any dog is sick or injured and instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.<}0{>Os oes ci yn sâl neu wedi ei anafu, dylid dilyn cyfarwyddiadau milfeddyg ar sut i’w drin, yn llym. <0}
   4. {0>A well-stocked first aid kit suitable for use on dogs must be available and accessible on site.<}0{>Rhaid cadw blwch cymorth cyntaf llawn sy’n addas i’w ddefnyddio ar gŵn ar y safle, lle mae’n hawdd cael gafael arno. <0}
   5. {0>A suitable range of muzzles of varying sizes and a suitable dog catching device must be kept on site.<}0{>Dylid cadw casgliad addas o benrhwymau o feintiau gwahanol, a dyfais dal cŵn addas ar y safle. <0}

{0>**Isolation**<}0{>**Ynysu**<0}

* 1. {0>Isolation facilities must be provided.<}0{>Dylid darparu cyfleusterau ynysu. <0}
  2. {0>In existing facilities these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main kennels.<}0{>Mewn cyfleusterau sy’n bodoli eisoes, dylai’r cyfleusterau ynysu gydymffurfio â’r gofynion lletya eraill, ond rhaid iddynt fod ar wahân ac wedi’u hynysu oddi wrth y prif gybiau. <0} {0>This must be a minimum 5m (15ft).<}0{>Rhaid iddynt fod yn 5 metr (15 troedfedd) o leiaf. <0} {0>(Also see temperature control).<}0{>(Gweler rheoli tymheredd hefyd).<0}
  3. {0>Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels must be provided.<}0{>Dylid darparu cyfleusterau digonol i atal clefydau heintus rhag lledaenu rhwng y cybiau ynysu a’r cybiau eraill. <0}
  4. {0>Hands must be washed after leaving the isolation facilities before visiting other kennels or touching any other animals.<}0{> Dylid golchi dwylo ar ôl gadael y cyfleusterau ynysu, cyn ymweld â’r cybiau eraill, neu gyffwrdd anifeiliaid eraill. <0}

1. {0>**Register**<}100{>**Cofrestru**<0}
   1. {0>A register must be kept of all dogs boarded.<}0{>Dylid cadw cofrestr o bob ci sy’n lletya. <0} {0>The information kept must include the following:-<}0{>Dylai’r wybodaeth sy’n cael ei chadw gynnwys y canlynol:-<0}

**-**{0>Date of arrival<}0{>Dyddiad cyrraedd<0}

**-**{0>Name of dog, any identification system such as microchip number or tattoo<}0{>Enw’r ci, unrhyw system adnabod fel rhif microsglodyn neu datŵ<0}

**-**{0>Description, breed, age and gender of dog<}0{> Disgrifiad, brîd, oedran a rhyw'r ci <0}

**-**{0>Name, address and telephone number of owner or keeper Name, address and contact number of contact whilst boarded<}0{>Enw, cyfeiriad a rhif ffôn y perchennog neu geidwad. Enw, cyfeiriad a rhif ffôn y cyswllt yn ystod y cyfnod lletya<0}

**-**{0>Name, address and telephone number of dogs veterinary surgeon<}0{>Enw, cyfeiriad a rhif ffôn milfeddyg y ci<0}

**-**{0>Anticipated and actual date of departure<}0{>Dyddiad disgwyl gadael a dyddiad gadael<0}

**-**{0>Health, welfare and nutrition requirements<}0{>Gofynion iechyd, lles a maetheg<0}

* 1. {0>The register must be kept readily available for a minimum of 24 months and kept in such a manner as to allow an authorised officer easy access to such information.<}0{>Rhaid cadw’r gofrestr am leiafswm o 24 mis, a’i bod ar gael yn y fath fodd fel bod swyddog awdurdodedig yn gallu cael gafael ar y wybodaeth yn hawdd. <0}
  2. {0>Where records are computerised, a back-up copy must be kept.<}0{>Os yw’r cofnodion ar gyfrifiadur, rhaid cadw copi wrth gefn. <0} {0>The register must also be available to key members of staff of the establishment at all times.<}0{>Rhaid i’r gofrestr fod ar gael i aelodau allweddol o staff y sefydliad ar bob adeg. <0}

1. {0>**Identification of Kennels**<}0{>**Adnabod Cybiau**<0}
   1. {0>Each kennel must be clearly marked (e.g. numbered), and a system in place which ensures that relevant information about the dog in that kennel is readily available.<}0{> Dylid cofnodi pob cwb (e.e. eu rhifo) yn glir, a bod system yn ei lle sy’n sicrhau bod gwybodaeth berthnasol am y ci yn y cwb hwnnw ar gael yn hawdd. <0}
2. {0>**Supervision**<}0{>**Goruchwylio**<0}
   1. {0>A fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.<}0{>Rhaid i berson addas a phriodol fod ar gael bob amser i oruchwylio a delio ag argyfyngau pan fydd cŵn yn lletya ar y safle. <0}
   2. {0>No persons under the age of 16 shall be left responsible for the dogs at any time.<}0{>Ni ddylid fyth adael plant dan 16 oed yn gyfrifol am y cŵn ar unrhyw adeg. <0}
   3. {0>Dogs must be visited at regular intervals as necessary for their health, safety and welfare.<}0{>Dylid ymweld â’r cŵn yn rheolaidd fel bo’r gofyn o ran eu hiechyd, eu diogelwch a’u lles.<0}
3. {0>**Fire Precautions**<}0{>**Rheolau Tân**<0}
   1. {0>Appropriate steps must be taken for the protection of the dogs in case of fire or any other emergencies.<}0{>Rhaid cymryd camau priodol i warchod y cŵn rhag ofn bod tân neu argyfyngau eraill. <0}
   2. {0>A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises.<}0{>Rhaid llunio cynllun gadael adeilad mewn argyfwng priodol a gweithdrefn i rybuddio am dân, a rhoi copi ohono ar y safle. <0} {0>This must include instructions on where dogs are to be evacuated to in the event of a fire or any other emergency.<}0{>Rhaid i hyn gynnwys cyfarwyddiadau ynglŷn â lle y dylid symud cŵn yn achos tân neu argyfwng arall. <0}
   3. {0>Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.<}0{>Rhaid darparu offer ymladd tân yn unol â chyngor gan y Swyddog Atal Tân. <0}
   4. {0>All electrical installations and appliances must be maintained in a safe condition.<}0{>Rhaid cynnal a chadw offer a chyfarpar trydanol mewn cyflwr diogel. <0} {0>There must be a residual current circuit breaker system on each block of kennels.<}0{>Rhaid rhoi dyfais torri cerrynt trydanol ymhob bloc o gybiau. <0}
   5. {0>Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.<}0{>Ni ddylid rhoi offer gwresogi mewn lleoliad, neu eu gosod mewn modd allai greu perygl o dân, neu berygl i gŵn. <0}
   6. {0>Precautions must be taken to prevent any accumulation which may present a risk of fire.<}0{>Dylid cymryd camau i sicrhau nad oes gormod o wres yn cronni mewn un man, allai achosi tân. <0}
   7. {0>There must be adequate means of raising an alarm in the event of a fire or any other emergency.<}0{>Rhaid bod modd seinio larwm yn hawdd yn achos tân neu argyfwng arall. <0}