

Shared Regulatory Services – Cardiff, Vale of Glamorgan & Bridgend Council. Dog Home Boarding Establishments – Conditions of Licence

Version 3 updated 21.11.24

1. Introduction

- 1.1** Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs.
- 1.2** Normally planning permission will not be required for the home boarding of animals on the scale proposed, however should complaints be received because of particular noise or odour problems, then the council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.
- 1.3** The licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers' liability insurance.
- 1.4** No dog registered under the Dangerous Dogs Act 1991 is permitted to be accepted for home boarding (XL Bully, Pit Bull Terrier, Japanese Tosa, Dogo Argentino and Fila Brasileiro). If there are any concerns regarding typing, the applicant shall contact the licensing authority without delay, who will in turn liaise with the Police Dog Legislation Officer to ensure correct identification and typing.
- 1.5** Dog hybrids registered under the Dangerous Wild Animals Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- 1.6** Entire males and bitches in season or bitches due to be in season during their required boarding period, must not be boarded together during this time. This applies to boarding and residential canines. Dogs less than 6 months old may be boarded provided they are suitably vaccinated and difficulties had not been identified during the trial socialisation period.

2. Licence Display

2.1 A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, on or about the premises or made available to each boarder.

2.2 A copy of the Insurance certificate should be displayed or made available to all boarders.

3. Number of Animals

3.1 The Local Authority must be notified of all animals that permanently reside at the property and be notified of any changes. All clients must be informed of these animals either in writing or as part of their contract and a record of this kept. A trial familiarisation period must occur and be documented.

3.2 The maximum number of dogs to be kept at any one time is to be decided by the inspecting officer and will be detailed on the licence. Where permission for more than one dog is sought for home boarding the numbers permitted shall be determined following an inspection and in some cases the inspection will be conducted by a Local Authority Officer and a Veterinary Inspector, as instructed by the Local Authority. This will be at a cost to the applicant, or refusal of the application may occur.

3.3 Where dogs from more than one household are boarded at any one time, the following additional requirements apply:

- Specific written agreement of each household showing confirmation that they consent for their dogs to be boarded with others must be provided and available for inspection.
- A trial familiarisation session for all dogs prior to their stay must be undertaken and documented.
- When left unattended for any period of time, dogs from different households must be kept separate in suitable secure areas. Baby gates are not suitable for dog separation purposes.
- Dogs from separate households shall be fed separately to minimise the likelihood of dispute and aggression.

3.4 The licensee will be required to generate their own risk assessment. This must include children where required.

4. Construction

- 4.1 Dogs must live in the home as a family pet. Dogs must not be boarded in any external buildings.
- 4.2 The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 4.3 There must be adequate space, lighting, heating and ventilation for the dogs.
- 4.4 As far as reasonably practicable all areas/rooms within the home to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.
- 4.5 If a collection and delivery service is provided, a suitable vehicle that is fully compliant with the conditions of The Welfare of Animals (Transport) (Wales) Order 2007 must be used at all times' and appropriately insured.
<https://www.legislation.gov.uk/wsi/2007/1047/contents/made>

5. Management

Training

- 5.1 Written instructions must be provided for the key holder assisting the licensee during an emergency.

Cleanliness

- 5.2 All areas where the dogs have access to, including the kitchen etc. must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control or dog comfort.
- 5.3 All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Licensing Authority.

5.4 All bedding areas must be kept clean and dry.

5.5 Facilities must be provided for the proper reception, storage and disposal of waste. The final route for all such waste shall comply with current waste regulations. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases, for example 'PARVO'. This waste must be disposed of in conjunction with the instructions of a veterinary practice.

5.6 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

Food and Water Supply

5.7 All dogs shall have an adequate supply of suitable food as directed by the dog owner.

5.8 Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel must be cleaned daily. The water must be changed at least twice daily.

5.9 Clients must be encouraged to provide each dog with its own suitable bedding, bowls, grooming equipment etc. These items must be cleaned regularly to prevent cross-contamination. The Licensee however should also be able to provide extra suitable bedding material.

5.10 If not provided by the client, suitable eating and drinking vessels must be provided, and where appropriate, they must be capable of being easily cleansed to prevent cross contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned or disposed of after each meal and each dog must be provided with their own bowl.

Kitchen Facilities

5.11 Airtight containers must be provided for the storage of all dry foods. Uncooked/raw food and the remains of opened tins must be stored in covered, non-metal, leak proof containers in a refrigeration system.

5.12 All bulk supplies of food shall be kept in vermin proof containers.

6. Disease Control and Vaccination

6.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious diseases and parasites amongst the dogs, staff and visitors, unless exempt as detailed below.

