

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

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

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

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.

3 Disease control, vaccination and worming

3.1 GENERAL

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

3.1.1 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.

3.1.2 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

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 GENERAL

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

5 Transport

5.1 GENERAL

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

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

6.2 MAXIMUM NUMBER OF LITTERS

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

6.3 TWELVE MONTHS BETWEEN LITTERS

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

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.

6.4.1 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 (ie private owner or pet shop).

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, eg 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.
- 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

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

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

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

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.

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

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

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3.1.2 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

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.

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

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

4.1.1 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.

- 4.1.2 Fire fighting equipment and detectors should be properly maintained.
- 4.1.3 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.
- 4.1.4 Heating appliances should not be sited in a location or manner where they may present a risk of fire, or risk to dogs.
- 4.1.5 Precautions should be taken to prevent any accumulation of material which may present a risk of fire.
- 4.1.6 There should be adequate means of raising an alarm in the event of a fire or other emergency.

5 Transport

5.1 GENERAL

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

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LICENCE CONDITIONS FOR PET SHOPS

1.0 Licence display

- 1.1 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.*

2.0 Accommodation

- 2.1 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.
- 2.2 If animals are displayed outdoors, they must have protection appropriate to their species.
- 2.3 Housing must be constructed of non-porous materials or be appropriately treated.
- 2.4 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.
- 2.5 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.
- 2.6 Accommodation must be cleaned as often as necessary to maintain good hygiene standards.
- 2.7 Where accommodation is on a tiered system, water, food or other droppings must not be allowed to enter the lower housing.
- 2.8 All accessories provided in the accommodation must be suitable for the species. *NB 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.*

3.0 Exercise facilities

- 3.1 Suitable and sufficient facilities must be available where appropriate. *NB 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.*

4.0 Register of animals

- 4.1 A livestock purchase register must be maintained for all livestock in a manner prescribed by the council. A sales register in a form prescribed by the council must be maintained for:
- 4.1.1 puppies;
- 4.1.2 kittens;
- 4.1.3 psittacines;

- 4.1.4 species contained in the Schedule to the Dangerous Wild Animals Act 1976 (as modified). *NB This can be by cross-reference to an invoice file. The purpose of the register is to ascertain the source of livestock and for emergency contact of purchaser. The name, address and telephone number of the purchaser should be obtained.*

5.0 Stocking numbers and densities

- 5.1 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

6.0 Health, disease and acclimatisation

- 6.1 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.
- 6.2 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.*
- 6.3 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.*
- 6.4 All animals must receive appropriate inoculations where required for the species, as advised by the veterinary surgeon. Veterinary advice must be sought whenever necessary.
- 6.5 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.
- 6.6 All animals must be allowed a suitable acclimatisation period before sale.
- 6.7 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.
- 6.8 Individual litters of puppies and kittens must be kept separate from other litters.
- 6.9 All necessary precautions must be taken to prevent harbourage, or the introduction to the premises of rodents, insects and other pests.

7.0 Food and drink

- 7.1 Animals must be supplied with adequate amounts of food and drink, appropriate to their needs and at suitable intervals.
- 7.2 All food must be suitable for the species concerned.
- 7.3 Food and drink receptacles must be constructed and positioned to minimise faecal contamination and spillage.
- 7.4 A suitable and sufficient number of receptacles must be provided and cleaned at regular intervals.

8.0 Food storage

- 8.1 All food, excluding live foods intended for feeding to livestock on the premises, must be stored in impervious closed containers.
- 8.2 The containers and equipment used for feeding must be kept in a clean and sound condition.

9.0 Observation

- 9.1 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.

10.0 Excreta and soiled bedding

- 10.1 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.
- 10.2 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.
- 10.3 All containers must be kept in a clean condition.

11.0 Transportation

- 11.1 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.*

12.0 Transportation containers

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

13.0 Sale of livestock

- 13.1 No mammal shall be sold unweaned or, if weaned, at an age at which it should not have been weaned.
- 13.2 In the case of non-mammals, they must be capable of feeding themselves.

14.0 Dangerous wild animals

- 14.1 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.
- 14.2 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.
- 14.3 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.

15.0 Pet care advice

- 15.1 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.
- 15.2 Purchasers must be given proper advice on the care of the animal and, where necessary, on the maintenance and use of any accessories.
- 15.3 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 .*

16.0 Staff training and livestock knowledge

- 16.1 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.
- 16.2 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.
- 16.3 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.*

17.0 Fire and other emergency precautions

- 17.1 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.*
- 17.2 Entrances and exits must be clear of obstructions at all times.
- 17.3 Suitable fire fighting 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.
- 17.4 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.*
- 17.5 A list of keyholders must be lodged with the local police and with the local authority.
- 17.6 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.
- 17.7 When pet shops are sited within other premises, the licensee or keyholders must have access at all times to the premises containing the livestock.
- 17.8 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. *Note - 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.

SCHEDULE 2: STOCKING DENSITIES - JUVENILE SMALL MAMMALS

	No	1-4	5	6	7	8	9	10	Min cage Ht	Min Cage depth
Mice, Hamsters, gerbils	Sq cm	400	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, chipmonks	Sq cm	2250	2625	300	3375	3750	4125	4500	40	30
Puppies up to 12 weeks max	Sq cm	10,000	12500	15000	17500	2000	22500	2500	2X ht at shoulder	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.

