

Subject: Review of Licence Conditions
relating to Animal Boarding Establishments

Status: For Publication

Report to: Full Council

Date: 14th October 2010

Report of: Head of Health, Housing and Regeneration

Portfolio

Holder: Regeneration

Key Decision: Yes

Forward Plan General Exception Special Urgency

1. PURPOSE OF REPORT

- 1.1 To advise Members of the outcome of the policy review and the public consultation exercise and recommend the adoption of model licensing conditions for animal welfare in respect of pet shops, animal boarding establishments, and dog breeding establishments. **Excluding the home boarding of dogs which is detailed in a separate report to be presented later in the year.**

2. CORPORATE PRIORITIES

- 2.1 The matters discussed in this report impact directly on the following corporate priorities:-
- Delivering quality Services to our customers
 - Providing value for money services

3. RISK ASSESSMENT IMPLICATIONS

- 3.1 All the issues raised and the recommendation(s) in this report involve risk considerations as set out below:
- The Council may be acting “ultra vires” if it took formal action in connection with an animal welfare premises if there are no formally adopted standards on which to base an action.

4. BACKGROUND AND OPTIONS

- 4.1 The boarding of animals is regulated by the Animal Boarding Establishment Act 1963, which requires animal boarding establishments to be licensed.
- 4.2 The purpose of the legislation is to ensure the health and safety and welfare of animals boarded at licensed premises. To achieve this, the local authority may set conditions to ensure that animals are kept in suitable accommodation, are supplied with suitable food and drink, that reasonable precautions have been taken to prevent the spread of infectious disease including the provision of adequate isolation facilities, that appropriate steps will be taken in an emergency and that a register be kept containing a description of any animals received into the establishment.
- 4.3 The original licence conditions which were adopted by Rossendale in 2006 related to both typical Animal Boarding Establishments (identified by the Animal boarding Establishments Act 1963) and home boarding premises (where dogs and cats are treated as pets and live in the home of the host family during their stay) based on the November 2005 LACORS (Local Authorities Co-ordinators of Regulatory Services) model licence conditions. At the time of adoption there were no declared home boarding establishments within the borough.
- 4.4 All of the proposed model conditions have been developed in consultation at a national level with relevant stakeholders and in the main form a standard base for consistent monitoring and enforcement of establishments across the Country.
- 4.5 We have been working to the current conditions of licence for four years and although these conditions reflect the aims of the animal boarding legislation, the authority has received a policy review request around home boarding of dogs which states that the existing conditions are outdated (new guidance was issued by LACORS in October 2009). In view of this, officers agreed to undertake a review with public consultation and look at all licence conditions for all animal boarding establishments.
- 4.6 The review looked at new legislation and policy guidance including the:-
- Animal Welfare Act 2006.
 - The Pet Animals Act 1951.
 - Riding Establishments Act 1964 and 1970.
 - The Breeding of Dogs Act 1973, The Breeding of Dogs Act 1991 and the Breeding and Sale of Dogs (Welfare) Act 1999.
 - LACORS model home boarding conditions update and clarification, October 2009.
- 4.7 Revised model conditions were then consulted on through the Council's website and through direct consultation with stakeholders including animal establishment owners; local vets; animal welfare organisations including national associations; subsidiary secondary services (such as dog walking services etc.) and residents. Only one comment, supporting the continuation of the existing licence conditions for a cattery was received.

- 4.8 The proposed model conditions (attached) relate to:-
- Licence conditions for Domestic Dog Breeders
 - Licence conditions for Boarding of Cats – Cattery
 - Licence conditions for Boarding of Dogs – Kennels
 - Licence conditions for Non-domestic Dog Breeders
 - Licence conditions for Riding Establishments
 - Licence conditions for Zoos
 - Licence conditions for Home boarding of Cats
 - Licence conditions outdoor breeder – Dog Breeding Establishment
 - Licence for Dangerous Wild Animals
 - Licence conditions for Pet Shops

COMMENTS FROM STATUTORY OFFICERS:

5. SECTION 151 OFFICER

- 5.1 There are no immediate or direct material financial implications arising from the review or the recommendations.

6. MONITORING OFFICER

- 6.1 The adoption of the Model Licence Conditions for Animal Boarding Establishments would follow good practice and provide a clearer framework in which to take any formal action required to ensure compliance.

7. HEAD OF PEOPLE AND POLICY (ON BEHALF OF THE HEAD OF PAID SERVICE)

- 7.1 No HR implications.

8. CONCLUSION

- 8.1 There are no guidance changes to any of the Licence Conditions for Animal Boarding Establishments.
- 8.2 National discussions are proposing that the Home Boarding of Cats is prohibited and it is anticipated that over the next 12 – 18 months a circular will be issued to this effect.

9. RECOMMENDATION(S)

- 9.1 That members adopt the Model Licence Conditions for all Animal Boarding Establishments.

9.2 All future minor amendments to these conditions to be delegated to the Head of Health, Housing and Regeneration in consultation with the Portfolio Holder for Regeneration.

10. CONSULTATION CARRIED OUT

10.1 Direct consultation with:-

- Owners of all licensed Animal Boarding Establishments
- Secondary service providers (Dog Walking, House Sitting Services)
- Animal Welfare Organisations (National and Local)
- Veterinary Surgeries
- Residents (Stakeholders and General)
- Members
- Internal Council Departments
- Peer Local Authorities

11. COMMUNITY IMPACT ASSESSMENT

Is a Community Impact Assessment required Yes

Is a Community Impact Assessment attached Yes

12. BIODIVERSITY IMPACT ASSESSMENT

Is a Biodiversity Impact Assessment required No

Is a Biodiversity Impact Assessment attached No

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Background Papers	
Document	Place of Inspection
Model Licence Conditions for:- Dog Breeding Domestic and Non Domestic Pet Shops Animal Boarding Establishments (Cattery and Kennels)	Room 206 Futures Park
LACORS 2005 Model Conditions	
Animal Boarding Establishments Act 1963	
Consultation Responses (Various)	

LICENCE CONDITIONS RELATING TO DOMESTIC BREEDING

More detailed information relating to these conditions can be found in the British Veterinary Association's Guide to the Breeding of Dogs Acts.

1. ACCOMMODATION

1.1 GENERAL

1.1.1 Dogs will at all times be kept in accommodation suitable as respects construction, size of quarters, numbers of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness.

1.2 TEMPERATURE

1.2.1 There must be some part of the sleeping area where the dog is able to enjoy a minimum temperature of 10°C (50°F) and a maximum temperature of 26°C (79°F).

1.3 LIGHTING

1.3.1 During daylight hours, light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this should be natural light.

2. MANAGEMENT

2.1 GENERAL

2.1.1 Dogs will be adequately supplied with suitable food, drink and bedding material, adequately exercised, and visited at suitable intervals.

2.2 SUPERVISION

2.2.1 A fit and proper person should always be present to exercise supervision and deal with emergencies.

2.2.2 Dogs must be checked regularly throughout the day.

2.3 FOOD AND WATER SUPPLIES

2.3.1 All dogs must be adequately supplied with suitable food. Clean water must be available at all times and changed.

2.3.2 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 and cleansed or disposed of after each meal.

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3. DISEASE CONTROL, VACCINATION AND WORMING

3.1 GENERAL

- 3.1.1 All reasonable precautions will be taken to prevent and control the spread among dogs of infectious or contagious diseases.
- 3.1.2 All dogs should be vaccinated against Canine Distemper, Infectious Canine Hepatitis (Canine Adenovirus), Leptospirosis (*Leptospira canicola* and *Leptospira icterohaemorrhagiae*), Canine Parvovirus and Bordatella kennel cough. It may be necessary to vaccinate against other diseases and veterinary advice should be sought.
- 3.1.3 Advice from the veterinary surgeon must be sought where a dog shows signs of disease, injury or illness. A competent person must ensure this advice is followed.

3.2 FIRST-AID KIT FOR DOGS

- 3.2.1 A fully maintained first-aid kit suitable for use on dogs and puppies should be available and accessible on the premises.

3.3 ISOLATION FACILITIES

- 3.3.1 Facilities for isolation should be available when required.
- 3.3.2 Isolation facilities must be in compliance with the other licence conditions but must be physically isolated from other dogs ideally at a distance of at least 5 m (15 ft).
- 3.3.3 Adequate facilities to prevent the spread of infectious disease between the isolation case and any other dogs must.
- 3.3.4 Hands must be washed after leaving the isolation facilities before handling other dogs.

4. EMERGENCIES/FIRE PREVENTION

- 4.1.1 That all appropriate steps will be taken for the protection of the dogs in case of fire or other emergency.

5. TRANSPORT

- 5.1.1 That all appropriate steps will be taken to secure that the dogs will be provided with suitable food, drink and bedding material and adequately exercised when being transported to or from the breeding establishment.

6. HEALTH AND WELFARE OF THE BREEDING BITCH

6.1 MATING

- 6.1.1 That bitches are not mated if they are less than one year old.

6.2 MAXIMUM NUMBER OF LITTERS

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6.2.1 That bitches do not give birth to more than six litters of puppies each.

6.3 TWELVE MONTHS BETWEEN LITTERS

6.3.1 That bitches do 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.

6.4 RECORD-KEEPING

6.4.1 That accurate records in a form prescribed by regulations are kept at the premises and made available for inspection there by any officer of the local authority, or any veterinary surgeon or veterinary practitioner, authorised by the local authority to inspect the premises.

6.4.2 The Breeding of Dogs (Licensing Records) Regulations 1999 (SI 1999 No 3192) prescribe the form of records to be kept by licensed breeding establishments. These records must be accurate and kept on the premises and made available to local authority inspectors or any veterinary surgeon or veterinary practitioner authorised by the local authority.