6.2 Proof must be provided that all boarded and resident dogs have current vaccinations against Canine Distemper (D), Infectious Canine Hepatitis (canine adenovirus) (H), Canine Parvovirus (P), Leptospirosis (*L. canicola* and *L. icterohaemorrhagiae*), kennel cough and any other relevant diseases.

DHP & LEPTO Vaccines:

The primary vaccination course must have been fully completed at least four weeks prior to the first date of boarding, or in accordance with manufacturer's instructions. A record of this, in form of a vaccination card or in its absence, a printed veterinary clinical history must be provided and must be kept on-site throughout the period that the dog is boarded and a copy of such documentation taken and kept for a minimum of 2 years.

Vaccine boosters should be given within the manufacturer's guidelines and there is no need to refuse boarding providing this has been adhered to, or if the dog is exempt as detailed below. If boosters have not been given within the manufacturer's guideline dates, vaccines must start again and the initial periods for refusing boarding will apply.

It is at the establishment's discretion to insist on 'annual' vaccinations, or, to accept vaccination boosters as per the vaccine manufacturer's guidelines. This however requires proof from the dogs' veterinary surgeon in the form of a headed paper letter, work address email, or, a copy of the clinical history stating what type of vaccine has been administered and when it is due to be readministered as per the manufacturer's guidelines. You must retain this proof for 2 years.

Kennel Cough (KC) Vaccine:

There are 2 types of KC vaccines.

Nasal Vaccine: The initial / primary vaccine must be administered 3 weeks before the dog can be accepted for boarding.

If it is a booster (i.e. they had KC vaccine the previous year) and they received it within the annual booster timescale then kennelling dates post vaccine do not apply and they may continue to be boarded. If however, they did not receive the booster within the annual timescale then a 'restart' is required, meaning the initial 3 weeks apply, or, in accordance with manufacturers guidelines.

Injectable vaccine: The initial / primary vaccine must be administered 3 weeks before the dog can be accepted for boarding.

If it is a booster (i.e.: they had KC vaccine the previous year) and they received it within the annual booster timescale then kennelling dates post vaccine do not apply and they may continue to be boarded. If however, they do not receive the booster within the annual timescale then a 'restart' is required, meaning the initial 3 weeks apply, or, in accordance with manufacturers guidelines.

Either way, proof of type of vaccine must be clearly documented on the vaccine card or in the clinical history from the vet practice who administered it, and this record is to be held by the boarding establishment.

6.3 Exemptions:

Adverse reactions or advice from veterinary surgeons who believe the risk to a dog's health is greater when receiving a vaccine than not, are rare but do occur. Therefore;

TITRE TESTING for DHP:

This will only be accepted as a substitute for the vaccines for dogs that have had an adverse reaction, or, been advised in writing by their veterinary surgeon that the vaccines are seriously harmful to that particular dog. This is in replacement of the DHP vaccine only.

In addition, the Local Authority will require proof from a veterinarian of the Titre testing results that have been taken within a maximum of 12 months prior to the duration of the boarding period, and evidence from the veterinary surgeon that the dog has had an adverse reaction or been advised the dog should not receive the vaccine. This must be kept by the establishment for a minimum of 2 years.



For exemption of receiving LEPTO & KENNEL COUGH Vaccines evidence from the veterinary surgeon that the dog has had an adverse reaction or been advised that the dog should not receive the vaccine is required and must be kept by the establishment for a minimum of 2 years.

For all exempt vaccines above:

Due to there being an increased risk, the owners of any other boarding dogs to be boarded at the same time as the unvaccinated dog must be informed of the situation and risks to their dog disclosed. They must then sign a disclaimer to say they have been made aware of the risks and accept them by still wishing for their dog to board at the establishment. This disclaimer is to be kept for a minimum of 2 years. This process is to be followed every time an unvaccinated dog is boarded.

- 6.4 Proof of veterinary prescribed parasite treatments must be obtained and recorded for each dog attending the establishment. A clinical history, or prescription and purchase invoice is appropriate proof for this. Each dog's record must be updated in accordance with the requirements of the treatment's dosage schedule. For example: Every month / Every 3 months depending on product prescribed.
- 6.5 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites. Written records must be maintained of all routine and emergency treatment for parasites given to the dogs whilst at the premises.
- 6.6 The premises shall be treated for fleas and parasites with an effective product as necessary.
- 6.7 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed. The owner and/or emergency contact must also be notified, as soon as possible.
- 6.5 A well-stocked first-aid kit suitable for dogs must be accessible and onsite at all times.
- 6.6 The licensee must be registered with a veterinary practice that can provide 24-hr help and advice. The client's own veterinary practice must be known and consulted if necessary.

