PAPER B

LICENSEING COMMITTEE

DATE OF MEETING: 7th July 2017

TITLE OF REPORT: ANIMAL LICENCE ESTABLISHMENTS

Report of: Head of Regulatory Services

Cabinet member: Councillor Adrian Collett, Portfolio Holder for Regulatory Services

1 PURPOSE OF REPORT

1.1 To seek approval for the amended Licence Conditions and Guidance for:
   a. Dog boarding establishments
   b. Model Conditions for Pet Vending
   c. Dog Breeding establishments
   d. Dangerous Wild Animals
   e. Home Boarding of Cats
   f. Riding Establishments

1.2 That the Licensing Committee consider the welfare implications of the home boarding of cats.

2 OFFICER RECOMMENDATION

2.1 That the proposed licensing conditions for animal welfare licenses issued on behalf of Hart District Council be adopted.

2.2 That the home boarding of cats not be permitted within the District.

3 BACKGROUND

3.1 Hart currently licences approximately 61 animal establishments per year. Licences are granted on an annual basis with licences running for a 12 month period from 1st January to 31st December. The only exception to the requirement for licences to be issued for the calendar year is Riding Establishments which are issued for a period of 12 months from the issuance of the licence.

3.2 The Environmental Health service inspect at the point of application and annually upon renewal of an existing licence. In some instances initial and renewal applications require the attendance of a veterinary surgeon to assess the health of the animals. This is mandatory when assessing riding establishments. All licenses when issued will have conditions applied to ensure the health, welfare and safety of the animals covered under the licence. The conditions will include criteria around the animal’s environment, diet, promotion of normal behaviour, appropriate company, health and welfare.
4 Kennels & Catteries

4.1 All Catteries and kennels are required to be licensed by the local authority in accordance with the Animal Boarding Establishments Act 1963. The Act defines an Animal Boarding Establishment as the carrying on at any premises, including a private dwelling, of a business of providing accommodation for other people’s cats and dogs.

4.2 The CIEH have recently produced Model Licence conditions and guidance for kennels reflecting the Animal Welfare Act 2006 and the proposed conditions for home boarding establishments (Appendix 1) reflect these model conditions.

4.3 The conditions for catteries were revised and approved by the Licensing Committee on 6th May 2016 and do not require further amendment as there have been no changes in the guidance or model conditions since this date.

5 Home Boarding of Dogs

5.1 Home boarding has become increasingly popular as it offers dog boarding services in a domestic setting for dogs which are typically kept as domestic pets. Home boarding establishments are required to be licensed under the Animal Boarding Establishments Act 1963 and there are currently 51 licensed home boarders in the district.

5.2 The current Conditions for home boarders reflect those produced by LACORS in 2008. Whist a majority of these conditions are still relevant the amended conditions in Appendix 2 have been made to have greater regard for animal welfare and the safety and wellbeing of any young children who may be residing within the household.

5.3 Although there is no statutory maximum number of dogs anyone can have, many Councils use 6 as a general guide as home boarders are residential properties and having a dog is regarded as incidental to the use of the home. Insurance companies have followed suit so cover home boarders for up to 6 dogs. It is therefore consistent to adopt a maximum 6 dog rule of thumb as the number of business and owned dogs. The number of dogs boarded could be increased in exceptional circumstances if a thorough risk assessment is provided, the property is of adequate size, all dogs are appropriately supervised and the planning department has been notified. The revised conditions also consider the Welfare of Animal Transport (England) Order 2006 and provide additional guidance to assist new and existing home boarder in how to comply with the condition.

5.4 Data from the NHS information centre for dog bites indicate every year that the under 10s age group account for the highest rate of admissions to hospitals for dog bites. It is my suggestion that any home boarder requesting a licence must have no children under the age of 10 years old living at the licenced property.

6 Home Boarding of Cats

6.1 The commercial home boarding of cats is a very recent occurrence within Hart and as a consequence there were no previous licencing conditions to cover this practice.

6.2 It is recommended that Hart does not agree to licence home boarding establishments
for cats since cats are territorial and adult cats will only be friendly to siblings or certain other cats they live with. Cats find the presence of other cats very stressful and can suffer if they cannot avoid cats they are not familiar with or do not like. Housing cats at high densities increases the potential for them to be stressed, stop eating, shed viruses and have a greater susceptibility to disease. They will also seek escape from a situation they find threatening.

6.3 If the Committee are minded to agree to the home boarding of cats, the proposed conditions relating to this matter can be seen in Appendix 3.

7 Breeding Establishments & Pet Shops

7.1 All dog breeding establishments (subject to specific criteria) and pet shops which sell live animals require a licence. The CIEH have produced Model Licence conditions and guidance to ensure the health and wellbeing of animals kept at these licensed establishments. The conditions proposed for dog breeding establishments and pet shops can be seen in Appendix 4 and 5 respectively.

8 Riding Establishments

8.1 The Riding Establishments Act requires each horse offered for hire to be individually examined by a veterinary surgeon. Licensing authorities can only use a vet who is specified on a list inspectors list devised by the British Veterinary Association. Each vet on the list is specifically trained on the Act and requires ongoing training to demonstrate competency in this area. This ensures all horses for hire are suitable both in health and temperament.

8.2 The revised conditions shown in Appendix 6 take into account the British Horse Society’s Standard Qualifications for licence holders and those placed in a supervisory role at a riding establishment, along with guidance from the DEFRA’s Code of Practice for the Welfare of Horses, Ponies, Donkeys and their Hybrids for accommodation, management and husbandry.

9 Dangerous Wild Animals

9.1 Dangerous Wild Animal Licensing was introduced to regulate the keeping of certain wild animals which are listed in the schedule to the Act. Before a license can be issued the Council must be satisfied that:
   a. it is not contrary to public interest on the grounds of safety, nuisance or otherwise to grant a licence;
   b. the applicant is suitable to hold a licence under the Act;
   c. the animal is kept in accommodation suitable to its species and is secure;
   d. the animal is protected against fire or other emergency;
   e. there are suitable measures in place to prevent and control the spread of infectious diseases and allow for adequate exercise and encourage patterns of normal behaviour.

9.2 The Animal Welfare Act 2006 was introduced thirty years after the Dangerous Wild Animal Act and places greater emphasis on the promotion of animal welfare and the expression of natural behaviour. Hart has no record of any previous licences for Dangerous Wild Animals and as a consequence did not have standard conditions or guidance in place. The proposed standards can be seen in Appendix 7 and have been
produced following consultation with other local authorities, the British Veterinary Association, DEFRA, the RSPCA, the Born Free Foundation and specialised vets with a Zoological interest to assist in the development of proportionate conditions that promote animal welfare whilst providing a safe and secure environment.

10 CONSIDERATIONS

10.1 All licences are granted at the discretion of the local authority and take into account the suitability of the individual to hold the licence.

10.2 During recent licensing inspections in December and January some premises were noted as failing to comply with existing Hart District Council conditions and fell short of the requirements detailed in the Animal Welfare Act 2006. These establishments are no longer licensed.

10.3 All applicants who are refused an animal welfare licence are able to appeal the decision of the licensing authority through the Magistrates Court.

10.4 To assist members in identifying the key changes in the licensing conditions a table has been produced which can be seen in Appendix 8.

11 FINANCIAL IMPLICATIONS

11.1 Imposing the revised conditions on existing licensed premises within the district is not deemed to be unreasonable, would not entail excessive cost or cause a current business to cease trading. Inspecting officers at Hart are highly competent and are permitted to take a graduated approach where licensing conditions are not fully met in consultation with the Head of Regulatory Services or where advice is obtained from other professionals such as the Councils appointed veterinary surgeon.

11.2 The cost to the Environmental Health service to impose the new standards is minimal. All existing establishments will be contacted well in advance of the licence renewal informing them of the changes and timescales for compliance.

12 ACTION

12.1 With the exception of the home boarding of cats, it is recommended that the Licensing Committee agrees to the adoption of the revised licensing conditions for new and existing premises.

12.2 Should members agree with the Officer recommendations all current establishments will be contacted to inform them of the intended changes and how it will impact on their business. Where necessary discretion will be given to enforcing officers in consultation with the Head of Regulatory Services to apply a phased approach to compliance for existing business premises.

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APPENDICES / CONFIDENTIAL APPENDICES

Appendix 1 – Conditions for Dog Commercial Boarding
Appendix 2 – Conditions for Dog Home Boarding
Appendix 3 – Conditions for Home Boarding of Cats
Appendix 4 – Conditions for Dog Breeding Licensing
Appendix 5 – Conditions for Pet Shops
Appendix 6 – Conditions for Riding Establishments
Appendix 7 - Conditions for Dangerous Wild Animals
Appendix 8 – Summary of Key Changes
Hart District Council – Conditions for Dog Boarding Commercial

The 1963 Act requires anyone who wishes to keep a boarding establishment (ie, in this context a kennel) to be licensed by the local authority and abide by the conditions of the licence. If they do not they are in breach of the law. Anyone licensed under the Act also has a responsibility under the Animal Welfare Act 2006.


The details in this documentation will be applied to all new applicants and introduced over an agreed period of time within all exiting licensed premises.

Appeals Procedure.

Any person aggrieved by the refusal of Hart District Council to grant such a licence, or by any condition subject to which such a licence is proposed to be granted, may appeal to Basingstoke Magistrates' Court; and the court may on such an appeal give such directions with respect to the issue of a licence or, as the case may be, with respect to the conditions subject to which a licence is to be granted as it thinks proper.

PREFACE

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' refers to both sleeping and individual exercise area.

1. NUMBER OF DOGS PERMITTED

1.1. The maximum number of dogs to be kept at any one time is .......... [TO BE DETERMINED BY THE LA]. This relates to the number and size of the kennels. Each dog must be provided with a separate kennel, except two dogs from the same household may share a kennel with the written consent of the dog’s owner.