6.4.3 A record must be kept by every licensed dog breeder for each breeding bitch providing the name of the bitch, date of birth, address where she is kept, breed, description, date of mating and details of sire. Licensed dog breeders must also keep a record of any litters, including the sex of the puppies, date of birth, weight, description and total number in the litter. The record must also show the details of sale, namely the date of sale, name and address of who was supplied and the status of the purchaser (i.e. private owner or pet shop).

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LICENCE CONDITIONS RELATING TO CATS

1. INTRODUCTION

1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which cats have access and/or which are used in association with the boarding of cats. Use of the term 'unit' relates to combined sleeping and individual exercise areas.

2. LICENCE DISPLAY

2.1 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.

3. GENERAL

3.1 CONSTRUCTION

3.1.1 The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the licensing officer of the local authority.

3.1.2 All new units must be built on a concrete base with a damp should have a minimum fall of 1 in 80. (See - 3.3.2).

3.1.3 All exterior wood must be smooth and properly treated against wood rot. Only products which are not toxic to cats may be used.

3.1.4 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.

3.1.5 Sleeping areas of units must be so insulated as to prevent extremes of temperature.

3.1.6 Fencing materials must be secure and safe.

3.1.7 The construction must be such that security of the cat is ensured.

3.1.8 All areas to which cats have free access must be roofed. (See - 3.4.2).

3.2 WALLS

3.2.1 The walls with which cats may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used, they must be sealed so as to be smooth and impervious, and resealed as necessary.

3.2.2 Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, these joints must be sealed.

3.2.3 Full length sneeze barriers must be provided where the gap between units is less than 625 mm (2ft).

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FLOORS AND CONCRETE BASES

- 3.3.1 The concrete base and floors of all buildings and units, must be of smooth, impervious materials, capable of being easily cleansed. In new catteries, this must incorporate a damp proof membrane
- 3.3.2 Floors of all units and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids. (See - Condition 3.1.2).

CEILINGS AND ROOFING

- 3.4.1 Ceilings must be capable of being easily cleansed and disinfected.
- 3.4.2 All exercise areas and the safety passage should be covered with mesh and impermeable material, a proportion of which must be translucent.

DOORS

- 3.5.1 Doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
- 3.5.2 Where metal edging is used, this must not present a risk of injury to the cat.
- 3.5.3 Adequate constructional precautions must be taken to prevent and control the spread of infectious disease particularly by droplet infection.

WINDOWS

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

DRAINAGE

- 3.7.1 Kitchens must be connected to mains drainage or an approved, localised sewage disposal system.

LIGHTING

- 3.8.1 During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this must be natural light.
- 3.8.2 Adequate supplementary lighting must be provided throughout the establishment.

VENTILATION

- 3.9.1 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the sleeping area.

MAINTENANCE

- 3.10.1 Maintenance and repair of the whole establishment must be carried out regularly.

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4. NUMBER OF ANIMALS

4.1 NUMBER OF CATS PERMITTED

- 4.1.1 The maximum number of cats to be kept at any one time.
- 4.1.2 Each cat must be provided with a separate unit except that cats from the same household may share a unit of adequate size with the written consent of the cats' owner.
- 4.1.3 Holding units may be provided for temporarily boarding a cat for not more than 24 hours. Existing holding units must have a minimum floor area of 9 sq. ft. In new construction the floor area must be a minimum of 12 sq. ft. Holding units must have a minimum height of (0.9 m) 3ft.
- 4.1.4 No animals other than cats are to be boarded within the licensed facilities without the written approval of the local authority.
- 4.1.5 Where stray cats are accepted by the cattery they must be kept in a separate area away from boarded cats.

4.2 UNIT SIZE, LAYOUT AND EXERCISE FACILITIES

- 4.2.1 In new construction each unit must have a sleeping area and an adjoining exercise area, which is exclusive to that unit.
- 4.2.2 In new construction each unit must be provided with a sleeping area of at least 0.85 sq. m. (9 sq. ft.) for one cat, 1.5 sq. m. (16 sq. ft.) for two cats, 1.85 sq. m. (20 sq. ft.) for up to four cats. Units may be designated as suitable for a specific number of cats, greater than 4, at the discretion of the licensing authority.
- 4.2.3 Units must have a minimum internal height of 1.8 m (6 ft)
- 4.2.4 The height of the sleeping area must be at least 3 ft. (91 cm) in existing and 4 ft. (1.22 m) in new build.
- 4.2.5 Suitable bedding must be provided which allows the cat to be comfortable and which is capable of being easily and adequately cleaned and disinfected. Such equipment must be sited out of draughts. Bedding material should be checked daily and must be maintained in a clean, parasite-free and dry condition.
- 4.2.6 In new construction, each unit must be provided with an exercise area of at least 1.7 sq. m. (18 sq.ft.) for a single cat; 2.23 sq m. (24 sq. ft.) for two cats; 2.78 sq. m. (30 sq. ft.) for up to 4 cats.
- 4.2.7 Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.
- 4.2.8 Exercise areas must not be used as sleeping areas.
- 4.2.9 There must be direct and voluntary access to the exercise area. is . . . (TO BE DETERMINED BY THE LOCAL AUTHORITY).

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5. MANAGEMENT

5.1 TRAINING

5.1.1 A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.

5.2 TEMPERATURE IN UNITS

5.2.1 Heating facilities must be available in the unit and used according to the requirements of the individual cat.

5.2.2 There must be some part of the sleeping area where the cat is able to enjoy a temperature of at least 10°C (50°F).

5.2.3 In isolation units, there should be a means of maintaining the temperature at a level suitable for the conditions of the cat and dependent on veterinary advice.

5.3 CLEANLINESS

5.3.1 All units, 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 conducive to maintenance of disease control and cat comfort.

5.3.2 Each occupied unit must be cleansed daily. All excreta and soiled material must be removed from all areas used by cats at least daily and more often if necessary.

5.3.3 All bedding areas must be kept clean and dry.

5.3.4 Suitably sited litter trays, which are easy to clean and impermeable, must be provided. 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.

5.3.5 Each unit must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.

5.3.6 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of cats with infectious diseases. The final disposal route for all such waste must be incineration.

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

5.4 FOOD AND WATER SUPPLIES

5.4.1 All cats must be adequately supplied with suitable food. At least two meals a day must be offered at approximately 8 hours apart. Wholesome water must be available at all times and changed daily.

5.4.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected and must be maintained in a clean condition. Disposable eating dishes may be used.

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5.4.3 Eating vessels must be cleansed or disposed of after each meal.

5.4.4 Drinking vessels must be cleansed at least once a day.

5.5 KITCHEN FACILITIES

5.5.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the cats.

5.5.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and food contamination must be avoided.

5.5.3 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 also be provided for staff use.

5.5.4 Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

5.6 DISEASE CONTROL AND VACCINATION

5.6.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst cats, staff and visitors.

5.6.2 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 manufacturers' instructions. A record that this proof has been supplied must be kept on site throughout the period that the cat is boarded.

5.6.3 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any cat is sick or injured any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.

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

5.7 ISOLATION

5.7.1 Isolation facilities must be provided.

5.7.2 In existing catteries these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main units. This must be a minimum 3 m. (10 ft.) (See also temperature control.)

5.7.3 Adequate facilities to prevent the spread of infectious disease between the isolation unit and other units, must be provided.

5.7.4 Hands must be washed after leaving the isolation facilities before visiting the other units.

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5.8 REGISTER

- 5.8.1 A register must be kept of all cats boarded in a format prescribed by the council. The information kept must include the following:
- date of arrival
 - name of cat, any identification system such as microchip, number or tattoo
 - description, breed, age and gender of cat
 - name, address and telephone number of owner or keeper
 - name, address and telephone number of contact person whilst boarded
 - name, address and telephone number of cat's veterinary surgeon
 - anticipated and actual date of departure
- 5.8.2 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.
- 5.8.3 Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

5.9 IDENTIFICATION OF UNITS

- 5.9.1 Each unit must be clearly marked (e.g. numbered), and a system in place which ensures that relevant information about the cat in that unit is readily available.

5.10 SUPERVISION

- 5.10.1 A fit and proper person must always be present to exercise supervision and deal with emergencies whenever cats are boarded at the premises.
- 5.10.2 Cats must be visited at regular intervals, as necessary for their health, safety and welfare.

5.11 FIRE PRECAUTIONS

- 5.11.1 Appropriate steps must be taken for the protection of the cats in case of fire or other emergencies.
- 5.11.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions to where cats are to be evacuated to in the event of a fire or other emergency.
- 5.11.3 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.
- 5.11.4 All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of units.
- 5.11.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to cats.
- 5.11.6 Precautions must be taken to prevent any accumulation, which may present a risk of fire.
- 5.11.7 There must be adequate means of raising an alarm in the event of fire or other emergency.

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LICENCE CONDITIONS RELATING TO BOARDING OF DOGS

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. Use of the term 'kennel' relates to combined sleeping *and* individual exercise areas.

2. LICENCE DISPLAY

2.1 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.

3. GENERAL

3.1 CONSTRUCTION

3.1.1 The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the licensing officer of the local authority.

3.1.2 Where wood has been used in existing construction it must be smooth and treated to render it impervious. Wood should not be used in exposed construction of walls, floors, partitions, door frames or doors in the dog kennelling area. There must be no projections liable to cause injury.

3.1.3 Fencing materials must be secure and safe.

3.1.4 Sleeping areas of kennels must be so insulated as to prevent extremes of temperature.

3.1.5 The construction must be such that the security of the dog is ensured.

3.1.6 All exterior wood must be properly treated against wood rot. Only products which are not toxic to dogs may be used.

3.1.7 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.

3.2 WALLS AND PARTITIONS

3.2.1 Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleansed. 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.

3.2.2 Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, all joints must be sealed.

3.2.3 Partition walls between kennels must be of solid construction to a minimum height of 1.2m. (4 ft.).

3.2.4 In new construction, in exercise runs the lower section of partitions in adjoining runs must be of solid construction.