Water quality criteria (1mg/litre - 1ppm)		
Cold water *Dissolved oxygen - *Free ammonia - Nitrite - Nitrate –	Min Max max max	6mg/litre 0.02mg/litre 0.2mg/litre 50mg/litre above ambient tap water
Tropical Fish *Dissolved oxygen *Free ammonia Nitrite Nitrate -	min max max max	6mg/litre 0.02mg/litre 0.2mg/litre 50mg/litre above ambient tap water
Tropical marine species *Dissolved oxygen – *Free ammonia - Nitrite Nitrate. *ph(tropical marines only)	min max max max PH	5.5mg/litre 0.01mg/litre 0.125mg/litre 40mg/litre This is an absolute figure: it does not relate to ambient tap water 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.*

4 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

1 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.

2 The advice and approval of the licensing authority should be sought wherever there is doubt about a species being sold. Further advice may be obtained from the following organisations:

ANNEX 1 - FURTHER ADVICE

<p>The Local Government Association 26 Chapter Street London SW1P 4ND Tel: 020 7834 2222 Fax: 020 7664 3030</p>	<p>Universities' Federation of Animal Welfare The Old School Brewhouse Hill Wheathampstead Hertfordshire AL4 8AN Tel: 01582 831818 Fax: 01582 831414</p>
<p>Chartered Institute of Environmental Health Chadwick House 15 Hatfields London SE1 8DJ Tel: 020 7928 6006 Fax: 020 7827 5865</p>	<p>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</p>
<p>British Veterinary Association 7 Mansfield Street London W1M 0AT Tel: 020 7636 6541 Fax: 020 7436 2970</p>	<p>Environment Agency Millbank Tower 25th Floor 21-24 Millbank London SW1P 4XL Tel: 020 7863 8600 Fax: 020 7863 8650</p>
<p>Royal Society for the Prevention of Cruelty to Animals Causeway Horsham West Sussex RH12 1HG Tel: 01403 264181 Fax: 01403 241048</p>	<p>British Small Animal Veterinary Association Kingsley House Church Lane Shurdington Cheltenham Gloucestershire GL51 5TQ Tel: 01242 862994 Fax: 01242 863009</p>
<p>The Pet Care Trust Bedford Business Centre 170 Mile Road Bedford MK42 9TW Tel: 01234 273933 Fax: 01234 273550</p>	<p>Health and Safety Executive (Information line) Tel: 0541 545500</p>

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

Date of Acquisition	Name and address of supplier	Description: age, breed, gender and quantity	Name address and tel number of purchaser (kittens and puppies only)

LICENCE CONDITIONS FOR HOME BOARDING (DOGS)
ANIMAL BOARDING ESTABLISHMENTS ACT 1963.

1. INTRODUCTION

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs.
- 1.2 Normally planning permission will not be required for the home boarding of animals on the scale proposed, however should complaints be received because of particular noise or odour problems, then the Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.
- 1.3 The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.
- 1.4 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 1.5 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- 1.6 Entire males and bitches in season or bitches due to be in season during the boarding, must not be boarded together or boarded with resident dogs. Puppies under 6 months of age must not be boarded with other dogs including resident dogs.

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 dogs to be kept at any one time is (enter number).
- 3.2 Only dogs from the same household may be boarded at any one time. Dogs must not be boarded with any cat, unless they normally live together in the same household.

- 3.3 Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog 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 Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.
- 4.2 The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 4.3 There must be adequate space, light, heat and ventilation for the dogs.
- 4.4 As far as reasonably practicable all areas/rooms within the home to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.
- 4.5 There must be sufficient space available to be able to keep the dogs separately if required.
- 4.6 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear 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 where the dogs have access to, including the kitchen etc must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.
- 5.2.2 All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Licensing Authority.
- 5.2.3 All bedding areas must be kept clean and dry.

5.2.4 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 route for all such waste shall comply with current waste regulations.

5.2.5 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 dogs 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 dog 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 or disposed of after each meal and each dog must be provided with its own bowl.

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 dogs, staff and visitors.

5.5.2 Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.

- 5.5.3 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.
- 5.5.4 A well-stocked first-aid kit suitable for use on dogs 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 known and 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 dogs. Proof must be maintained of all routine and emergency treatment 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 they or their fumes cannot be harmful to an animal.

5.6 ISOLATION AND CONTAGIOUS DISEASE OUTBREAK.

- 5.6.1 Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.
- 5.6.2 The Licensee must inform the Licensing Authority on the next working day if a dog 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.
- 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 dogs boarded. The information kept must include the following:
- Date of arrival
 - Name of dog, any identification system such as microchip number, 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
- 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 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.

5.7.4 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.

5.8 SUPERVISION

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

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

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

5.8.4 Only people over 16 years of age are allowed to walk the dogs in public places.

5.9 EXERCISE

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

5.9.2 There must be direct access to a suitable outside area. The area / garden must only be for use by the homeowner (not shared with other residents). The area must be kept clean.

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

- 5.9.4 If there is a pond, it must be covered to avoid drowning.
- 5.9.5 Dogs must wear a collar and identity tag during their time in boarding. The tag must display the name, address and telephone number of the boarding premises.
- 5.9.6 The Licensing Authority must be informed on the next working day if a dog is lost.

5.10 FIRE/EMERGENCY PRECAUTIONS

- 5.10.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 5.10.2 The occupier of the property must be aware of the location of the dogs in the property at all times.
- 5.10.3 Careful consideration needs to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.
- 5.10.4 A fire warning procedure and emergency evacuation plan – including details of where dogs are to be evacuated to in the event of a fire or other emergency - must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises 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 & bottom of the staircase, or other appropriate location.
- 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 dog must be left in a room with loose or trailing cables or wires.
- 5.10.8 All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.
- 5.10.9 A relative, friend or neighbour within 5 minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. These details must be made available to the Licensing Authority.

November 2005

LICENCE CONDITIONS FOR HOME BOARDING (CATS)
ANIMAL BOARDING ESTABLISHMENTS ACT 1963.

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.
- 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.

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.
- 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.
- 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.

November 2005