1.2. Holding pens may be provided for temporarily kennelling a dog for not more than 24 hours. Holding pens, if provided must comply with conditions as required for main kennels except for condition 8.3. Holding pens must be a minimum area of 2.3 sq m (25 sq ft).

1.3. All dogs entering the establishment must wear a collar and tag identifying the name and address of the owner.

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

1.5. Stray dogs must not be boarded without the written approval of the local authority.

2. GENERAL CONSTRUCTION

2.1. The establishment must, at all times, be laid out and operated in accordance with an approved plan, annexed hereto. Before carrying out any alterations, plans must be submitted to and approved by the licensing officer of the local authority.
2.2. There must be no exposed wood in the walls, floors, partitions, door frames or doors in the dog kennelling area. Where used in existing construction it must be faced with a durable, smooth, impervious material other than paint. There must be no projections liable to cause injury. Wood in existing premises must be phased out within a period of ……..[DETERMINED BY THE L A].

2.3. Where galvanised weld mesh is used the wire diameter must not be less than 2.0mm (14 standard wire gauge) excluding any covering and the mesh size must not exceed 5.0 cm (2").

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

2.5. The construction must be such that the security of the dog is ensured. If kennels are open top they must be covered with suitable mesh.

2.6 Gaps or apertures must be small enough to prevent a dog’s head passing through, or entrapment of any limb or body parts.

3. WALLS
3.1. The interior surfaces of all walls of buildings must be of smooth impervious materials, capable of being easily cleansed.

3.2. Where concrete or other building blocks or bricks are used, they must be so rendered and sealed as to be smooth and impervious, and resealed annually, or as necessary.

3.3. Junctions between vertical and horizontal sections must be coved. If impractical in existing premises, all joints must be sealed with waterproof flexible grouting.

3.4. Partition walls between kennels must be of solid construction to a minimum height of 1.1m (4ft).

4. FLOORS
4.1. Floors of all buildings, exercise areas and kennels, must be of smooth, impervious materials, capable of being easily cleansed and must incorporate a damp proof membrane.

4.2. Floors to all kennels and related exercise areas must be laid to a minimum fall of 1 in 80 leading to a covered drainage channel and must provide sufficient grip for the dog to walk or run without sustaining injury.

4.3. Drainage must not pass towards sides and partitions, so that contamination does not pass between kennels.

4.4. Communal exercise areas must be suitable drained but need not comply with conditions 4.1 and 4.2.

5. CEILINGS
5.1. Ceilings must be constructed of smooth, impervious materials and easy to clean.
6. DOORS
6.1. Doors must be able to resist impact and scratching and must be close fitting, and capable of being effectively secured.

6.2. Where metal bars and a frame are used, they must be of suitable gauge (approximately 10-12mm) with spacing adequate to prevent small dogs escaping or becoming entrapped. Where plastic surfaced doors with metal edging are used, the strip metal edges must be adequately chamfered to prevent injury to the dog.

6.3. Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.

6.4. Doors must open inwards towards the kennel.

7. WINDOWS
7.1. All windows must be escape proof at all times. Such windows must be protected by weld mesh, or be made or reinforced glass, polycarbonate or other impact resistant material.

8. KENNEL SIZE, LAYOUT AND EXERCISE FACILITIES
8.1. Each kennel must be provided with a sleeping area of at least 1.9 sq m (20 sq ft). This should be increased in relation to the size and number of dogs so that both the length and width are sufficient for each and all the dogs to lie outstretched at all angles, with neither their tail nor snout touching the walls or another individual. Suitable bedding allowing comfortable and that is capable of being easily and adequately cleaned must be provided. All bedding must be sited out of draughts.

8.2. All bedding material must be maintained in a clean, parasite free and dry condition. There must be a clean resting place to provide comfort and warmth which is situated out of draughts. A raised bed may aid in the avoidance of draughts. A dog must not be left without bedding, unless instructed otherwise by the dog’s owner. Soft bedding materials must be provided and adapted if necessary for old, young or infirm dogs to help regulate their body temperature. If a dog chews or destroys its bedding, it must be replaced with an alternative.

8.3. Each kennel must be provided with an exercise area of at least 2.5sq m (26 sq ft) for dogs under 24 inches and 36 sq feet for larger dogs, separate from the bedding area and exclusive to that kennel, for free use by the dog at all times except when bedded down for the night. This exercise area must be roofed to a minimum of half the area, sufficient to give the dog protection against the weather. The remaining area must be covered with a suitable mesh.

8.4. Kennels must have a minimum height of 1.8m (6 ft).

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

8.6. Exercise areas must not be used as bedding areas.
Appendix 1

8.7. The kennel environment must be as calm and quiet as possible, procedures, management and the kennel layout and construction must contribute towards avoiding to excessive and continuous noise. All elderly, nervous or any dogs on medication and stressed dogs must be suitably catered for.

8.8. Dogs may be adversely affected by the sound of other barking dogs, especially puppies below the age of seven months, and so must be located in the quietest part of the kennel establishment.

9. DRAINAGE
9.1. The establishment must be connected to mains drainage or an approved sewage disposal system.

9.2. The interior floor of every kennel must be constructed so as to provide a proper fall to a covered drainage channel sited to take floor washing for each kennel and discharging to a trapped gully which connects to the foul drainage system.

10. TEMPERATURE IN KENNELS
10.1. The bedding area of the kennel must be maintained at a temperature of between 10°C and 26°C.

10.2. In isolation kennels there must be a means of maintaining the temperature at a level suitable for the condition of the dog, and dependent upon veterinary advice. The isolation kennel temperature must remain between 26°C and 13°C.

10.3. A 'minimum – maximum' thermometer must be provided in each kennel block and isolation unit.

10.4 There must be a documented policy in place for dealing with extremes of temperature and weather conditions (both hot and cold). There must be documented evidence that this is being implemented.

11. VENTILATION
11.1. Permanent ventilation must be provided to the sleeping and exercise areas without the creation of excessive, localised draughts in the bedding area.

12. LIGHTING
12.1. During daylight hours lighting must be provided to exercise areas so that all parts of the area are clearly visible. Where practicable this must be natural light.

12.2. Artificial lighting must be provided in the exercise areas if these areas are to be used after daylight hours.

12.3. Lighting must be available at all times to sleeping areas so all parts of the area are clearly visible.

13. CLEANLINESS
13.1. All kennels, corridors, common areas, kitchens etc must be kept clean and free from accumulations of dirt to allow for maintenance of disease control and dog comfort.
13.2. Each 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.

13.3. All bedding areas must be kept clean and dry.

13.4. Each kennel must be thoroughly disinfected and dried upon vacation or every seven days which is the shorter. All fittings and bedding must be thoroughly cleansed and disinfected prior to re-use.

13.5. Products must be suitable to use and effective against the pathogens, (especially canine parvovirus) for which the dogs are at risk and under the conditions present in the environment in which they are used.

13.6. Cleaning agents and disinfectants must be non-toxic to dogs. Manufacturers’ recommended guidelines for use, correct dilutions and contact time for use in cleaning and disinfection procedures must be followed.

13.6. 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 dogs with infectious diseases and disposed via a licence contractor.

13.7. Arrangements must be made with an authorised waste management contractor for removal of other wastes from the establishment under the Environmental Protection Act 1990. Foul waste water must be disposed of by discharge to the approved drainage system.

14. FOOD AND WATER SUPPLIES
14.1. All boarded dogs must be adequately supplied with suitable food. Wholesome water must be available at all times and changed daily. Eating and drinking vessels must be secured to prevent spillage and be capable of being easily cleansed and sterilised.

14.2. Eating vessels must be cleansed after each meal.

14.3. Drinking vessels must be cleansed at least once daily.

14.4. Food intake must be monitored daily and any problems recorded. Veterinary advice must be sought if a dog is not eating for longer than a 24 hour period. If significant weight is either lost or gained during their stay the dog must be evaluated by a vet.

14.5. Long stay dogs require special consideration such as additional environmental enrichment, regular health checks and extra attention from staff. A written Standard Operating Procedure (SOP) must be in place explaining how to ensure the health and welfare of long stay dogs.

15. KITCHEN FACILITIES
15.1. Exclusive facilities must be provided for the storage and preparation of food for the dogs.

15.2. Food storage and preparation areas must be hygienically constructed and be kept clean.
15.3. Refrigeration facilities are to be available for food and food contamination must be avoided.

15.4. A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. Staff must have a separate wash-hand basin with hot and cold water.

15.5. Food Storage containers must be kept clean, in good repair and be proof against pests.

15.6. Eating and drinking vessels must be capable of being easily cleansed and sterilised.

16. DISEASE CONTROL AND VACCINATION

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

16.2. Dogs boarded or resident must be accompanied by an up to date record of vaccination against distemper, hepatitis, parvovirus, leptospirosis and other relevant diseases. Vaccinations must have been completed at least 4 weeks before the first date of boarding. This record of vaccination must be kept on-site throughout the period that the dog is boarded. Evidence of recent board spectrum de-worming must be provided for dogs which will have access to a communal exercise area. Four weeks is the maximum time necessary for vaccines to become fully effective. A shorter time period is acceptable if suitable veterinary evidence is provided based on manufacturer’s instructions. 

Vaccination against kennel cough (infectious tracheobronchitis) is recommended.

16.3. Isolation facilities must be provided in the following minimum ratios: - Establishments up to 40 kennels: One isolation facility. Over 40 kennels: One extra isolation facility for every 20 kennels or part thereof.

16.4. These isolation facilities must be in compliance with the other boarding requirements and be separate and physically isolated from the main kennels. This must be approximately 5m (15ft) away.

16.5. Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels must be provided. These must include a disinfected foot dip and the provision of protective personal equipment for use only on the isolation facility. Separate feeding and water bowls, bedding and cleaning utensils must be stored in the isolation unit ready for immediate use. The use of different coloured cleaning utensils to the rest of the kennels may help with this. A documented Standard Operating Procedure (SOP) is required for barrier nursing. Hands must be washed after leaving the isolation facilities before visiting the other kennels.