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FLOORS

- 3.3.1 Floors of all buildings, individual exercise areas and kennels, must be of smooth, impervious materials, capable of being easily cleansed and in new kennels must incorporate a damp proof membrane.
- 3.3.2 All floors of kennels and individual exercise areas must be constructed and maintained in such a condition as to prevent ponding of liquids.
- 3.3.3 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.
- 3.3.4 Communal exercise areas must be suitably drained but need not comply with conditions 3.3.1 and 3.3.2.

CEILINGS

- 3.4.1 Ceilings must be capable of being easily cleansed and disinfected.

DOORS

- 3.5.1 Kennel doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
- 3.5.2 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. Where metal edging is used, this must not present a risk of injury to the dog.
- 3.5.3 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.

WINDOWS

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

DRAINAGE

- 3.7.1 The establishment must be connected to mains drainage or an approved, localised sewage disposal system.

LIGHTING

- 3.8.1 During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this must be natural light.
- 3.8.2 Adequate supplementary lighting must be provided throughout the establishment.

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3.9 VENTILATION

3.9.1 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the bedding area.

3.10 MAINTENANCE

3.10.1 Maintenance and repair of the whole establishment must be carried out regularly.

4. NUMBER OF ANIMALS

4.1 NUMBER OF DOGS PERMITTED

4.1.1 The maximum number of dogs to be kept at any one time

4.1.2 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.

4.1.3 Holding kennels may be provided for temporarily kennelling a dog for not more than 24 hours. Holding kennels, if provided, must comply with conditions as required for main kennels. Holding kennels must be a minimum area of 2.3 sq.m. (25 sq. ft.).

4.1.4 No animals other than dogs are to be boarded within the licensed facilities without the written approval of the local authority.

4.1.5 Where stray dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs.

4.2 KENNEL SIZE, LAYOUT AND EXERCISE FACILITIES

4.2.1 For new kennels each kennel must be provided with a sleeping area of at least 1.9 sq. m. (20 sq. ft.).

4.2.2 Suitable bedding equipment must be provided which allows the dog to be comfortable and which is capable of being easily and adequately cleaned and sanitised. Such equipment must be sited out of draughts. All bedding material must be maintained in a clean, parasite free and dry condition.

4.2.3 For new kennels each kennel must be provided with an exercise area of at least 2.46 sq. m. (26 sq. ft.) (for dogs up to 24 inches high at the shoulder) or 36 sq. 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.

4.2.4 Kennels must have a minimum height of 1.8 m. (6 ft.) to facilitate adequate access by kennel staff for cleaning.

4.2.5 Kennels and exercise areas must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.

4.2.6 Exercise areas must not be used as bedding areas.

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5. MANAGEMENT

5.1 TRAINING

5.1.1 A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.

5.2 TEMPERATURE IN KENNELS

5.2.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog.

5.2.2 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). is . . . (TO BE DETERMINED BY THE LOCAL AUTHORITY).

5.3 CLEANLINESS

5.3.1 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 conducive to maintenance of disease control and dog comfort.

5.3.2 Each occupied kennel must be cleansed daily. All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary.

5.3.3 All bedding areas must be kept clean and dry.

5.3.4 Each kennel must be thoroughly cleansed and disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.

5.3.5 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. The final disposal route for all such waste must be incineration.

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

5.2.3 In isolation kennels, there should be a means of maintaining the temperature at a level suitable for the conditions of the dog and dependent on veterinary advice.

5.4 FOOD AND WATER SUPPLIES

5.4.1 All dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily.

5.4.2 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.

5.4.3 Eating vessels must be cleansed after each meal.

5.4.4 Drinking vessels must be cleansed at least once a day.

5.5 KITCHEN FACILITIES

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- 5.5.1 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.
- 5.5.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.
- 5.5.3 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 also be provided for staff use.
- 5.5.4 Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

5.6 DISEASE CONTROL AND VACCINATION

- 5.6.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 5.6.2 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. ictero-haemorrhagiae*) 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 manufacturers' instructions. A record that this proof has been supplied must be kept on site throughout the period that the dog is boarded.
- 5.6.3 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.
- 5.6.4 A well stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 5.6.5 A suitable range of muzzles of varying sizes and a suitable dog catching device, must be kept on site.

5.7 ISOLATION

- 5.7.1 Isolation facilities must be provided.
- 5.7.2 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. This must be approximately 5 m. (15 ft.) (See also temperature control.)
- 5.7.3 Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels, must be provided.
- 5.7.4 Hands must be washed after leaving the isolation facilities before visiting the other kennels.

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5.8 REGISTER

- 5.8.1 A register must be kept of all dogs boarded in a form specified by the council. The information kept must include the following:-
- date of arrival
 - name of dog, any identification system such as microchip, number or tattoo
 - description, breed, age and gender of dog
 - name, address and telephone number of owner or keeper
 - name, address and telephone number of contact person whilst boarded
 - name, address and telephone number of dog's veterinary surgeon
 - anticipated and actual date of departure
- 5.8.2 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.
- 5.8.3 Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

5.9 IDENTIFICATION OF KENNELS

- 5.9.1 Each kennel must be clearly marked (eg numbered), and a system in place which ensures that relevant information about the dog in that kennel is readily available.

5.10 SUPERVISION

- 5.10.1 A fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.
- 5.10.2 Dogs must be visited at regular intervals, as necessary for their health, safety and welfare.

5.11 FIRE PRECAUTIONS

- 5.11.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 5.11.2 A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions where dogs are to be evacuated to in the event of a fire or other emergency.
- 5.11.3 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer.
- 5.11.4 All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of kennels.
- 5.11.5 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.
- 5.11.6 Precautions must be taken to prevent any accumulation which may present a risk of fire.
- 5.11.7 There must be adequate means of raising an alarm in the event of fire or other emergency.

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LICENCE CONDITIONS FOR NON DOMESTIC BREEDING

(More detailed information relating to these conditions can be found in the British Veterinary Association's Guide to the Breeding of Dogs Acts).

1 ACCOMMODATION

1.1 GENERAL

Dogs will at all times be kept in accommodation suitable as respects construction, size of quarters, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness.

- 1.1.1 Where wood has been used in an existing construction it must be smooth and treated to render it impervious. Wood should not be used on exposed surfaces of walls, floors, partitions, door frames or doors in the dog kennelling area. There must be no projections liable to cause injury.
- 1.1.2 All exterior wood should be properly treated against wood-rot, e.g. tanalised. Only non-toxic products should be used.
- 1.1.3 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames are to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.
- 1.1.4 Sleeping areas of kennels must be insulated so as to prevent extremes of temperature.
- 1.1.5 The construction should be such that the security of the dog is ensured.
- 1.1.6 Fencing material should be secure and safe.

1.2 WALLS AND PARTITIONS

- 1.2.1 Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used, they should be sealed so as to be smooth and impervious, and resealed as necessary.
- 1.2.2 Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, all joints should be sealed.
- 1.2.3 It is suggested that partition walls between kennels and individual exercise areas should be of solid construction to a minimum height of 1.2 m (4 ft).

1.3 FLOORS

- 1.3.1 Floors of all buildings, individual exercise areas and kennels should be of smooth,, impervious materials, capable of being easily cleansed. It is recommended that new kennels should incorporate a damp proof membrane.
- 1.3.2 All floors of kennels and individual exercise areas should be constructed and maintained in such a condition as to prevent pooling of liquids.

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1.3.3 In new constructions, it is recommended that floors should be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel.

1.3.4 Communal exercise areas should also be suitably drained to prevent pooling of liquids.

1.4 CEILINGS

1.4.1 Ceilings must be capable of being cleansed and disinfected.

1.5 DOORS

1.5.1 Kennel doors should be strong enough to resist impact and scratching and should be capable of being effectively secured.

1.5.2 Where metal bars and frames are used, they should be of suitable gauge with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this should not present a risk of injury to the dog.

1.5.3 Door openings should be constructed such that the passage of water/waste is not impeded, or allowed to accumulate due to inaccessibility.

1.6 WINDOWS

1.6.1 Windows should not pose a security risk and ideally should be escape proof for the protection of the dog as well as the public.

1.7 DRAINAGE

1.7.1 The establishment must be connected to mains drainage or an approved sewerage disposal system.

1.8 LIGHTING

1.8.1 During daylight hours, light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this should be natural light.

1.8.2 Adequate supplementary lighting must be provided throughout the establishment.

1.9 VENTILATION

1.9.1 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the sleeping area.

1.10 NUMBER OF DOGS PERMITTED

1.10.1 The maximum number of dogs to be kept at any one time is . *(to be determined by the local authority)*

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1.11 KENNEL SIZE, LAYOUT AND EXERCISE FACILITIES

- 1.11.1 Kennels should be provided with an adequate size of sleeping area.
- 1.11.2 Bedding should be suitable to allow dogs to be comfortable. Bedding must be capable of being easily cleansed and sanitised and sited away from draughts. All bedding material in use should be clean, parasite free and dry.
- 1.11.3 Adequate exercise areas must be provided for all kennels.
- 1.11.4 Kennels should have a minimum height of 1.8 m (6 ft) to allow adequate access by kennel staff for cleaning.
- 1.11.5 Kennels and exercise areas should open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.
- 1.11.6 Exercise areas should not be used as sleeping areas.

1.12 TEMPERATURE IN KENNELS

- 1.12.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog.
- 1.12.2 There must be some part of the sleeping area where the dog is able to enjoy a minimum temperature of 10°C (50°F) and a maximum temperature of 26°C (79°F).