- 6.7 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to any other animal. The correct DEFRA approved cleansing and disinfect substances must be used for disease control.

7 Isolation and Contagious Disease Outbreak

- 7.5 Dogs showing any signs of disease or illness shall be isolated immediately from any other dogs until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.
- 7.6 The licensee must inform the Licensing Authority as soon as possible (no later than the end of the next working day) if a dog develops any infectious disease.
- 7.7 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are authorised to be admitted. This period will be specified by the Licensing Authority as agreed with a veterinary surgeon.
- 7.8 The Licensing Authority must be informed as soon as possible (no later than the end of the next working day on 0300 123 6696) of any animal death that may occur on the licensed premises. The licensee must make arrangements for the body to be stored at a veterinary surgeons' premise until the owners return.

8 Register & Further Information to be Kept:

- 8.1 A register must be kept of all dogs on the premises, which must include the following:
- Date and time of arrival
 - Description of dog: name, breed, age, gender.
 - Name, address and telephone number of owner or keeper
 - Date and time of departure
- 8.2 Further information to be kept must include the following:
- Any identification system such as microchip number or tattoo



- Name, address and telephone number of emergency contact whilst boarded
- Name, address and telephone number of dog's veterinary surgeon
- Proof of current vaccinations, parasite treatment and medical history
- Details of any treatment administered whilst boarded
- Health, welfare nutrition and exercise requirements
- Client Contract
- Any other requests from the owner

8.3 All information in 8.1 and 8.2 must be kept readily available for inspection at all times and for a minimum of 2 years and kept in such a manner as to allow an officer of the Licensing Authority and/or Veterinary Inspector easy access.

8.4 Where records are computerised, a back-up copy must be kept. The register must also be available to key holders of the establishment at all times.

9 Supervision

9.1 A fit and proper person with relevant experience must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. This person must not have any conviction or formal cautions for any animal welfare related offences.

9.2 Dogs must not be left unattended for longer than 3 hours at a time.

9.3 Dogs are to live within the home environment and have suitable socialisation/contact with the home boarder.

9.4 No home where there are children under the age of 5 will be licensed.

9.5 Any children under the age of 16 should not be in a position to be responsible for a dog.

10 Exercise

10.1 Dogs must be exercised in accordance with their owner's wishes. If applicable and dogs are taken off the premises, they must be kept on leads unless you



have an off lead signed contract with the owner. The number of dogs walked at any one time will be at the discretion of the license holder and in accordance with their insurance policy.

- 10.2 There must be direct access to a suitable outside area. The area/garden must only be used by the homeowner (not shared with other residents). The area must be kept clean and tidy at all times.
- 10.3 The exercise/garden area of the premises and any other area, to which the boarded dogs may have access, must be totally secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.
- 10.4 If there is a pond, it must be covered to avoid drowning.
- 10.5 Dogs must wear a collar and identity tag during their time of boarding. The tag must display the address and telephone number of the boarding premises.
- 10.6 The Owner of the dog and the Licensing Authority must be informed as soon as possible (no later than the next working day) if a dog escapes or goes missing. All efforts and contact with the owner must be documented.

11 Fire/Emergency Precautions

- 11.1 Appropriate steps must be taken for the protection of the dogs in case of a fire or other emergencies.
- 11.2 The occupier of the property must be aware of the location of the dogs in the property at all times.
- 11.3 Careful consideration needs to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.
- 11.4 A fire warning procedure and emergency evacuation plan – including details of where dogs are to be evacuated to in the event of a fire or other emergency – must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. The licensee must have suitable arrangements for the temporary



boarding of dogs in the event that the licensed premises are rendered uninhabitable.

- 11.5 Firefighting equipment must be kept on the premises and its location must be recorded on the fire warning plan. This is to include an in-date fire extinguisher. The fire extinguisher must have the expiry date displayed and replaced when necessary.
- 11.6 Fire detection equipment must be provided. The home must have a minimum of 2 working smoke detectors in any dwelling. Further smoke detectors may be required in larger properties. Smoke detectors are required in all areas that dogs have access to.
- 11.7 All doors to rooms must be kept shut at night.
- 11.8 All electrical installations and appliances must be maintained in a safe condition. No dog must be left in a room with loose, damaged or trailing cables or wires.
- 11.9 All heating appliances must be free of risk of fire as reasonably practicable. There must be no use of any freestanding gas or oil appliances.
- 11.10 As a keyholder, a relative, friend or neighbour within 15 minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. These details must be made available to the Licensing Authority.