16.6. Isolation facilities must be available for the protection and isolation of bitches in season. Such facilities must prevent contact between the dogs.

16.7. Isolation facilities must be used where the presence of infectious disease is suspected, and when bitches are in season. Where stray dogs are accepted by the kennels they must be kept in a separate area away from boarded dogs. Isolation facilities must only be used for
this purpose in exceptional circumstances i.e. where stray intake is minimal. Condition 16.5 would apply to staff handling strays.

16.8. If the isolation facilities are provided by the attending veterinary practice, a letter must be provided by the practice stating that they are prepared to provide such facilities.

16.9. Suitable measure must be taken to control all pests, poisons must not be accessible to dogs.

16.10. A veterinary surgeon must be called at the first sign of disease, injury or illness. Any instructions for treatment given by a veterinary surgeon must be strictly followed and recorded.

16.11. If medication is necessary, it must only be used for the dog for which it is intended and written instructions for use must be followed.

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

16.13. A range of muzzles of varying sizes as well as a dog catching device must be kept on site.

17. REGISTER
17.1. A register must be kept of all dogs boarded. The information kept must include the following:
- date of arrival and kennel number.
- name of dog, as well as any other identification mark 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 and address and telephone number of dog’s veterinary surgeon.
- anticipated and actual date of departure.
- health, welfare and nutrition requirements.
- details of any medication requirements.

17.2. Records must be kept available for a maximum of 24 months and kept in such a manner as to enable an authorised officer to easily access such information. Where records are computerised, a hard copy must be kept. The register must also be available to members of staff at all times.

18. IDENTIFICATION OF KENNELS
18.1. Each kennel must be clearly and permanently numbered, and must carry a notice giving the owners name, the name and a description of the dog, its date of arrival and date of departure. Other relevant information such as feeding habits and frequencies, medicinal treatments etc may be stored on this fixture.

19. SUPERVISION/TRAINING
19.1. A fit and proper person aged 18 or over must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. Dogs must be visited at such regular intervals as are necessary for their health, safety and welfare.
19.2. A responsible person must live on site of a key holder live within reasonable travelling time from the kennels. An emergency contact number must be clearly displayed at the entrance.

19.3 All staff who handle and care for dogs must be adequately trained and competent in ensuring the dogs’ welfare (as per the Animal Welfare Act) as well as their safe handling. Staff must also be trained in emergency procedures to follow, and all other aspects of the licence.

It is recommended that all staff have gained or be working towards a relevant qualification at minimum Level 2, (within the Regulated Qualification Framework, e.g. NVQ) or an industry recognised award equivalent. At least one staff member should hold, or at least be studying towards a relevant Level 3 qualification.

20. FIRE PRECAUTIONS

20.1. Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies. The name, address and telephone number of the licensee must be permanently displayed on the premises and must also be logged with the police and fire authorities. Fire protection advice must be sought from the Fire Prevention Officer and implemented.

20.2. A proper emergency evacuation plan and fire warning procedure posted on the premises. This must include instructions as to where dogs are evacuated to in event of a fire or other emergency.

20.3. Firefighting equipment must be provided as advised by the Fire Prevention Officer.

20.4. All electrical installations and appliances must be maintained in a safe condition. There must be an automatic electrical cut-out system on each block of kennels.

20.5. Heating appliance must not present a risk of fire, or risk to dogs.

20.6. Precautions must be taken to prevent any accumulation which may present a risk of fire.

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

21. LICENCE DISPLAY

21.1. 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.

22. TRANSPORT. All vehicles used by the establishment for the transportation of dogs must be regularly serviced and kept clean. They must comply with the Welfare of Animal Transport (England) Order 2006.
Hart District Councils – Conditions for Home Boarding Establishments (dogs)

1. Licence Display

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 dog owner.

2. Authority Approval

- 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, including day boarding and crèche facilities.
- The licensee must make a suitable assessment of any risks boarding dogs in their home, to include any risk to or caused by any children who are likely to be at the property.
- No home or other premises where there are children under 10 years of age will be licensed.*
- No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding, day boarding or crèche facilities with other dogs
- Puppies under 6 months of age must not be boarded with other dogs unless they are from the same household.
- Compressive and adequate insurance cover must be in place and cover all boarding activities.

*(a license may be considered if a child aged between 6 and 10 resides at a property where the licensee has produced a detailed risk assessment showing adequate control measures can be introduced)

Appeals Procedure: Any person aggrieved by the refusal of a local authority to grant such a licence, or by any condition subject to which such a licence is proposed to be granted, may appeal to Basingstoke Magistrates’ Court; and the court may on such an appeal give such directions with respect to the issue of a licence or, as the case may be, with respect to the conditions subject to which a licence is to be granted as it thinks proper.

Licence Condition

3. Accommodation & Environment - Dogs accommodation must be of a suitable construction, be kept clean, allow for thermal comfort, have adequate heating, lighting and ventilation, be of adequate size for the breed and nature of the dog; appropriate bedding must be provided along with suitable exercising facilities.

4. Domestic Environment for Home Boarders

- The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- If living in rented accommodation, permission to run a licenced premises must be obtained from the landlord prior to any application being made.
- 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.
- 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).
5. Size of Quarters for home/day boarders

- Any quarters provided such as dog cages etc. must be of sufficient size to allow the dog to stand, turn around and to sleep in comfort.
- There must be sufficient space available to be able to keep the dogs adequately separately if required.
- The layout and size of the premise must allow all dogs the ability to isolate themselves away from another dogs or people if necessary.
- If using a cage to house a dog for any period of time, this must be only with the owner’s written consent.
- Dogs must live in the home as family pets.

Home boarders should have a sufficient number of rooms available to separate boarded dogs when required, such as during the night time, when unsupervised and during feeding. Day boarders/ crèche must have provision for dogs to be kept/boarded separately if appears unwell or distressed. Dogs need quiet time, so need an area that can be sectioned off as a quite area.

6. Bedding

- For dogs being kept overnight, clients must be encouraged to provide each dog with its own bedding.
- All bedding must be suitable for the breed, size of the dog and be kept clean, dry and pest free.

This will help the settle into a new environment.

The licensee must be able to provide suitable bedding if needed.

7. Temperature & Heating

- Dogs must be protected from any thermal discomfort.
- There must be some part of the sleeping area where the dog is able to enjoy a minimum temperature of 10°C.
- Any isolation area must be able to maintain a temperature suitable for the breed, age and condition of the dog.
- The licensee must ensure all heat sources must safe, do not present a risk of danger or burns and comply with all regulatory requirements.

8. Lighting

Must be adequate in all areas where dogs have access.

9. Ventilation

Ventilation must be suitable.

Ventilation can be increased by the opening of windows, steps must be taken to prevent escape or compromise the safety of the dog. Window re-strainers should be used to prevent escape.

10. Cleanliness

- All areas where dogs have access must be kept clean so as to prevent risk of disease.
- All excreta and soiled material must be removed from all areas at least daily and a suitable cleaning regime be in place to prevent odour.
Appendix 2

A list of suitable animal disinfectants can be found at:

http://disinfectants.defra.gov.uk/

All chemicals used must be in line with the manufactures instructions and be effective against bacterial and viral infections

11. Pest Control

- Measures must be taken to minimise the risks from rodents, flies, ticks and other pests. Any pest control products used must not cause harm to dogs.
- Flea or tick products can only be used with the owner’s consent and under veterinary advice.

12. Waste Disposal

Facilities must be provided for the proper reception, storage and disposal of all waste.

Faeces’ can be double bagged and placed with your domestic waste or deposited in the various dog bins locally. Faecal matter must never accumulate so as to causes a nuisance.

13. Diet & Nutrition

- All boarded dogs must be adequately supplied with suitable food.
- Wholesome water must be available at all times and changed daily.
- Adequate food preparation facilities must be available.
- Where food is being provided as part of the boarding arrangement, dogs must have an adequate supply of suitable food as directed by the client.
- Fresh drinking water must be available at all times and the drinking vessel cleaned daily. The water must be changed at least daily.
- Each dog must be provided with its own bowl, other than in crèche facilities where dogs are in a social setting.
- Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross-contamination.
- Feeding bowls must be cleaned after each meal.
- Where possible, food should be provided by the dogs’ owner to avoid a sudden change in diet that may cause digestive problems.
- Dogs should have their own feeding bowls and be separated from other dogs at feeding times to prevent aggressive. All dogs should receive a diet which fulfils their nutritional needs.

14. Food Preparation & Storage Facilities

- Airtight containers must be provided for the storage of dry foods.
- Raw food and opened tins must be stored in a suitable container in the fridge.
- All bulk supplies of food shall be kept in vermin proof containers.

15. Normal Behaviour

Dogs must be able to exhibit normal behaviour patterns at all times. They must have the opportunity to enjoy exercise and be adequately supervised.

16. Exercise Facilities

- Dogs must be exercised in accordance with their owner’s wishes.
• Written permission for off lead exercise must be obtained from the dog’s owners and only if you feel it is safe to do so and the dog’s recall is adequate.
• Any exercise/garden area must be secure and safe.
• Fencing must be of an adequate height to offer security to prevent escape, be of a suitable construction and design to prevent injury.
• Fencing must be checked regularly and maintained in a suitable condition.
• Gates must be secure and must not provide a means of escape.
• When exercising dogs in a public place the faeces from dogs under your control must be picked and suitably disposed to prevent an offence under The Anti-social Behaviour, Crime and Policing Act 2014

• Exercise should be suitable for the age, fitness, temperament and safety of the dogs. Suitable procedures should be in place for allowing dogs off lead when from mixed households.
• Rear gates should be lockable to prevent accidental opening.
• Dog poo bags can be freely collected from the Council’s reception desk.