1.13 CLEANLINESS

- 1.13.1 All kennels, corridors common areas, kitchens and so on must be kept clean and free from accumulations of dirt and dust so that disease control is maintained and the dogs are comfortable.
- 1.13.2 Each occupied kennel must be cleaned daily. All excreta and soiled material must be removed from all areas used by the dogs at least daily and as necessary.
- 1.13.3 All sleeping areas and bedding must be kept clean and dry.
- 1.13.4 Regular disinfection should be demonstrated by keeping records of disinfecting regimes.
- 1.13.5 Facilities must be provided for the proper reception, storage and disposal of waste. Particular care should be taken to segregate waste arising from the treatment and handling of dogs with infectious diseases. (See Isolation section at paragraph 3.3.)
- 1.13.6 Measures must be taken to minimise the risks from rodents, insects and other pests within the breeding establishment. Such pests should be adequately dealt with without delay to eradicate the infestation.

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2 MANAGEMENT

2.1 GENERAL

2.1.1 Dogs will be adequately supplied with suitable food, drink and bedding material, adequately exercised, and visited at suitable intervals.

2.2 SUPERVISION

2.2.1 A fit and proper person should always be present to exercise supervision and deal with emergencies.

2.2.2 Dogs must be checked regularly throughout the day.

2.3 FOOD AND WATER SUPPLIES

2.3.1 All dogs must be adequately supplied with suitable food. Clean water must be available at all times and changed daily.

2.3.2 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 and cleansed or disposed of after each meal.

2.4 KITCHEN FACILITIES

2.4.1 Exclusive facilities, hygienically constructed and maintained, should be provided for the storage and preparation of food for the dogs.

2.4.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided. Food contamination must be avoided.

2.4.3 A sink with hot and cold running water must be available for washing kitchen utensils and eating and drinking vessels. A separate hand basin with hot and cold running water should be provided for staff.

2.4.4 Containers for storing foods should be provided and should be constructed and maintained to guard against insects and other pests.

3 DISEASE CONTROL, VACCINATION AND WORMING

3.1 GENERAL

3.1.1 All reasonable precautions will be taken to prevent and control the spread among dogs of infectious or contagious diseases.

3.1.2 All dogs should be vaccinated against Canine Distemper, Infectious Canine Hepatitis (Canine Adenovirus), Leptospirosis (*Leptospira canicola* and *Leptospira icterohaemorrhagiae*) and Canine Parvovirus. It may be necessary to vaccinate against other diseases and veterinary advice should be sought.

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3.1.3 Advice from the veterinary surgeon must be sought where a dog shows signs of disease, injury or illness. A competent person must ensure this advice is followed.

FIRST-AID KIT FOR DOGS

3.2.1 A fully stocked first-aid kit suitable for use on dogs and puppies should be available and accessible on the premises.

ISOLATION FACILITIES

3.3.1 Isolation facilities should be provided.

3.3.2 Isolation facilities must be in compliance with the other licence conditions but must be physically isolated from the main kennels at a distance of at least 5 m (15 ft).

3.3.3 Adequate facilities to prevent the spread of infectious disease between the isolation case and any other kennels must be provided.

3.3.4 Hands must be washed after leaving the isolation facilities before handling other dogs and visiting kennels.

EMERGENCIES/FIRE PREVENTION

GENERAL

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

4.1.2 There should be an emergency evacuation plan and fire warning procedure in place. This should be posted where staff may become familiar with it. This procedure should include instructions dealing with where dogs are to be evacuated.

4.1.3 Fire fighting equipment and detectors should be properly maintained.

4.1.4 All electrical installations and appliances should be maintained in a safe condition. There should be a residual current circuit breaker system on each block of kennels.

4.1.5 Heating appliances should not be sited in a location or manner where they may present a risk of fire, or risk to dogs.

4.1.6 Precautions should be taken to prevent any accumulation of material which may present a risk of fire.

4.1.7 There should be adequate means of raising an alarm in the event of a fire or other emergency.

TRANSPORT

GENERAL

5.1.1 That all appropriate steps will be taken to secure that the dogs will be provided with suitable food, drink and bedding material and adequately exercised when being transported to or from the breeding establishment.

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6. HEALTH AND WELFARE OF THE BREEDING BITCH

6.1 MATING

6.1.1 That bitches are not mated if they are less than one year old.

6.2 MAXIMUM NUMBER OF LITTERS

6.2.1 That bitches do not give birth to more than six litters of puppies each.

6.3 TWELVE MONTHS BETWEEN LITTERS

6.3.1 That bitches do 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.

6.4 RECORD-KEEPING

6.4.1 That accurate records in a form prescribed by regulations are kept at the premises and made available for inspection there by any officer of the local authority, or any veterinary surgeon or veterinary practitioner, authorised by the local authority to inspect the premises.

6.4.2 The Breeding of Dogs (Licensing Records) Regulations 1999 (SI 1999 No 3192) prescribe the form of records to be kept by licensed breeding establishments. These records must be accurate and kept on the premises and made available to local authority inspectors or any veterinary surgeon or veterinary practitioner authorised by the local authority.

6.4.3 A record must be kept by every licensed dog breeder for each breeding bitch providing the name of the bitch, date of birth, address where she is kept, breed, description, date of mating and details of sire. Licensed dog breeders must also keep a record of any litters, including the sex of the puppies, date of birth, weight, description and total number in the litter. The record must also show the details of sale, namely the date of sale, name and address of who was supplied and the status of the purchaser (i.e. private owner or pet shop).

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RIDING ESTABLISHMENTS ACTS 1964 and 1970

PROVISIONAL LICENCE TO KEEP A RIDING ESTABLISHMENT

The **Rossendale Borough Council** being the local authority under the above Act

HEREBY GRANT this PROVISIONAL/Full Licence to:

being the proposed occupier of premises known as:

within the area of the said authority to **KEEP A RIDING ESTABLISHMENT** at those premises subject to the conditions endorsed on this Provisional Licence.

A Fee of £ has been paid in respect of this Provisional Licence.

GRANTED at the office of the authority at **Futures Park, Newchurch Road, Bacup**

On the day of 20XX Signed:.....

Title: Principal Environmental Health Officer

CONDITIONS SUBJECT TO WHICH THIS LICENCE IS GRANTED

1. The number of horses accommodated at the establishment at any One time must not exceed _____
2. Horses must be maintained in good health, and in all respects physically fit and, in the case of a horse kept for the purpose of its being let out on hire for riding or a horse kept for the purpose of its being used in providing instruction in riding, the horse must be suitable for the purpose for which it is kept.
3. No horse aged three years or under nor any mare heavy with foal nor any mare within three months after foaling may be let out on hire for riding or used, in return for payment, for instruction in or demonstrating riding.
4. Any riding equipment supplied for a horse let out on hire must be free from visible defect, which is likely to cause suffering to the horse or accident to the rider.
5. The feet of all animals must be properly trimmed and, if shod, their shoes must be properly fitted and in good condition.
6. A horse found on inspection of the premises by an authorised officer to be in need of veterinary attention must not be returned to work until the holder of the licence has obtained at his own expense and has lodged with the local authority a veterinary certificate that the horse is fit for work.
7. No horse may be let out on hire for riding or used for providing instruction in riding without supervision by a responsible person of the age of 16 years or over unless (in the case of a horse let out for hire for riding) the holder of the licence is satisfied that the hirer of the horse is competent to ride, without supervision.
8. In the case of horses maintained at grass there must be available for them at all times during which they are so maintained adequate pasture and shelter and water and supplementary feeds must be provided as and when required.
9. Horses must be adequately supplied with suitable food, drink and (except in the case of horses maintained at grass, so long as they are so maintained) bedding material, and must be adequately exercised, groomed and rested and visited at suitable intervals.
10. All reasonable precautions must be taken to prevent and control the spread among horses of infectious or contagious diseases and veterinary first aid equipment and medicines must be provided and maintained at the premises.
11. The construction of the riding establishment must be substantial, adequate to contain the animals, and provided with warmth and shelter in clean and hygienic conditions. There must be convenient and safe access to stalls and boxes. Stalls must be large enough to allow the animal to lie down and get up without risk of injury. Boxes must be large enough to allow the animal to turn round.
12. Yards must provide enough space for every animal kept there.
13. Lighting must be adequate to render the use of artificial light unnecessary in daylight.
14. Ventilation must provide fresh air without draughts.
15. Drainage must be adequate to carry away liquid voided by the horses and keep the standings dry.
16. There must be provision for storage and disposal of manure and spoiled straw.
17. Adequate accommodation must be provided for forage, bedding, stable equipment and saddlery.
18. The licence holder must ensure that appropriate steps will be taken for the protection and extrication of horses in case of fire and in particular, that the name, address and telephone number of the licence holder or some other responsible person are kept displayed in a prominent position at the outside of the premises and that instructions as to action to be taken in the event of fire, with particular regard to the extrication of horses, are kept displayed in a prominent position on the outside of the premises.
19. The carrying on of the business of the establishment must at no time be left in the charge of any person under 16 years of age.
20. The licence holder must hold a current insurance policy which insures him/her against liability for any injury sustained by those who hire a horse from him/her for riding and those who use a horse in the course of receiving from him/her, in return for payment, instruction in riding and arising out of such hire or use of a horse and which also insures such persons in respect of any liability which may be incurred by them in respect of injury to any person caused by, or arising out of, such hire or use of a horse.
21. A register must be kept by the licence holder of all horses in his/her possession aged 3 years and under and usually kept on the premises, which shall be available for inspection by an authorised officer at all reasonable times.