17. Supervision

• A fit and proper person with relevant experience must be available to exercise, supervise and deal with emergencies at the licensed premises. This person must not have an animal related convictions.
• Dogs must never be left unattended for periods longer than 3 hours.
• Only people over 16 years of age are allowed to walk the dogs in public places unsupervised.
• Dog from different households can only be mixed with the dogs owners consent and always supervised by a competent adult.

Anyone supervising boarded dogs must have sufficient knowledge and experience to handle dogs correctly and safely. Understanding dog’s behaviour and body language is vital. All licensees/supervisory staff should have access to and be familiar with the Code of Practice for the Welfare of Dogs and all other relevant legislation. https://www.gov.uk/government/publications/code-of-practice-for-the-welfare-of-dogs

You should develop suitable procedures for introducing new dogs into your home and when mixing dogs from different households.

18. Maximum number of Dogs Boarded

• The maximum number of dogs kept at any one time is stated on the licence and must not be exceeded and under no circumstances will exceed 6 dogs for home/domestic boarding premises.
• This maximum number of dogs will be determined by the facilities of the premises.
• The number of dogs will be reduced if licence conditions are breached.
• Dogs from different households may be boarded together provided a suitable assessment of their temperament and sociability is made and the owners’ consent is obtained.
• Boarded dogs must not be at risk of harm from other household pets.

Hart District Council will decide on the number of dogs to be boarded, this is determined by the available accommodation, exercise facilities, confidence in and experience of the licensee holder,
the number of dogs owned by the licensee, any ancillary activities such as dog walking/dog grooming.


- Any sick or injured dog must receive appropriate care and treatment without delay. Isolation facilities, first aid equipment.
- Registration with a Veterinary Surgeon.
- All boarding/crèche establishments must be registered with a vets practice and ensure full details are made available to the Licensing Authority.
- The clients own veterinary practice must be known and consulted if necessary.
- Advice from a veterinary surgeon must be sought at the first signs of disease, injury or illness. If any dog is sick or injured, any instructions for treatment given by a veterinary surgeon, must be strictly followed.
- The Licensing Authority must be informed of any death or injury to a boarded dog.
- The body of any dead dog must be stored at a veterinary surgeon’s premises until the owners return.

20. Disease Control & Vaccinations

- Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- Dogs boarded and resident must be accompanied by an up to date record of a veterinary approved protection against distemper, hepatitis, parvovirus, leptospirosis and other relevant diseases. Proof of vaccinations must be kept by the licensee and available for inspection by officers from Hart District Council. Vaccinations must be given within a suitable time prior to boarding to prevent illness.
- Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs.
- Following an episode of infectious disease, the premises must undergo a reasonable cleaning procedure and quarantine period before new boarders are admitted as specified by the Hart District Council.
- Adequate precautions may include annual booster vaccinations and any other preventative measures at the discretion of the licensee.
- In all cases this should be in consultation with a veterinary surgeon.
- It is encouraged to ensure all dogs are vaccinated against kennel cough as advised by your veterinary surgeon.

21. Isolation Facilities

- Isolation facilities must be available.
- Adequate facilities to prevent the spread of infectious disease between isolated dogs and other dogs must be available.
- The Licensee must inform Hart District Council on the next working day if a dog develops an infectious disease.
- Veterinary advice should be immediately sought and followed if any dog is suspected of having any potentially infectious disease.
- All actions taken should be documented.

22. Miscellaneous Requirements

- A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
• Entire males and bitches in season or bitches due to be in season during the boarding, must not be boarded or kept together.
• In the event of a dog escaping or being lost from a licensed boarder or crèche premises, licensees must notify Hart District Council as soon as is practical.
• Full details of date, time, location and circumstances of the incident, the description of the dog, the owner’s full details, and any recovery actions already taken by the licensee must be given.
• It is good practice to take a small first aid kit with you when exercising dogs.
• Dog first aid training is advisable for all licensed boarding establishments.
• For un-neutered bitches it is advisable to ask owners when a bitch had its last season.

23. Transport of Dogs

24. Protection from Fire
• There must be a written emergency, and fire evacuation plan in place.
• There must be adequate means of raising an alarm in the event of a fire or other emergency.
• Firefighting equipment and working detectors must be properly maintained and appropriately placed.
• The occupier of the property must be aware of the location of the dogs in the property at all times.
• The Licensee must have suitable arrangements for the temporary boarding of dogs in the event of an emergency.
• At all times dogs are boarded/kept at the premises a suitable key holder must be available to access the premises in case of an emergency if the licensee or another responsible adult are not present at the premises. These details must be made available to the Licensing Authority.
• This procedure must include instructions dealing with where dogs are to be evacuated

25. Safety of Electrical Equipment
Any electrical systems/equipment must not present a danger.

26. Record Keeping
Records must be kept as required by the legislation detailing all information for each dog boarded, to ensure licensees are fully aware of each dog’s individual requirements.

27. Register
A register must be kept of all dogs boarded. The information kept must include the following:
• date of arrival
• name of dog, as well as any other identification mark 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 (if different)
Appendix 2

- name, address and telephone number of dog's veterinary surgeon.
- date of vaccinations.
- anticipated and actual date of departure, health, welfare and nutrition requirements as appropriate.
- quantity and administration of any medication on each occasion it’s given.
- Where the facility is a day creche, it will be adequate for this information to be recorded once for each dog and updated as appropriate, along with a day register showing the dogs on the premises.
- Records must be kept available for a minimum of 24 months and kept in such a manner as to enable an authorised officer easy access to such information.
- Where records are computerised, a hard copy must be kept.
- The register must be available to the local authority at all times.

The register should be in a format that is clear and easy to understand by any staff and the licensing inspector.

It is advisable to keep a photograph of all boarded dogs for ID purposes if one becomes lost.

Full details of each dog must be kept as described opposite although a day diary can be used to detail each dogs boarding period.

It is vital all relevant information is kept by the licensee, if this cannot be produced by the licence holder at the time of inspection or during an interim period enforcement action may be considered.

28. Routine Medication

- Any dog boarded that requires routine/daily medication or treatments must have them administered by a suitably competent person.
- The quantity and frequency of administration must be fully discussed and logged prior to the dogs stay.

It is good practice to have written evidence regarding any medication requirements to both safeguard the health & welfare of the dog and protect yourself in the event of any future issues.

29. Socialisation

All animals must be given the opportunity for daily interaction and stimulation

30. Identification of Dogs

- Dogs must wear a collar and identity tag during their time at the licensed premise.
- For dogs kept overnight or exercised off the premises, the tag must display the name, address and telephone number of the boarding premises.

If an existing licence holder breaches any license condition, causes a nuisance or places a dog or person at risk of harm Hart District Council can reduce the number of dogs on the licence.

If any licensed boarding establishment has breached Section 9 of the Animal Welfare Act steps will be made to revoke the licence.

The following matters must be also considered:
• Access for Fire Fighting and Water Supplies - There should be good access for firefighting appliances (minimum width of 3.7m) and other emergency vehicles.

• Means of Escape - Escape routes for animals should be designed to provide a straight run out of buildings, with the minimum of human assistance.

• All premises should be provided with exits of sufficient width and height to allow easy access to the animals at all times.

• The exits should be easily opened from the inside without the use of a key.

• If necessary provision should be made for the ready summoning of a key holder.

• Electrical Installations - Electrical installations including lamps should be cleaned regularly to avoid the build-up of dust, tumble dryers (if used) should regularly have the lint removed. Electrical equipment, heaters, etc. should be positioned and secured so that they are kept at a safe distance from any likely accumulation of flammable bedding material.

**Health and Safety**

Health and Safety law applies to all businesses, no matter how small. As an employer or a self-employed person, you are responsible for health and safety in your business. You need to take the right precautions to reduce the risks of workplace dangers and provide a safe working environment.

There is a guide called “Health and Safety Made Simple”. This guide makes life easier for you by providing the basic information on what you need to do in one place. It will help you get started in managing health and safety in your business.

For some work activities there may be extra things you need to do to make sure you are complying with the law. Further guidance on specific topics, such as managing asbestos, preventing ill health from animal contact etc., and model risk assessments are available online at www.hse.gov.uk.

The “Health and Safety made simple” leaflet can be downloaded by following this link: http://www.hse.gov.uk/pubns/indg449.pdf
Hart District Council Licensing Conditions and Guidance for Home Boarding Cats

Appeals Procedure

Any person aggrieved by the refusal of Hart District Council to grant such a licence, or by any condition subject to which such a licence is proposed to be granted, may appeal to Basingstoke Magistrates’ Court; and the court may on such an appeal give such directions with respect to the issue of a licence or, as the case may be, with respect to the conditions subject to which a licence is to be granted as it thinks proper.

1. General Licence Conditions

1.1 Licence Display
A copy of the licence and conditions must be displayed in a prominent position and made available to officers of Hart District Council.

1.2 Authority Approval
Unless otherwise stated, these conditions shall apply to all buildings/areas where cats have access or are used in association with boarding.
The licensee must make a suitable risk assessment of their home boarding activity at their property. No home where there are children under 5 years of age will be licensed.
Kittens under 6 months of age must not be boarded with any other cats unless from the same household.

2. Accommodation & Environment

Cats’ accommodation must suitably, with adequate heating, lighting, ventilation and bedding materials and remain in a clean condition.

2.1 Domestic Environment
Cats must live in the home as family pets. There must be no external construction of buildings, cages or runs.
The premises shall have its own entrance and must not have shared access e.g. communal stairs.
A double door system must be employed so no cat has direct access to any external door in regular use. Windows must be secure to prevent escape.
All areas/rooms within the home accessible to boarded cats must have no physical or chemical hazards that may cause injury or harm.

2.2 Size of Quarters
There must be sufficient space available to keep the cats separately if required.
The layout must enable cats’ privacy.

Guidance
There should be a sufficient number of rooms/space available to allow boarded cats to be housed separately if required. Cats can become easily stressed in mixed households.

2.3 Bedding
Clients must be encouraged to provide each cat with its own bedding.
All bedding areas must be kept clean and dry.

Guidance
This may help with the settling in of a cat into a new environment.
The Licensee however should also be able to provide extra bedding material.

2.4 Temperature & Heating
Heating and cooling facilities must be available and used according to the requirements of the individual cat.
There must be some part of the sleeping area where the cat is able to enjoy a minimum temperature of 10°C. This must be monitored.
In the isolation area must have a means of maintaining the temperature at a level suitable for the condition of the cat.
All heat sources must be safe and not present a risk to cats or people.

2.5 Lighting
Suitable lighting must be provided to all areas where cats have access.

2.6 Ventilation
Accommodation must be suitable ventilated.

2.7 Cleanliness
All areas accessible to cats must be kept clean and all chemicals used must be cat friendly and have suitable bactericidal and virucidal properties.
Suitably sited litter trays with appropriate litter must be provided.
All excreta and soiled material must be removed from litter trays and other areas used by the cats at least daily and more often if necessary.

Guidance
A list of suitable disinfectants can be found at:
http://disinfectants.defra.gov.uk/
Manufacturer’s guidance must be followed to ensure the safe use of chemicals.

2.8 Pest Control
Measures must be taken to control rodents, insects, fleas and other pests within the home.

Guidance
Pest or parasite control must only be done with the owner’s permission and under veterinary supervision.

2.9 Waste Disposal
Facilities must be provided for the proper reception, storage and disposal of all waste.

Guidance
Hart District Council will usually allow waste to be double bagged and placed in the domestic waste bin. For larger volumes of waste a commercial bin may be necessary.

3. Diet & Nutrition
All boarded cats must be adequately supplied with suitable food, wholesome water must be available at all times. Adequate food preparation facilities must be available.
3.1 **Food & Drink**
All cats must have an adequate supply of suitable food as directed by the client. Fresh drinking water must be available at all times and the drinking vessel cleaned daily. Clients must be encouraged to provide each cat with its own bowls.

*Guidance*
*Feeding bowls must be cleaned after each meal and each cat must be provided with its own bowl.*
*Food should be provided by the cats’ owner to avoid any sudden change in the cats’ diet.*
*Cats should have access to their own feeding bowls, and shy feeders should be monitored.*
*All cats should receive a diet which fulfils their nutritional requirements Please refer to the Codes of Practice.*

3.2 **Food Preparation & Storage Facilities**
Airtight containers must be provided for the storage of dry foods. Raw food and opened tins must be stored in suitable, containers in the fridge. Large quantities of food must be kept in pest proof containers.

4. **Normal Behaviour**
Cats must be able to exhibit normal behaviour patterns at all times and have the opportunity to enjoy exercise and be adequately supervised.

4.1 **Exercise Facilities**
Cats must be exercised in accordance with their owner's wishes.

*Guidance*
*This could mean the use of cat toys (possibly provided by the owner) and multi-level cat climbers.*

4.2 **Supervision**
A fit and proper person with relevant experience must always be available to exercise supervision and deal with emergencies whenever cats are boarded at the premises. Cats must be visited at regular intervals, as necessary for their health, safety and welfare.

*Guidance*
*Anyone supervising cats, must have sufficient knowledge and experience to handle cats correctly and recognise when they show signs of stress or ill health.*
*All licensee must be aware of Code of Practice for the Welfare of Cats and all other relevant legislation.*

4.3 **Maximum number of Cats Boarded**
The maximum number of cats kept at any one time is stated on the licence and under no circumstances will exceed 8 cats. This maximum number of cats will be determined by the facilities of the premises. The number of cats will be reduced if there is a failure to comply with other licence requirements. Cats may be boarded together provided a suitable assessment of their temperament and sociability is undertaken and owners' consent is obtained. Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded cat must be gained following a trial familiarisation session. The number of animals to be boarded is based on the available accommodation, the ability of the licensee to comply with the conditions, the experience and confidence Hart District
Council has of the licensee.

5.1 **Registration with a Veterinary Surgeon**

All boarding establishments must be registered with a Veterinary Practice and ensure full details are made available to the Licensing Authority.

The clients own veterinary practice must be known and consulted if necessary. Advice from a veterinary surgeon must be sought immediately when any signs of disease, injury or illness occur. Any veterinary surgeon instruction for treatment or care must be strictly followed.

Hart District Council must be informed of a death of a boarded cat. The Licensee must make arrangements for the body to be stored at a veterinary surgeon’s premises until the owners return.

**Guidance**

Addresses of veterinary surgeries can be accessed from the Royal College of Veterinary Surgeons: [http://www.rcvs.org.uk/FindAVet](http://www.rcvs.org.uk/FindAVet)

5.2 **Disease Control & Vaccinations**

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

Cats boarded or resident must be accompanied by an up to date record of a veterinary approved protection against infectious feline enteritis, feline respiratory disease and FeLV and other relevant diseases.

Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident cats; this must include routine treatment of the accommodation. Proof must be maintained of all routine and emergency treatment for parasites.

Following an episode of a infectious disease 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.

**Guidance**

Proof of vaccinations of any boarded cat must be held by the licensee.

5.3 **Isolation Facilities**

Isolation facilities must be available.

Adequate controls and facilities must be in place to prevent the spread of infectious disease. The licensee must inform the Licensing Authority on the next working day if a cat develops an infectious disease.

**Guidance**

Veterinary advice must be sought if any cat requires isolation actions taken should be documented and followed immediately.

5.4 **Miscellaneous Requirements**

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

**Guidance**
It is advisable to ask owners when a queen had its last season

5.5 Transport of Cats
Licensees who offer collection and delivery services must ensure vehicles used comply with current Welfare of Animals in Transport regulations.

Guidance
Welfare of animals (Transport)(England) Order 2006

5.6 Protection from Fire
There must be a written emergency and evacuation plan. There must be adequate means of raising an alarm in the event of a fire or other emergency. Firefighting equipment and detectors must be properly maintained and appropriately placed. Precautions must be taken to prevent any accumulation of material which may present a risk of fire. The occupier of the property must be aware of the location of the cats in the property at all times. The Licensee must have suitable arrangements for the temporary boarding of cats in the event that the licensed premises are rendered uninhabitable. This procedure must include instructions detailing where cats are to be evacuated in case of an emergency.

5.7 Safety of Electrical Equipment
You must ensure that all electrical systems are adequately constructed and maintained, so as to prevent danger, in accordance with the Electricity at Work Regulations 1989.

Guidance
To aid with the compliance of the regulations please see details in the attached Schedule C

6. Record Keeping
Records must be kept as required by the legislation detailing all pertinent information for each cat boarded to ensure licensees are fully aware of each cat’s individual requirements.

6.1 Register
A register must be kept of all cats boarded. The information kept must include the following:
• date of arrival
• name of cat, as well as any other identification mark 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, health, welfare and nutrition requirements
• quantity and administration of any medication on each occasion it is given
• Records must be kept for 24 months and be easily accessible to authorised officers.

Guidance
The register should be in a format that is clear and easy to understand by any staff and the licensing inspector.

Section 9 of the above Act places a duty of care on a person who is responsible for an animal.
Where there is a potential breach of a Duty of Care under the Animal Welfare Act 2006, the Council may consider revoking a license and/or taking enforcement action.

7.1 **Routine Medication**
Any cat boarded requiring routine/daily medication or treatments must have them administered by a suitably competent person.
The quantity and frequency of administration must be fully discussed and logged prior to the cats stay.

**Guidance**
*It is good practice for the licensee to record any medication administered, stating the date and time of each administration should be recorded.*

7.2 **Socialisation**
All animals must be given the opportunity for daily interaction, grooming and stimulation.

**Other matters relating to the operation of a licensed establishment**

**Fire Precautions Guidance**
Access for Fire Fighting and Water Supplies - There should be good access for fire-fighting appliances
Means of Escape - Escape routes for animals should be designed to provide a straight run out of buildings.
If necessary provision should be made for the ready summoning of a key holder.

**HEALTH AND SAFETY**
Health and safety law applies to all businesses, no matter how small. As an employer or a self-employed person, you are responsible for health and safety in your business. You need to take the right precautions to reduce the risks of workplace dangers and provide a safe working environment. There is a guide called “Health and safety made simple”. This guide makes life easier for you by providing the basic information on what you need to do in one place. It will help you get started in managing health and safety in your business.

For some work activities there may be extra things you need to do to make sure you are complying with the law. Further guidance on specific topics, such as managing asbestos, preventing ill health from animal contact etc., and model risk assessments are available online at www.hse.gov.uk. The “Health and Safety made simple” leaflet can be downloaded by following this link: http://www.hse.gov.uk/pubns/indg449.pdf
Hart District Councils – Conditions for Dog Breeding Establishments


The Breeding of Dogs Act 1973 requires anyone breeding dogs for commercial purposes to be licensed, whether they are at commercial or domestic premises. Other legislation to be considered when licensing and dog breeding establishment are, the Breeding and Sale of Dogs (Welfare) Act 1999, the Animal Welfare Act 2006 and the Welfare of Animals (Transport) Order England 2006.

Anybody breeding dogs for commercial gain, MUST hold a local authority licence. Dog Breeding licences help to ensure dogs are properly looked after, by setting standards for the premises and for the level of care given. In particular, it ensures that breeding bitches are properly treated, and that the puppies are well looked after. We regularly inspect these premises for safety, and a vet accompanies where appropriate us to ensure that animal welfare standards are met. Planning permission may be required.