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MANDATORY CONDITIONS (TAKEN FROM SECTION 1A OF THE ZOO LICENSING ACT 1981 (AS AMENDED))

CONSERVATION MEASURES FOR ZOOS

1. The following are conservation measures to be implemented in zoos in accordance with this Act-
 - (a) participating in at least one of the following-
 - research from which conservation benefits accrue to species of wild animals;
 - training in relevant conservation skills;
 - the exchange of information relating to the conservation of species of wild animals;
 - where appropriate, breeding of wild animals in captivity; and
 - where appropriate, the repopulation of an area with, or the reintroduction into the wild of, wild animals;
 - (b) promoting public education and awareness in relation to the conservation of biodiversity, in particular by providing information about the species of wild animals kept in the zoo and their natural habitats; [zoo] must keep information to show how it has complied with this condition and supply it to the local authority upon request.
 - (c) accommodating their animals under conditions which aim to satisfy the biological and conservation requirements of the species to which they belong, including:-
 - providing each animal with an environment well-adapted to meet the physical, psychological and social needs of the species to which it belongs; and
 - providing a high standard of animal husbandry with a developed programme of preventative and curative veterinary care and nutrition;
 in a manner consistent with the standards set out in the Secretary of State's Standards of Modern Zoo Practice
 - (d) preventing the escape of animals and putting in place measures to be taken in the event of any escape or unauthorised release of animals;
 - (e) preventing the intrusion of pests and vermin into the zoo premises; and
 - (f) keeping up-to-date records of the zoo's collection, including records of-
 - the numbers of different animals;
 - acquisitions, births, deaths, disposals and escapes of animals;
 - the causes of any such deaths; and
 - the health of the animals.

DISCRETIONARY CONDITIONS

Discretionary conditions must not conflict with the mandatory conditions giving effect to the conservation measures in section 1A of the Act. But these conditions can complement them if the local authority believes they are necessary to ensure the proper conduct of the zoo.

1. INSURANCE

Within one month of the date of the licence and one month of the date of renewal of the policy, where applicable, a copy of the zoo's current public liability insurance policy, and of subsequent renewals thereof, to be sent to the licensing authority.

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2. HAZARDOUS ANIMALS

The licensing authority to be notified in writing, at least one month in advance, of the proposed addition of any animal listed in category 1 of the Hazardous Animal Categorisation (see Appendix 12 of the Secretary of State's Standards of Modern Zoo Practice), which is from a taxonomic family of which Category 1 species have not previously been kept in the zoo.

3. TEMPORARY REMOVAL OF ANIMALS FROM THE ZOO

The licensee/s to notify the licensing authority before the temporary removal from the zoo (other than for veterinary attention or inter-zoo movements) of any animal listed in category 1 of the Hazardous Animal Categorisation of Secretary of State's Standards of Modern Zoo Practice. Such notification to be given as early as possible and, in any case, no later than 12 hours before the removal, unless the zoo operator and licensing authority mutually agree a shorter period. When giving notification, details of the destination and method of transportation of the animal and of the arrangements for its well-being, as well as for the safety of the public whilst it is away from the zoo, to be provided.

4. ESCAPES

In the event of any non-domestic animal escaping from the confines of the zoo, notification shall be made to the licensing authority as soon as possible, and, in any case, not later than 24 hours following the escape.

5. STOCK RECORDS

An annual stocklist of all animals must be kept and a copy must be forwarded to the local authority no later than 1 April of the year following that to which it relates and the stock list must include the information and in the format indicated in Section 9.5 of the Secretary of State's Standards of Modern Zoo Practice (September 2004).

Note 1. These conditions are attached to the licence without prejudice to the application, where relevant, of the Secretary of State's Standards of Modern Zoo Practice specified in accordance powers conferred under section 9 of the Zoo Licensing Act 1981 (as amended).

Note 2. The grant of this licence does not imply that the requirements of any other legislation have been met.

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LICENCE CONDITIONS FOR HOME BOARDING CATS

1. INTRODUCTION

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which cats have access and/or which are used in association with the boarding of cats.
- 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 insurance and where necessary, adequate and suitable employees insurance.
- 1.4 Entire males and queens in season must not be boarded with other cats. Kittens under 6 months of age must not be boarded with any other cats, unless it is their mother.

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.

3. NUMBERS OF ANIMALS

- 3.1 The maximum number of cats to be kept at any one time is (enter number).
- 3.2 Only cats from the same household may be boarded at any one time. Cats must not be boarded with any dog, unless they normally live together in the same household.
- 3.3 Where there is a resident cat or dog kept at the household, written consent from the owners of the boarded cat must be gained following a trial familiarisation session.
- 3.4 The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property.

4. CONSTRUCTION

- 4.1 Cats must live in the home as family pets. There must be no external construction of buildings, cages or runs.
- 4.2 There must be adequate space, light, heat and ventilation for the cats.
- 4.3 As far as reasonable practicable all areas/rooms within the home to which boarded cats have access, must have no physical or chemical hazards that may cause injury to the cats.
- 4.4 There must be sufficient space available to be able to keep the cats separately if required.

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4.5 If a collection and delivery service is provided, a suitable vehicle with a cat cage must be provided.

5. MANAGEMENT

5.1 TRAINING

5.1.1 A written training policy for staff must be provided. Systematic training of staff must be demonstrated to have been carried out.

5.2 CLEANLINESS

5.2.1 All areas to which the cats have access, 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 and cat comfort.

5.2.2 Suitably sited litter trays, which are easy to clean and impermeable must be provided at all times. 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.

5.2.3 All excreta and soiled material must be removed from all areas used by cats at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Licensing Authority.

5.2.4 All bedding areas must be kept clean and dry.

5.2.5 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of cats with infectious diseases. The final disposal route for all such waste shall comply with current waste regulations.

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

5.3 FOOD AND WATER SUPPLIES

5.3.1 All cats shall have an adequate supply of suitable food as directed by the client.

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

5.3.3 Clients must be encouraged to provide each cat with its own bedding, bowls, grooming materials etc. These items must be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material.

5.3.4 Where necessary, eating and drinking vessels must be provided, and where so, they must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned after each meal and each cat must be provided with its own bowl.

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5.4 KITCHEN FACILITIES

- 5.4.1 Airtight containers must be provided for the storage of dry foods. Uncooked food and the remains of opened tins must be stored in covered, non-metal, leak proof containers in the fridge.
- 5.4.2 All bulk supplies of food shall be kept in vermin proof containers.

5.5 DISEASE CONTROL AND VACCINATION

- 5.5.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the cats, staff and visitors.
- 5.5.2 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 instructions. A record that this proof has been supplied must be kept on site throughout the period that the cat is boarded.
- 5.5.3 Advice from a veterinary surgeon must be sought in the case of signs of disease, injury or illness. Where any cat is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed.
- 5.5.4 A well-stocked first-aid kit suitable for use on cats must be available and accessible on site.
- 5.5.5 The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice must be consulted if necessary.
- 5.5.6 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident cats. Proof must be maintained of all routine and emergency treatments for parasites.
- 5.5.7 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.
- 5.5.8 Veterinary advice must be sought in relation to cleaning substances so that neither they nor their fumes can be harmful to an animal.

5.6 ISOLATION AND CONTAGIOUS DISEASE OUTBREAK

- 5.6.1 Cats showing signs of any disease or illness shall be isolated from any other cats until veterinary advice is obtained. There must be sufficient facilities within the licensed premise to ensure effective separation of any sick animals.
- 5.6.2 The Licensee must inform the Licensing Authority on the next working day if a cat develops an infectious disease.
- 5.6.3 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. This period will be specified by the Licensing Authority as agreed with their authorised veterinary surgeon.

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5.6.4 The Licensing Authority must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be stored at a veterinary surgeons premises until the owners return.

5.7 REGISTER

5.7.1 A register must be kept of all cats boarded. The information kept must include the following:

- Date of arrival
- Name of cat, any identification system such as microchip number, tattoo
- Description, breed, age and gender of cat
- Name, address and telephone number of owner or keeper
- Name, address and telephone number of contact person whilst boarded
- Name, address and telephone number of cat's veterinary surgeon
- Anticipated and actual date of departure
- Proof of current vaccinations, medical history and requirements
- Health, welfare nutrition and exercise requirements

5.7.2 Such a register is to be available for inspection at all times by an officer of the Licensing Authority, veterinary surgeon.

5.7.3 The register must be kept readily available for a minimum of 2 years and kept in such a manner as to allow an authorised officer easy access to such information.

5.7.4 If medication is to be administered, this must be recorded.

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

5.8 SUPERVISION

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

5.8.2 Cats must be visited at regular intervals, as necessary for their health, safety and welfare, and must not be left longer than 3 hours and then not on a regular basis.

5.8.3 No home where there are children under 5 years of age will be licensed.

5.9 EXERCISE

5.9.1 Cats must not be allowed outside unless they are on leads, or with the owners written permission.

5.9.2 A double door system must be employed so that no cat has direct access to any external door in regular use.

5.9.3 Cats must wear a collar and identity tag during their time in boarding. The tag must display the address and telephone number of the boarding premises.

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5.9.4 The Licensing Authority must be informed on the next working day if a cat is lost.

5.10 FIRE / EMERGENCY PRECAUTIONS

5.10.1 Appropriate steps must be taken for the protection of the cats in case of fire or other emergencies.

5.10.2 The occupier of the property must be aware of the location of the cats in the property at all times.

5.10.3 Careful consideration needs to be given to the sleeping area for cats to ensure that they can be easily evacuated in the event of a fire at night, without putting the occupiers of the property at risk.

5.10.4 A fire warning procedure and emergency evacuation plan-including details of where cats 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 cats in the event that the licensed premises is rendered uninhabitable.

5.10.5 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least 2 working smoke detectors, located at the top and bottom of the stairs or other appropriate locations.

5.10.6 All doors to rooms must be kept shut at night.

5.10.7 All electrical installations and appliances must be maintained in a safe condition. No cat must be left in a room with loose or trailing cables or wires.

5.10.7 All heating appliances must free of risk of fire, as is reasonably practicable. There must be no use of freestanding gas or oil appliances.

5.10.8 A relative, friend or neighbour within 5 minutes travelling time must have a spare set of keys and access to the premises in the case of emergency. These details must be made available to the Licensing Authority.