The Definition of a Breeding Establishment.
The 1999 Act amends the definition of a breeding establishment in the 1973 Act. A breeding establishment is defined as any premises where the business of breeding dogs for sale is carried out. The reference to five litters per establishment per year within the legislation should not be considered a minimum threshold for requiring a licence. To be clear, an establishment breeding less than five litters would require a licence, where the dogs are bred for sale as a business. DEFRA advise that it will be a matter for local authorities and their legal advisers to decide whether or not a particular establishment is required to be licensed. In summary, a person is presumed to be carrying out the business of breeding dogs for sale where, they breed and sell more than two litters in a 12 month period, or during any 12 month period, five or more litters are born to his/her bitches which are:

- kept by him at any premises during any period of
- 12 months;
- kept by any relative of his at those premises;
- kept by him elsewhere; and
- kept by any person under a breeding arrangement with him.

This presumptive test will not apply if a breeder is able to prove that none of the puppies born to bitches at their premises or under a breeding arrangement was in fact sold during the 12 month period.

Kennel – is the physical structure and area that consists of an indoor sleeping area and outdoor run.

Run – A run is defined as an area attached to and with direct and permanent access from a kennel.

Outdoor exercise area – a separate area from the kennel itself where dogs may, exercise, play and interact with other dogs and people
Crate – a safe, secure area where a dog can go into for short periods of time. Uses include security, transportation or following veterinary advice. NB: this should only be a temporary enclosure for a dog and only where the dog is habituated to it. They should never be stacked.

The Applicant's Right of Appeal against Refusal
Any person aggrieved by the refusal of a Local Authority to grant such a licence, or by any condition subject to which a licence is proposed to be granted, may appeal to Basingstoke Magistrates court; and the court may on such an appeal give such directions with respect to the issue of a licence or, as the case may be, with respect to the conditions subject to which a licence is to be granted as it think proper.

Before being granted a licence the applicant must be able to demonstrate they can comply with the Hart District Councils conditions below;

1. Accommodation General
   • accommodation provided for bitches and puppies must be suitable as regards to its construction, size of quarters, exercising and whelping facilities, temperature, ventilation and the ability to be keep it clean and designed to prevent infection. Accommodation must be suitable for the breed housed. For accommodation requirements obtain the CIEH Model Licence Conditions and Guidance for Dog Breeding Establishments January 2014.
   • Dogs kept in domestic premises must have free access to more than one room, every dog must be provided with continual access to a comfortable dry, draught-free, clean and quiet place to rest.
   • Dog crates, where used (not acceptable as permanent housing) must be of sufficient size to allow each dog to be able to sit and stand at full height, step forward, turn around, stretch and lie down in a natural position and wag its tail without touching the sides of the crate and to lie down without touching another individual. Crates must never be stacked and comply with the Animal Welfare Act.

   Guidance - Bitches with litters should be provided with further space.
   • Kennel Construction: Where kennels are provided, within converted outbuildings, consideration must be given to cleaning, wildlife access, vermin control, natural lighting and ventilation.

   Guidance - In new constructions, wood should not be used on exposed surfaces of walls, floors, partitions, door frames or doors in the dog kennelling area. Existing buildings may be more expensive to adapt and less efficient to operate than new build kennels. Proposed building works may require approval from the building control department and/or planning department. Where wood has been used in an existing construction it must be smooth and treated to render it impervious. The purpose of avoiding wood on surface structures of kennel interiors is because of the possibility of damage to the material caused by scratching or chewing by dogs. Worn and splintered material is difficult to clean, harbours bacteria, viruses and so on, and allows the splinters to penetrate the animal’s skin.
   • All internal surfaces used in the construction of walls, floors, ceilings, partitions, doors and door frames must be durable, smooth and impervious, easily cleaned and disinfected. Kennels must be free from hazards and there must be no projections or rough edges liable to cause injury. Sleeping areas of kennels must be insulated so as to prevent extremes of temperature. The construction must be such that the security of the dog is ensured.

   Guidance - All exterior wood should be properly treated against wood rot, e.g. tanalised. Only non-toxic products should be used.
2. Security
- The construction must be such that the security of the dog is ensured. Fencing material must be safe and secure.

Guidance - Where galvanised welded mesh is used for fencing and cages or kennels, the wire diameter should not be less than 2mm (14 standard wire gauge) excluding any covering and the mesh size should not exceed 5cm (2in) fencing material must be safe and secure.

3. Walls and Partitions
- Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleaned and disinfected.

Guidance
Where concrete or other building blocks or bricks are used, they should be sealed to be smooth and impervious, and resealed as necessary. Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, all joints should be sealed. It is suggested that partition walls between kennels and individual exercise areas should be of solid construction and of sufficient height to prevent direct nose-to-nose contact between dogs. Partition construction may be solid from floor to ceiling, but this should not be to the detriment of other welfare considerations such as the dog’s outlook, lighting, ventilation. Suitable materials for the construction of partition walls include properly surfaced impervious brick/block constructions, moulded plastic, glass reinforced plastic (GRP) and pre-formed plastic surfaced board. Constructing a solid partition provides a physical barrier to infection.

4. Floors
- Flooring must be non-slip, urine-resistant material, prevents the pooling of liquids. Slatted or wire mesh floors must not be used.

Guidance
It is recommended that new kennels should incorporate a damp proof membrane. All floors of kennels and individual exercise areas should be constructed and maintained in such a condition as to prevent pooling of liquids.

- Floors of all buildings, individual exercise areas and kennels must be of smooth, impervious materials, capable of being easily cleaned and disinfected while providing sufficient grip for the animal to walk or run without sustaining injury.

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

5. Ceilings
- Ceilings must be capable of being cleaned and disinfected.

6. Doors Condition
- Kennel doors must resist impact and scratching and must be capable of being effectively secured.

Guidance
Where metal bars and frames are used, they should be of suitable gauge with spacing adequate to prevent dogs and puppies escaping or becoming entrapped.
Appendix 4

Where metal edging is used, this should not present a risk of injury to the dog. Door openings should be constructed such that the passage of water/waste is not impeded, or allowed to accumulate due to inaccessibility. When designing kennel doors, regard should be had to the health and safety of the person working in the kennel, for example, large dogs may push against the door which may give rise to difficulties in securing the door and even to accidents to the person on the opposite side of the door when it opens outwards. A door which opens inwards may also reduce the possibility of escape.

7. Windows

- Windows must not pose a security risk, risk of injury and must be escape proof.

Guidance
It is recommended that welded mesh or reinforced glass, polycarbonate or other impact resistant material is used.

8. Drainage

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

Guidance
Drainage channels should be provided near to the kennel edge so that urine cannot pass over walk areas in corridors and communal access areas. A separate drainage channel may be needed in the exercise area. Advice concerning waste water outlets should be sought from the Environment Agency and/or, the local authority.

9. Lighting

- During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible.

Guidance
Where practicable this should be natural light.

- Lighting must be of sufficient standard to enable efficient working both during and after daylight hours. Supplementary lighting, adequate to allow inspection, must be provided throughout the establishment.

Guidance
It is recommended that breeding establishments should have a low level night light for use after daylight hours.

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

Guidance
A balance should be struck between providing adequate ventilation while avoiding unnecessary loss of heat. Checks need to be made during the day and night to allow for temperature fluctuations. Ventilation is important in disease control. It provides protection against accumulation of odour and prevents excessive humidity. High humidity increases the risk of infectious bronchitis (‘Kennel Cough’).

11. Kennel Design (Size, layout and exercise facilities)

- Kennels must be divided into sleeping and activity areas. Kennels must be provided with an adequate size of sleeping area, such that dogs can stand, turn around, stretch and lie down flat in a natural position, with sufficient space for the door to open fully.

Guidance
Special consideration should be given to whelping bitches and bitches in season. Kennels should cater for the maximum number of puppies having regard to the size of the breed and litter size.
Appendix 4

When constructing kennels, an appropriate design and correct materials should be used to overcome problems of noise emission and to ensure energy conservation. This is in order to minimise discomfort to the dog and risk of nuisance to persons in the vicinity of the site.

All parts of the kennel should be easily accessible to undertake thorough cleaning by staff.

- Adequate exercise areas must be provided for all kennels. How much space will depend upon the size of the dog as well as the circumstances of each breeding establishment. Dogs must be able to walk, turn around easily, wag their tails without touching the kennel sides, and lie down without touching another dog.
- Kennels and runs must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises. Exercise areas must not be used as sleeping areas. Outdoor areas where animals exercise and interact cannot have strict temperature regulation. Dogs must not be restricted to such areas when climatic conditions may cause them distress. They must have constant access to fresh clean water, shade and shelter so they can avoid rain, wind, snow, ice or direct sunlight, etc. In adverse weather conditions, the responsible person must decide whether or not dogs are given free access to their run. The run must be at least partially roofed to provide the dog with sufficient protection against all weathers.

Guidance
Depending upon the breed, consideration should be given to covering the whole of the runs.

12. Beds and Bedding
- The bed must have clean bedding and be large enough for each dog to lie flat on their side. Beds must be suitable to allow dogs to be comfortable, ie of durable construction, be sited away from and offer protection from draughts and be of a suitable size for the size and type of dogs kept. Bedding must be capable of being easily cleaned and disinfected.

Guidance
All bedding material in use should be clean, non-irritant, parasite free and dry. Chewing or destruction of bedding should not result in restricted access, rather alternative materials should be tried.

13. Number of Dogs Permitted
- The maximum number of dogs to be kept at any one time is to be determined by the Local Authority. The number of dogs permitted must relate to the number and size of the kennels or space available and should be stipulated clearly on the front sheet of the licence. The decision regarding the number of dogs permitted to be kept must take into account the maximum likely litter size as well as the effectiveness of site management.

Guidance
This figure should include any dogs kept on the breeders’ premises which are not being used for breeding and must not be exceeded.

14. Temperature in Accommodation
- Heating facilities must be available in the kennel and used according to the requirements of the individual dog.

Guidance
There should be some part of the sleeping area where the dog is able to enjoy a temperature of between 10°C -26°C. Temperature should be relevant to the type and breed of dog. If necessary, heating and/or automatic cooling/ventilation should be used to achieve this. The materials used on the kennel exterior should offer adequate protection against temperature variations throughout the
year. The difficulty of maintaining the ideal temperature is acknowledged; however, these are realistic temperatures and should not be exceeded in normal circumstances.

- Devices used for heating and cooling must be safe and free from risk of burning or electrocution. Manufacturer’s instructions must be followed. Open flame appliances must not be used.

**Guidance**

There should be the ability to record temperatures at dog level. There will be periods in the year where ambient external temperatures will cause temperatures to fluctuate above or below the recommended levels. If the higher temperature level is exceeded due to structural shortcomings rather than normal ambient temperature, then artificial means of counteracting this high temperature should be introduced. Where temperatures fall below the recommended level, the use of individual heating lamps for dogs may prove adequate. In some circumstances additional background heating will also be required. Failure to give adequate attention to construction and insulation may cause dogs to suffer and increase running costs. Geographical orientation will affect temperature, e.g. north facing openings make it difficult to maintain adequate heating levels. Correct orientation of the kennel will allow maximum use of natural light.

**15. Cleanliness**

- 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. An agreed SOP must be followed. Each occupied kennel must be cleaned daily at a minimum.

**Guidance**

Regular disinfection should be demonstrated by keeping records of disinfecting regimes.

- All excreta and soiled material must be removed from all areas used by the dogs as necessary. All sleeping areas and bedding must be kept clean and dry. Facilities must be provided for the proper reception, storage and disposal of waste.

**Guidance**

Advice should be sought from the Environment Agency or local authority concerning removal of waste such as dog faeces, soiled material and infectious material.

**16. Pests Condition**

Suitable pest control measures must be in place.

**Guidance**

Pests should be adequately dealt with by an accredited pest control company.

**17. Foul Water Condition**

- Foul waste water must be disposed of by discharge to the appropriate drainage system.

**Guidance**

There is a range of cleaning regimes. The regime, for which all establishments should have an SOP, should include:

- Removal of solids
- Washing
- Disinfection
- Drying

The physical collection of faeces is usual (‘poop scoop’ or shovel and bucket). The use of detergent and water will ‘wash down’. Pressure hoses or steam cleaning will wash down more effectively. Bacteria, viruses, fungi need to be controlled by the sanitising process. Because disinfectant is washed
away after a short period of time, the long term activity of chemicals used to control viruses, bacteria and fungi should be considered. Great care should be taken when using any chemicals and manufacturer’s instructions must always be followed, including the correct dilution ratio. Chemicals and materials must be stored correctly. The following link includes DEFRA’s approved disinfectant list for statutory use on disease control. http://disinfectants.defra.gov.uk/Default.aspx?Module=ApprovalsList_SI

- Staff should be trained in good kennel hygiene. Complete disinfection of kennel and equipment should be carried out between occupancies.

18. Whelping Facilities

- There must be a separate whelping pen or room for each whelping bitch in which to whelp. There must be direct access to the whelping area for kennel personnel without disturbing the general kennel population. Once separated there must be increased social contact with humans.

**Guidance**

* Bitches should be moved to their whelping accommodation 60 days after mating or sooner if signs of imminent whelping are shown.

- Each whelping pen must be constructed of easily cleanable impervious materials. The area must be cleaned regularly and a record kept of cleaning procedures. The whelping pen must have a divider to allow the bitch to access an area where she cannot be reached by the puppies. There must be natural daylight. There must be a whelping bed raised off the floor and with sides high enough to prevent new born puppies from falling out. The bed must contain sufficient bedding to ensure a soft surface for the bitch and to enable the absorption of mess resulting from whelping. The bed must be constructed of easily cleanable impervious material and must be thoroughly cleaned and disinfected between litters.

**Guidance**

* Where a bitch is whelped in a domestic environment it is acceptable for a temporary disposable covering to be used. Varnishing wood will make it impervious.

- The whelping area must be maintained at an appropriate temperature. The bitch must be able to move away from heat spots.

**Guidance**

* There should be an area maintained between 26-28 degrees Celsius. This can be achieved with a local heat source such as a heat lamp. Puppies under four weeks of age should be kept at a temperature between 26°C (79°F) to 28°C (82°F) with provision for the bitch to move to a cooler area.

- Bitches must be adequately supervised during whelping and records kept of:
  - time of birth of each puppy
  - puppies’ sex, colour and weight
  - placentae passed
  - any other significant events.

- Bitches must be allowed a minimum of four periods a day for toileting and exercise away from their puppies.

- Bitches in Season **Guidance** Consideration should be given to separating bitches in season and they should not be kept with entire male dogs.
19. Management General

- Dogs must be adequately supplied with suitable food, drink and bedding material, adequately exercised, and visited at suitable intervals; BDA 1973 S.1(4)(b)
- The 1999 Act strengthens the requirements for dogs to be visited at suitable intervals. The Animal Welfare Act (2006) sets out the Duty of Care which must be met by the person responsible.

20. Supervision

- A fit and proper person must always be present to exercise supervision and deal with emergencies.

Guidance

Any person with responsibility for supervision should be over the age of 16. Where staff are employed, a written training policy must be provided. Training of staff, whether permanent or temporary, should be demonstrated (via appropriate training records) to have been carried out on all aspects of the care of all ages of dogs and updated regularly. Staff should be adequately trained in the work they are expected to carry out.

21. Numbers of staff

- Numbers of staff must be appropriate for the breed/type and number of dogs being bred. Numbers must be sufficient to provide the level of care set out in these model conditions.

- Sufficient adequately trained staff must be available every day to carry out all the interactions and procedures with dogs specified in this document.

- Establishing the number of staff required will require an assessment of the conditions at the establishment. As a guideline, it may be considered that a full-time attendant may care for up to 20 dogs. In domestic environments, it is advisable for other members of the household, or dog sitters to be provided with guidance notes in regard to general day to day care—feeding, grooming, cleaning, exercise, and compatibility issues—especially where several dogs, or breeds of dogs, are involved.

- Dogs must not be left alone for long periods and must be checked at the start and end of every working day and regularly by a member of staff at least every four hours during the day.

22. Environmental Enrichment and Exercise

- Dogs must be provided with environmental enrichment.

Guidance

Regularly changed toys and activity feeders are ideal enrichment. There should be more toys or feeders than there are dogs in the kennel. The use of raised beds and the ability to move out of other dogs’ sight should be provided.

- Breeding establishments are the permanent home for some dogs and therefore provision of exercise facilities must be adequate for long term dogs. Dogs must not be kept permanently confined.
- Arrangements must be made for the dogs to be exercised at least twice a day.
23. Handling and habituation
- Breeding dogs must be handled and examined regularly to identify changes in health, weight and behaviour and to ensure dogs are familiar with being handled. This is particularly important for bitches, as fear of people will influence development of puppy behaviour.

24. Food and Water Supplies Condition
- All dogs must be adequately supplied with suitable food. Clean water must be available at all times and changed at least daily. Dogs must be fed a diet appropriate to their age, breed, activity level and stage in the breeding cycle. Dogs must be fed individually with separate bowls. Food must be stored in vermin-proof containers and fresh food must be refrigerated.
- The dog’s weight should be monitored and recorded at least quarterly and diets adjusted where necessary, unless otherwise advised by a veterinary surgeon or a significant change in the dog’s weight/body condition is noticed.
- 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 cleaned and disinfected or disposed of after each meal.
- Dogs must be fed sufficiently well to maintain health.

Guidance
If necessary, advice from a veterinary surgeon should be sought. Special dietary considerations should be given to young, old dogs and to whelping and nursing bitches. Nutrition is particularly important during pregnancy and lactation and consideration should be given to the varying nutritional requirements of individual dogs. Inspectors should observe the general condition of the dogs and check on the quantity of food in store and the process of preparation.

25. Weaning Procedures
- Puppies must start the weaning process as soon as they are capable of ingesting food on their own. The food offered must be appropriate for the stage of development of the puppies. Puppies at weaning must initially be offered food five times a day. Each puppy must take the correct share of the food.

Guidance
Weaning should normally commence at 3-4 weeks old. The initial diet may be liquid progressing to solid food over the ensuing period.
- During lactation, the bitch must have sufficient food to satisfy the demands being made upon her.

26. Kitchen Facilities Condition
- Facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs. Where fresh and cooked meats are stored, refrigeration facilities must be provided. Food contamination must be avoided. A sink with hot and cold running water must be available for washing kitchen utensils and eating and drinking vessels.

Guidance
A separate hand basin with hot and cold running water should be provided for staff.
- Containers for storing foods must be pest proof, cleanable and in good condition.
Appendix 4

Guidance
Dishes and bedding should be washed separately from domestic items.

27. First-Aid Kit for Dogs Condition
- A fully maintained dog first-aid kit suitable must be available and accessible on the premises.

Guidance
A veterinary surgeon should be consulted concerning its contents and a competent member of staff should be in charge of its maintenance.

28. Isolation Facilities
- Veterinary advice must be sought for any animal with a potentially infectious disease.

Guidance
Where advised, the dog should be isolated immediately and the procedure documented.

- Facilities for isolation must be available when required. Isolation facilities must be used where the presence of infectious disease is suspected or known.

Guidance
Procedures should be in place, and understood by all staff, to prevent the spread of infectious disease between isolated animals and the other dogs.

- Isolation facilities must be in compliance with the other licence conditions but must be physically separate from other dogs.

Guidance
Intervening buildings and construction detail (ie window and door positions) should be taken into account. Isolation facilities should be at least 5 m away from other dogs due to the risk of airborne infection.

- Hands must be washed after leaving the isolation facilities before handling other dogs. Protective clothing, footwear and equipment, for use only in the isolation facility, must be used to reduce the spread of infection and must not be worn outside the isolation facility.