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**BREEDING OF DOGS ACTS 1973 and 1991
BREEDING AND SALE OF DOGS (WELFARE) ACT 1999**

LICENCE TO KEEP A DOG BREEDING ESTABLISHMENT NON-DOMESTIC BREEDER

THE Rossendale Borough Council being the local authority under the above Act **HEREBY LICENSE**
of
being the [proposed] occupier of premises known as

within the area of the said authority to **KEEP A DOG BREEDING ESTABLISHMENT** at those
premises subject to the conditions endorsed hereon.

A fee of has been paid for this Licence.
This Licence shall remain in force from the day of
until and including the day of

GRANTED at the office of the said authority at
on the day of

Signed

* The officer appointed for this purpose

*Insert title of proper officer

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CONDITIONS which apply to this Licence:

(More detailed information relating to these conditions can be found in the British Veterinary Association's Guide to the Breeding of Dogs Acts)

1. ACCOMMODATION

1.1 GENERAL

- 1.1.1 Dogs will at all times be kept in accommodation suitable as respects construction, size of quarters, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness.
- 1.1.2 Where wood has been used in an existing construction it must be smooth and treated to render it impervious. Wood should not be used on exposed surfaces of walls, floors, partitions, door frames or doors in the dog kennelling area. There must be no projections liable to cause injury.
- 1.1.3 All exterior wood should be properly treated against wood-rot, eg tanalised. Only non-toxic products should be used.
- 1.1.4 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames are to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.
- 1.1.5 Sleeping areas of kennels must be insulated so as to prevent extremes of temperature.
- 1.1.6 The construction should be such that the security of the dog is ensured.
- 1.1.7 Fencing material should be secure and safe.

1.2 WALLS AND PARTITIONS

- 1.2.1 Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks or bricks are used, they should be sealed so as to be smooth and impervious, and resealed as necessary.
- 1.2.2 Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, all joints should be sealed.
- 1.2.3 It is suggested that partition walls between kennels and individual exercise areas should be of solid construction to a minimum height of 1.2 m (4 ft).

1.3 FLOORS

- 1.3.1 Floors of all buildings, individual exercise areas and kennels should be of smooth,, impervious materials, capable of being easily cleansed. It is recommended that new kennels should incorporate a damp proof membrane.
- 1.3.2 All floors of kennels and individual exercise areas should be constructed and maintained in such a condition as to prevent pooling of liquids.

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1.3.3 In new constructions, it is recommended that floors should be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel.

1.3.4 Communal exercise areas should also be suitably drained to prevent pooling of liquids.

1.4 CEILINGS

1.4.1 Ceilings must be capable of being cleansed and disinfected.

1.5 DOORS

1.5.1 Kennel doors should be strong enough to resist impact and scratching and should be capable of being effectively secured.

1.5.2 Where metal bars and frames are used, they should be of suitable gauge with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this should not present a risk of injury to the dog.

1.5.3 Door openings should be constructed such that the passage of water/waste is not impeded, or allowed to accumulate due to inaccessibility.

1.6 WINDOWS

1.6.1 Windows should not pose a security risk and ideally should be escape proof for the protection of the dog as well as the public.

1.7 DRAINAGE

1.7.1 The establishment must be connected to mains drainage or an approved sewerage disposal system.

1.8 LIGHTING

1.8.1 During daylight hours, light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this should be natural light.

1.8.2 Adequate supplementary lighting must be provided throughout the establishment.

1.9 VENTILATION

1.9.1 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the sleeping area.

1.10 NUMBER OF DOGS PERMITTED

1.10.1 The maximum number of dogs to be kept at any one time is *(to be determined by the local authority)*.

1.11 KENNEL SIZE, LAYOUT AND EXERCISE FACILITIES

1.11.1 Kennels should be provided with an adequate size of sleeping area.

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- 1.11.2 Bedding should be suitable to allow dogs to be comfortable. Bedding must be capable of being easily cleansed and sanitised and sited away from draughts. All bedding material in use should be clean, parasite free and dry.
- 1.11.3 Adequate exercise areas must be provided for all kennels.
- 1.11.4 Kennels should have a minimum height of 1.8 m (6 ft) to allow adequate access by kennel staff for cleaning.
- 1.11.5 Kennels and exercise areas should open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.
- 1.11.6 Exercise areas should not be used as sleeping areas.

1.12 TEMPERATURE IN KENNELS

- 1.12.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog.
- 1.12.2 There must be some part of the sleeping area where the dog is able to enjoy a minimum temperature of 10°C (50°F) and a maximum temperature of 26°C (79°F).

1.13 CLEANLINESS

- 1.13.1 All kennels, corridors common areas, kitchens and so on must be kept clean and free from accumulations of dirt and dust so that disease control is maintained and the dogs are comfortable.
- 1.13.2 Each occupied kennel must be cleaned daily. All excreta and soiled material must be removed from all areas used by the dogs at least daily and as necessary.
- 1.13.3 All sleeping areas and bedding must be kept clean and dry.
- 1.13.4 Regular disinfection should be demonstrated by keeping records of disinfecting regimes.
- 1.13.5 Facilities must be provided for the proper reception, storage and disposal of waste. Particular care should be taken to segregate waste arising from the treatment and handling of dogs with infectious diseases. (See Isolation section at paragraph 3.3.)
- 1.13.6 Measures must be taken to minimise the risks from rodents, insects and other pests within the breeding establishment. Such pests should be adequately dealt with without delay to eradicate the infestation.

2. MANAGEMENT

2.1 GENERAL

- 2.1.1 Dogs will be adequately supplied with suitable food, drink and bedding material, adequately exercised, and visited at suitable intervals.

2.2 SUPERVISION

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2.2.1 A fit and proper person should always be present to exercise supervision and deal with emergencies.

2.2.2 Dogs must be checked regularly throughout the day.

2.3 FOOD AND WATER SUPPLIES

2.3.1 All dogs must be adequately supplied with suitable food. Clean water must be available at all times and changed daily.

2.3.2 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 and cleansed or disposed of after each meal.

2.4 KITCHEN FACILITIES

2.4.1 Exclusive facilities, hygienically constructed and maintained, should be provided for the storage and preparation of food for the dogs.

2.4.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided. Food contamination must be avoided.

2.4.3 A sink with hot and cold running water must be available for washing kitchen utensils and eating and drinking vessels. A separate hand basin with hot and cold running water should be provided for staff.

2.4.4 Containers for storing foods should be provided and should be constructed and maintained to guard against insects and other pests.

3. DISEASE CONTROL, VACCINATION AND WORMING

3.1 GENERAL

3.1.1 All reasonable precautions will be taken to prevent and control the spread among dogs of infectious or contagious diseases.

3.1.2 All dogs should be vaccinated against Canine Distemper, Infectious Canine Hepatitis (Canine Adenovirus), Leptospirosis (*Leptospira canicola* and *Leptospira icterohaemorrhagiae*) Canine Parvovirus and Bordatella kennel cough. It may be necessary to vaccinate against other diseases and veterinary advice should be sought.

3.1.3 Advice from the veterinary surgeon must be sought where a dog shows signs of disease, injury or illness. A competent person must ensure this advice is followed.

3.2 FIRST-AID KIT FOR DOGS

3.2.1 A fully stocked first-aid kit suitable for use on dogs and puppies should be available and accessible on the premises.

3.3 ISOLATION FACILITIES

3.3.1 Isolation facilities should be provided.

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- 3.3.2 Isolation facilities must be in compliance with the other licence conditions but must be physically isolated from the main kennels at a distance of at least 5 m (15 ft).
- 3.3.3 Adequate facilities to prevent the spread of infectious disease between the isolation case and any other kennels must be provided.
- 3.3.4 Hands must be washed after leaving the isolation facilities before handling other dogs and visiting kennels.

4. EMERGENCIES/FIRE PREVENTION

4.1 GENERAL

- 4.1.1 All appropriate steps will be taken for the protection of the dogs in case of fire or other emergency.
- 4.1.2 There should be an emergency evacuation plan and fire warning procedure in place. This should be posted where staff may become familiar with it. This procedure should include instructions dealing with where dogs are to be evacuated.
- 4.1.3 Fire fighting equipment and detectors should be properly maintained.
- 4.1.4 All electrical installations and appliances should be maintained in a safe condition. There should be a residual current circuit breaker system on each block of kennels.
- 4.1.5 Heating appliances should not be sited in a location or manner where they may present a risk of fire, or risk to dogs.
- 4.1.6 Precautions should be taken to prevent any accumulation of material which may present a risk of fire.
- 4.1.7 There should be adequate means of raising an alarm in the event of a fire or other emergency.

5. TRANSPORT

5.1 GENERAL

- 5.1.1 That all appropriate steps will be taken to secure that the dogs will be provided with suitable food, drink and bedding material and adequately exercised when being transported to or from the breeding establishment.

6. HEALTH AND WELFARE OF THE BREEDING BITCH

6.1 MATING

- 6.1.1 That bitches are not mated if they are less than one year old.

6.2 MAXIMUM NUMBER OF LITTERS

- 6.2.1 That bitches do not give birth to more than six litters of puppies each.

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6.3 TWELVE MONTHS BETWEEN LITTERS

6.3.1 That bitches do 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.

6.4 RECORDS-KEEPING

6.4.1 That accurate records in a form prescribed by regulations are kept at the premises and made available for inspection there by any officer of the local authority, or any veterinary surgeon or veterinary practitioner, authorised by the local authority to inspect the premises.

6.4.2 The Breeding of Dogs (Licensing Records) Regulations 1999 (SI 1999 No 3192) prescribe the form of records to be kept by licensed breeding establishments. These records must be accurate and kept on the premises and made available to local authority inspectors or any veterinary surgeon or veterinary practitioner authorised by the local authority.

6.4.2 A record must be kept by every licensed dog breeder for each breeding bitch providing the name of the bitch, date of birth, address where she is kept, breed, description, date of mating and details of sire. Licensed dog breeders must also keep a record of any litters, including the sex of the puppies, date of birth, weight, description, and total number in the litter. The record must also show the details of sale, namely the date of sale, name and address of who was supplied and the status of the purchaser (i.e. private owner or pet shop).

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DANGEROUS WILD ANIMALS ACT 1976

Licence to keep dangerous wild animal[s]

THE Rossendale Borough Council

being the local authority for the purposes of the above Act, **HEREBY LICENSE**

of _____ No

being the [proposed] owner and keeper of the animal[s] specified in the Schedule to this Licence **TO KEEP** such **DANGEROUS WILD ANIMAL[S]** at

within the area of the authority, subject to the conditions endorsed on this Licence.

A fee of £ _____ has been paid in respect of this Licence.

This Licence shall remain in force from the

until and including the

GRANTED at the office of the authority at

on the _____ day of _____

Signed

Title _____

The officer appointed for this purpose

SCHEDULE

CONDITIONS SUBJECT TO WHICH THIS LICENCE IS GRANTED

- 1 While any animal is being kept under the authority of the Licence:
 - (i) the animal shall be kept by no person other than the person or persons specified above;
 - (ii) the animal shall normally be held at such premises as are specified above;
 - (iii) the animal shall not be moved from those premises [except in the following circumstances];
 - (iv) the person to whom the Licence is granted shall hold a current insurance policy which insures him/her and any other person entitled to keep the animal under the authority of the Licence against liability for any damage which may be caused by the animal, the terms of such policy being satisfactory in the opinion of the authority.
- 2 The species and number of animals of each species which may be kept under the authority of the Licence shall be restricted to those specified in the Schedule above. 3 The person to whom the Licence is granted shall at all reasonable times make available a copy of the Licence to any person entitled to keep any animal under the authority of the Licence.

*

*Insert any additional conditions, as required

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LICENCE CONDITIONS FOR PET SHOPS

This licence, or a copy of this licence, should be displayed to the public in a prominent position. *NB For security reasons, the licence should not display the licence holder's home address.*

1 ACCOMMODATION

- 1.1 Animals must at all times be kept in accommodation and environment suitable to their species with respect to situation, size, temperature, lighting, ventilation and cleanliness and not exposed to draughts. All accommodation must be kept in good repair.
- 1.2 If animals are displayed outdoors, they must have protection appropriate to their species.
- 1.3 Housing must be constructed of non-porous materials or be appropriately treated.
- 1.4 In order to control the spread of disease and to prevent injury, animals must not be kept in housing in such a way that they can be disturbed by other animals or by the public.
- 1.5 All livestock for sale must be readily accessible and easy to inspect, with cages sited so that the floor of the cage is readily visible.
- 1.6 Accommodation must be cleaned as often as necessary to maintain good hygiene standards.
- 1.7 Where accommodation is on a tiered system, water, food or other droppings must not be allowed to enter the lower housing.
- 1.8 All accessories provided in the accommodation must be suitable for the species.

N.B. When designing accommodation, consideration should be given to using systems which would allow removal of the animals in case of emergency. This provision would not usually apply to aquariums and ponds.

2 EXERCISE FACILITIES

- 2.1 Suitable and sufficient facilities must be available where appropriate.
N.B. For puppies, where required, a covered exercise area of at least 2.46 square metres (26 sq ft) should be provided. Exercise areas should have a minimum height of 1.8 metres (6 ft) to facilitate adequate access by staff for cleaning.

3. REGISTER OF ANIMALS

- 3.1 A livestock purchase register must be maintained for all livestock. A sales register must be maintained for:
 - Puppies
 - Kittens
 - Psittacines
 - Species contained in the Schedule to the Dangerous Wild Animals Act 1976 (as modified).

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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.

4. STOCKING NUMBERS AND DENSITIES

4.1 The maximum numbers of animals to be stocked on the premises will be governed by the accommodation available, as stated in the stocking density lists detailed in the schedules to these licence conditions. No animal other than those specified in the licence may be stocked without prior written approval from the licensing authority. These stocking densities are provided for guidance and recommendation only. *See schedules below.*

5 HEALTH, DISEASE AND ACCLIMATISATION

5.1 All stock for sale must be in good health and free from obvious parasitic infestation as far as can be reasonably determined without veterinary inspection.

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

5.3 Facilities must be provided to isolate sick animals. *NB For ornamental fish, In-line UV treatment or other sterilising devices effectively provide a means of isolating individual tanks in multiple tank systems. They must be of a proper size and maintained in accordance with the manufacturer's recommendations.*

5.4 All animals must receive appropriate inoculations where required for the species, as advised by the veterinary surgeon. Veterinary advice must be sought whenever necessary.

5.5 Any animal with an obvious, significant abnormality which would materially affect its quality of life, must not be offered for sale. When in doubt, veterinary advice should be sought.

5.6 All animals must be allowed a suitable acclimatisation period before sale.

5.7 All reasonable precautions must be taken to prevent the outbreak and spread of disease. No animal which is suffering from, or could reasonably be suspected of having come into contact with any other animal suffering from, any infectious or contagious disease, or which is infested with parasites, shall be brought into or kept on the premises unless effectively isolated.

5.8 Individual litters of puppies and kittens must be kept separate from other litters.

5.9 All necessary precautions must be taken to prevent harbourage, or the introduction to the premises of rodents, insects and other pests.

6 FOOD AND DRINK

6.1 Animals must be supplied with adequate amounts of food and drink, appropriate to their needs and at suitable intervals.

6.2 All food must be suitable for the species concerned.

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6.3 Food and drink receptacles must be constructed and positioned to minimise faecal contamination and spillage.

6.4 A suitable and sufficient number of receptacles must be provided and cleaned at regular intervals.

7. FOOD STORAGE

7.1 All food, excluding live foods intended for feeding to livestock on the premises, must be stored in impervious closed containers.

7.2 The containers and equipment used for feeding must be kept in a clean and sound condition.

8. OBSERVATION

8.1 All livestock must be attended to at regular intervals, at least once daily, appropriate to the species. It is recommended that a system of recording observation is maintained.

9. EXCRETA AND SOILED BEDDING

9.1 All excreta and soiled bedding must be kept in a hygienic manner and stored in impervious containers with close-fitting lids - away from direct sunlight.

9.2 Excreta and soiled bedding must be removed from the premises on a regular basis, at least weekly disposed of to the satisfaction of the appropriate local authority and in accordance with current regulations and good waste management practice.

9.3 All containers must be kept in a clean condition.

10. TRANSPORTATION

10.1 When receiving stock, the licensee must make every effort to ensure that it is transported in a suitable manner. It is advisable (recommended) to record the registration number of vehicles transporting livestock. 11.2 Any livestock received or consigned shall be transported according to the regulations laid down in current legislation, such as the Welfare of Animals (Transport) Order 1997. *NB For air transportation, the IATA live animals regulations must be followed, as a minimum legal standard.*

11. TRANSPORTATION CONTAINERS

11.1 Livestock must be transported or handed to purchasers in suitable containers.

12. SALE OF LIVESTOCK

12.1 No mammal shall be sold unweaned or, if weaned, at an age at which it should not have been weaned.

12.2 In the case of non-mammals, they must be capable of feeding themselves.

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13. DANGEROUS WILD ANIMALS

- 13.1 When dangerous wild animals are kept, the cages must be of a secure construction, appropriate to the species. A fine wire mesh, glass or plastic safety barrier must be incorporated into the cage system.
- 13.2 The local authority should be notified in the event that the pet shop wishes to offer for sale, for the first time, any animal on the Schedule to the Dangerous Wild Animals Act. Although it is acknowledged that there is an exemption contained within the Act in relation to pet shops, it is recommended that consideration should be given to complying with any special requirement(s) specified in the Act for the safe accommodation or care of the animal.
- 13.3 Licensees selling animals on the Schedule to the Dangerous Wild Animals Act should inspect the purchaser's licence to keep such an animal and inform the issuing authority of the details of the purchase.

14. PET CARE ADVICE

- 14.1 Pet care leaflets or other similar written instructions must be made available to customers free of charge at the time of purchase, in addition to any offer to purchase pet care books or leaflets.
- 14.2 Purchasers must be given proper advice on the care of the animal and, where necessary, on the maintenance and use of any accessories.
- 14.3 Appropriate reference materials must always be available for use by staff.
NB Further advice can be obtained from the organisations listed in Annex 1 at the back of this document.

15. STAFF TRAINING AND LIVESTOCK KNOWLEDGE

- 15.1 No animal should be stocked or sold unless the staff (or at least one member of the staff) is familiar with the care and welfare of the animals stocked and has a recognised qualification or suitable experience.
- 15.2 In respect of new applications (not renewals) at least one member of staff working at the licensed premises must hold the City and Guilds Pet Store Management Certificate, or some other appropriate qualification, or must be in the course of training and obtain the qualification within two years of the licence being granted.
- 15.3 The licensee must formulate a written training policy for all permanent staff and will be required to demonstrate that systematic training is carried out.
NB Further advice and guidance on training can be obtained from the organisations listed in Annex 1.

16. FIRE AND OTHER EMERGENCY PRECAUTIONS

- 16.1 Suitable emergency precautions and written procedures must exist and be made known to all staff, including arrangements for evacuation of livestock.
NB The general maxim of "people first" is good advice.
- 16.2 Entrances and exits must be clear of obstructions at all times.

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- 16.3 Suitable firefighting equipment must be provided, maintained, regularly serviced and sited as advised by the local Fire Protection/ Prevention Officer and in consultation with the local authority.
- 16.4 The licensee, or a designated keyholder, must at all times be within reasonable distance of the premises and available to visit the premises in case of emergency. *NB A reasonable distance would, in normal conditions, be interpreted as no more than 20 minutes travelling time.*
- 16.5 A list of keyholders must be lodged with the local police and with the local authority.
- 16.6 In the interests of animal welfare, the following notice must be displayed at the front of the shop: "In case of an emergency, dial 999". The number of the local police station should also be displayed.
- 16.7 When pet shops are sited within other premises, the licensee or keyholders must have access at all times to the premises containing the livestock.
- 16.8 All electrical installations and appliances must be maintained in a safe condition.
NB It is strongly recommended that smoke and residual current detectors or other similar devices are installed.

SCHEDULE 1: STOCKING DENSITIES - CAGE BIRDS

1. No species of bird shall be housed in accommodation which does not afford that species sufficient space for natural free and full wing stretching and the number of birds housed shall be such that overcrowding does not significantly reduce that freedom. Long tailed birds or birds in full plumage must be provided with properly placed perches and feeding and watering points to prevent that plumage being fouled or otherwise damaged. *NB - This refers to the provisions of the Wildlife and Countryside Act 1981, which should not be contravened, particularly section 8 of that Act.*
2. For perching birds, a sufficient number of perches (as appropriate) must be provided at such a height that the bird can rest its head without its head touching the top and its tail the bottom of the cage.
3. A quality padded net should be used when catching birds in an aviary.
4. Minimum floor areas apply to young stock. For adult stock offered for sale, the dimensions should be doubled. For advice on the age of stock, it is advisable to contact the veterinary surgeon.

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SCHEDULE 2: STOCKING DENSITIES - JUVENILE SMALL MAMMALS

	No. of Animals	1-4	5	6	8	9	10	10	Min Cage Ht	Min Cage Depth
Mice, hamsters, gerbils	sq.cm	450	525	600	675	750	825	900	25	25
Rats	sq.cm	675	785	900	1010	1125	1235	1350	30	30
Guinea pigs	sq.cm	1350	1570	1800	2020	2250	2470	2700	30	30
Rabbits up to 2kg, kittens, ferrets, chinchillas, chipmunks	sq.cm	2250	2625	3000	3375	3750	4125	4500	40	30
Puppies up to age of 12 weeks maximum	sq.cm	10,000	12500	15000	17500	20000	22500	25000	Double height at shoulder minimum 50	0.9m

1. The range of behavioural opportunities for many of the animals listed above will be increased by enriching the environment with accessories.
2. Raised shelving should be taken into consideration when assessing the total floor area.
3. Temporary (up to six days) rehousing of adult rabbits in smaller cages than specified above should be considered as acceptable.
4. The above recommended stocking densities are insufficient for the housing of marmosets. Marmosets must be housed in cages sufficiently large enough to allow for natural movement, such as climbing and swinging.

SCHEDULE 3: STOCKING DENSITIES - ORNAMENTAL FISH

1. It is virtually impossible to determine the quantity of fish to be kept in a tank purely on a weight/volume ratio.
2. The variation in system design, husbandry techniques and types of fish involved would render any such method too simple to be useful or too complicated to be practical.
3. The maintenance of water quality standards is essential and is a simple but effective way to determine stocking densities. Water quality testing should be carried out at least once a week in centralised systems and 10% of individual tanks should likewise be tested. Unsatisfactory test results must be recorded in a register, together with the corrective action taken. Further tests must be carried out when visual inspection of the tanks indicates the need.

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Water quality criteria (1mg/litre - 1ppm)

Cold water	-min	6mg/litre
*Dissolved oxygen		
*Free ammonia	-max	0.02mg/litre
Nitrite	-max	0.2mg/litre
Nitrate	-max	50mg/litre above ambient tap water
Tropical	-min	6mg/litre
*Dissolved oxygen		
*Free ammonia	-max	0.02mg/litre
Nitrite	-max	0.2mg/litre
Nitrate	-max	50mg/litre above ambient tap water
Tropical Marine Species	-min	5.5 mg/litre
*Dissolved oxygen		
*Free ammonia	-max	0.01mg/litre
Nitrite	-max	0.125 mg/litre
Nitrate	-max	40mg/litre above ambient tap water
PH Marine Only	Min	8.1

**These parameters should be checked first. Only if a problem exists with these tests is it necessary to check nitrite and nitrate levels.*

- Further advice and guidance on water quality criteria can be obtained from the Ornamental Aquatic Trade Association Ltd from the address at annex 1.

SCHEDULE 4: STOCKING DENSITIES - OTHER SPECIES

- Other species should be housed in accommodation appropriate to size, age and type of species and to avoid overcrowding. This should be sufficient space for free and natural movement which should not be restricted by either the size of the accommodation or the number of animals in that holding. Correct temperature for the species must be maintained.
- The advice and approval of the licensing authority should be sought wherever there is doubt about a species being sold.

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ANNEX 1 - FURTHER ADVICE

The Local Government Association
26 Chapter Street
London SW1P 4ND
Tel: 020 7834 2222
Fax: 020 7664 3030

British Veterinary Association
7 Mansfield Street
London W1M 0AT
Tel: 020 7636 6541
Fax: 020 7436 2970

The Pet Care Trust
Bedford Business Centre
170 Mile Road
Bedford MK42 9TW
Tel: 01234 273933
Fax: 01234 273550

Ornamental Aquatic Trade Association Ltd
Unit 5
Narrow Wine Street
Trowbridge
Wiltshire BA14 8YY
Tel: 01225 777177
Fax: 01225 775523
Website: <http://www.ornamentalfish.org>

British Small Animal Veterinary Association
Kingsley House
Church Lane
Shurdington
Cheltenham
Gloucestershire GL51 5TQ
Tel: 01242 862994
Fax: 01242 863009

Chartered Institute of Environmental Health
Chadwick House
15 Hatfields
London SE1 8DJ
Tel: 020 7928 6006
Fax: 020 7827 5865

Royal Society for the Prevention of Cruelty to
Animals
Causeway
Horsham
West Sussex RH12 1HG
Tel: 01403 264181
Fax: 01403 241048

Universities' Federation of Animal Welfare
The Old School
Brewhouse Hill
Wheathampstead
Hertfordshire AL4 8AN
Tel: 01582 831818
Fax: 01582 831414

Environment Agency
Millbank Tower
25th Floor
21-24 Millbank
London SW1P 4XL
Tel: 020 7863 8600
Fax: 020 7863 8650

Health and Safety Executive (Information line)
Tel: 0541 545500

Licensees should also refer any queries to
their local authority
environmental health/trading standards
departments

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Community Impact Assessment
Checklist & Signature Sheet

This should be commenced at the start of the Community Impact Assessment (CIA) process.

Name of Strategy/Policy/Service or Function:	Animal Boarding Establishment Policy Review 2010 excluding home boarding of dogs
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Initial CIA

Full CIA

Please check the following steps have been completed before signing below:

- Sections 1 to 4 completed
- Action Plan completed (where appropriated)
- Notified all relevant Officers/Service Areas/Partners

Signed:

Job Title: Health and Housing Manager Department: Health, Housing and Regeneration
 Date commenced Assessment: 19.07.10 Date completed: 19.07.10

Received by and date received in the People & Policy Team:
Please sign the CIA as indicated above, retain a copy and send a copy of the CIA to:

Liz Murphy
Head of People and Policy
Rossendale Borough Council
Stubbylee Hall
Stubbylee, Bacup
Rossendale
OL13 0DE
lizmurphy@rossendalebc.gov.uk

MANAGEMENT ACTION REQUIRED (to be completed by the Head of P&P)

- Referred back to Assessor for amendment : (date)
- Refer to Committee: (specify committee & date)
- Considered by Community Impact Assessment & Scrutiny Group: (date)
- Published/made publicly available on: (date)

Signed:..... (Head of P&P) Date:

Date of Review¹:

¹ This date will be set on an annual basis as default for review unless otherwise specified by you.

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**COMMUNITY IMPACT ASSESSMENT
INITIAL SCREENING FORM**

Name of Community Impact Assessment (the policy, decision, strategy, programme, procedure, action plan, function or service etc.):	Animal Boarding Establishment Policy Review 2010	
Officer Name(s):	Rebecca Lawlor	
Job Title & Location:	Health and Housing Manager Futures Park	
Service Area/ Team:	Health, Housing and Regeneration	
Telephone & Email Contact:	01706 252402 rebeccalawlor@rossendalebc.gov.uk	
Date Assessment:	Commenced: 10.07.10	Completed: 10.08.10

Is the policy² or decision under review (please tick)

New/Proposed

Modified/adapted

Existing

1. Scope of the Community Impact Assessment
Policy and legislation review of existing guidance for Animal Boarding Establishments and update to Model Licence Conditions.
2. Aims & Objectives – summaries the main aims/objectives of the policy, decision, strategy, action plan, project or procedure (please refer to CIA Guidance for details)
Objective is for updated concise model conditions for Animal Boarding Establishments across Rossendale.

² Policy can be defined as a policy document, decision, strategy, function, service, action plan, programme, procedure, initiative or process.

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3. Impact – Could a particular group of people be affected differently in either a negative or positive way?				
	Positive Impact – it could benefit	Negative Impact – it could disadvantage/ affect differently	Neutral Impact (Neither)	Please indicate whether this is high (H), medium (M) or low (L). If a negative impact is identified please complete a Full CIA³
Women	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Men	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race (Ethnicity or Nationality) – BME or Majority Population - please state which group(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
People with a disability (physical, learning/ mental health)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Lesbians, gay men and bisexual people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Transgendered people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Older people (60+)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Younger people (17-25), and children	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religious / Faith groups⁴	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other excluded groups (e.g. careers, rurally isolated, gypsies & roma travelers, people on low incomes etc.). Please state which group(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Is a Full Community Impact Assessment required? Yes: No:

Head of P&P signature:

Lead Officer signature: Rebecca Lawlor

Date: 10.08.10

³ If you have identified any negative impact you *will* need to complete a Full Community Impact Assessment. If there are no negative impacts identified you do not need to complete a Full Community Impact Assessment.

⁴ Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs, and Hindus. Consider faith categories individually and collectively when considering positive and negative impacts.

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