Guidance
The use of disposable clothing is recommended. Complete disinfection of the isolation facilities and equipment must be carried out once vacated. Suitable written standard operating procedures for isolation devised and implemented where necessary.

29 Disease Control, Vaccinations and Worming
- All reasonable precautions must be taken to prevent and control the spread among dogs of infectious or contagious diseases; BDA 1973 S.1(4)(c). Licence holders must take all reasonable steps to protect the animal from pain, suffering, injury and disease. All breeding establishments must be registered with a Veterinary Practice and ensure full details are made available to the Licensing Authority.

Guidance
Registered breeders should produce a health and welfare plan approved by a veterinary surgeon. This should be updated on an annual basis and needs to take into account the health, preventive treatment, socialisation, and welfare of the animals.
30. Emergencies/Fire Prevention
There must be Emergency Evacuation and Contingency Plans in place which meets approval of the local authority.

Guidance
Contingency plans should also include consideration for alternative housing for a large number of dogs.

31. Transport
Section 1(4)(e) of the 1973 Act is concerned with safeguarding the welfare of dogs ‘when being transported to or from the breeding establishment’.

- Dogs and puppies being transported to and from breeding establishments must be properly supervised to ensure compliance with the obligations under the Welfare of Animals Transport Order (England) 2006.
- All appropriate steps must be taken to ensure dogs will be provided with suitable food, drink and bedding material and adequately exercised when being transported to or from the breeding establishment. Bitches must not be transported in the last stages of pregnancy, not from 54 days after mating, unless to a veterinary surgeon for treatment. Bitches must not be transported for 48 hours after whelping unless it is to see a veterinary surgeon for treatment.

Guidance
It is recommended that records are kept of the vehicles used when dogs are transported, as well details of journeys undertaken.

- Whenever dogs are transported they must be fit and healthy for the intended journey. Injured and/ or diseased dogs must not be transported (except for minor illness or injury, as determined by trained and competent staff) unless they are being taken to a veterinary surgery.

Guidance
The transporting of distressed dogs should be avoided whenever possible. When transporting animals, there is a general duty of care to protect them from injury or unnecessary suffering and to also ensure they are transported in suitable containers.

- Puppies must not be transported before eight weeks of age without their dam unless a veterinary surgeon agrees otherwise for health and/or welfare reasons, or in an emergency (See Welfare of Animals (Transport) Order (England) 2006 – Council Regulation (EC) No 1/2005).

Guidance
Where possible, puppies should be trained to stay calmly in a crate by using reward-based training prior to transportation.

32. Health and Welfare Of The Breeding Stock and Litters Mating

- Bitches must not be mated if they are less than one year old. BDA 1973 S. 1(4) (f)

Guidance
It is the responsibility of the licensee to ensure both sires and bitches are in good health prior to mating. This includes checking for the presence of both infectious and genetically inherited diseases which may affect the health of either parent or resulting puppies. Where necessary, veterinary advice should be sought. Breeding stock should be selected on their temperament and genetic health. Dogs that have required surgery to rectify an exaggerated conformation that has caused adverse welfare (e.g. an excessively flat face or short nose or eyelid abnormalities etc.) should not be bred from. Dogs
with exaggerated conformations that may be associated with adverse welfare should not be bred from.

### 33 Maximum Number of Litters
- Bitches must not give birth to more than six litters of puppies in their lifetime; BDA 1973 S.1 (4) (g)
- Twelve Months Between Litters
  - Bitches must not give birth to puppies before the end of the period of twelve months beginning with the day on which they last gave birth to puppies; BDA 1973 S. 1(4) (h)

### 34 Social Contact for Dogs and Socialisation of Puppies
- Social contact is very important, and all dogs used for breeding must be kept in an environment that allows adequate social contact with both other dogs and people.
- Puppies must be handled regularly from after birth for short periods (e.g. gently picking up and examining) to become familiar with human contact and to be examined for any sign of disease and to ensure they are feeding properly.
- From 3 weeks old puppies must be habituated to events likely to be encountered in a domestic environment.

**Guidance**
*This should include the sights and sounds in households, such as appliances, as well as differing surfaces on which to walk. Introduction to novel sights and sounds should be gradual so that puppies do not show a fearful response such as startling or withdrawal. Puppies should also be introduced to a variety of people including adults of both sexes, children of different ages, and wearing a variety of clothing styles.*

- To learn social skills with other dogs, puppies must be maintained as a litter or with puppies of a similar age and size.

**Guidance**
*They should also ideally be introduced to nonaggressive and healthy, vaccinated adult dogs in addition to the bitch. However, it is also important for puppies to start to learn to be separated from others, so should be separated from litter mates and the bitch for short periods from the age of six weeks.*

### 35. Record Keeping
Accurate records in a form prescribed by regulations as shown below must be kept at the premises and made available for inspection there by any officer of the local authority or any veterinary surgeon, authorised by the local authority to inspect the premises; BDA 1973 S. 1(4) (i) 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 authorised by the local authority. 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.

**Guidance**
Additional records will provide useful information to the local authority inspectors should problems arise. It is suggested that this information should include:

- The details and number of all dogs kept on the premises, including movement on and off the premises;
- Oestrus dates of breeding bitches;
- Microchip or tattoo numbers or other suitable permanent identification. If the dogs are KC or breed association registered, these numbers should also be recorded;
- Where dogs are under a breeding arrangement, the details of such dogs, together with their whereabouts;
- Vaccination and worming records and details of other veterinary treatment given;
- Cleaning and disinfecting regimes (see also SOP);
- Feeding and exercise routines;
- Accommodation temperatures;
- Details of any isolation cases and the management regime in place;
- Details of vehicles used for transporting dogs, as well as time and length of journeys taken. Records should also show which dogs are transported and their destination;
- Date and cause of death if known;
- Number of dogs required to be euthanised, reason for euthanasia, date of euthanasia and the name of the veterinary surgeon in attendance;
- Number of breeding bitches retired, details of each individual breeding bitch’s microchip (or other permanent identification) number, outcome for the bitch e.g. rehomed and to where
- If dogs have come from abroad, specific additional information should be recorded.

This list is by no means exhaustive.

Additional conditions may be added to any dog breeding licence following guidance from a veterinary surgeon.

**All first time licences must involve the inspection of the premises by a vet and ourselves. Subsequent inspections may be by ourselves alone though we may call a vet if we feel the need to.**

**Offences against the Act**

The Act provides for the following offences:

- Keeping a breeding establishment for dogs without a licence.
- Contravening or failing to comply with any of the conditions of the licence.
- Obstructing or delaying any person in the exercise of his powers of entry or inspection.
- Where a person is convicted under this Act or any other animal related legislation the Court also has power to cancel the licence to keep the breeding establishment for dogs and to disqualify such person from keeping a breeding establishment for dogs for such a period as the Court thinks fit.
HART DISTRICT COUNCIL - PET SHOP LICENCE CONDITIONS


A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the Pet Shop. For security reasons the license holders address should not be displayed.

All animals kept on the licence premises are included under the Act and will be classed as being kept for the ‘business of selling animals as pets’, and as such will be subject to licensing inspections.

Under these Acts it is an offence to cause unnecessary suffering to a protected animal, whether by an act or omission. Vendors also have a legal ‘duty of care’ towards the animals in their care. Vendors must therefore take such steps as are reasonable in all the circumstances to meet the welfare needs of the animals, to the extent required by good practice. The Acts define an animal’s needs as:

- Its need for a suitable environment
- Its need for a suitable diet
- Its need to be able to exhibit normal behaviour patterns
- Any need to be housed with, or apart from, other animals
- Its need to be protected from pain, suffering, injury and disease

The Applicant's Right of Appeal against Refusal

Any person aggrieved by the refusal of a local authority to grant such a licence, or by any condition subject to which a licence is proposed to be granted, may appeal to Basingstoke Magistrates' Court.

1. Accommodation

1.1 Animals must at all times be kept in accommodation designed to prevent escape and an environment suitable to their species and condition with respect to behavioural needs, situation, size, temperature, ventilation, and cleanliness. All accommodation must avoid drafts and overexposure to direct sunlight and must be kept in good.

Guidance: Animals should be able to move around freely, climb, fly, swim and jump where appropriate, and be comfortable in their environment. Definitions of appropriate sizes and materials are in the appropriate schedules to this document. Regular maintenance and repair will prevent injury from damaged housing. Temperature monitoring devices should be provided.

1.2 Ventilation must be provided to all interior areas without the creation of excessive, localized draughts. Ventilation is important as an aid to disease control and aims to decrease smell accumulation and prevent excessive humidity of the atmosphere.
Appendix 5

Guidance
The spread of airborne infections can be a significant risk. Excessive or inadequate humidity can cause other health problems.

1.3 If animals are displayed outdoors, they must have protection appropriate to their species.

Guidance
This should include shelter from wind, rain or snow and/or the sun and predators if appropriate.

1.4 In order to control the spread of disease, and to prevent injury, housing must be constructed of non-porous materials or be appropriately treated. Junctions between all sections need to be fully cleanable.

Guidance
Appropriate housing will prevent direct transmission of disease and injuries. This will maintain structural integrity and ensure dry, easily cleansed surfaces. In general, untreated wood is not an appropriate material as it cannot be thoroughly cleaned.

1.5 Animals must be kept in housing which minimises stress from other animals or the public. Signage must be in place to deter public interference.

Guidance
An area to hide away, if needed, will help to reduce stress levels for the animals. In addition to signs, other measures may be required, such as limiting access to some sides of animal enclosures. Care should be taken to avoid sensory contact between prey and predator species.

1.6 All animals for sale must be readily accessible and easy to inspect by staff.

Guidance
To ensure that the cage is kept clean and hygienic and animals can be easily observed for illness or injury.

1.7 Accommodation must be cleaned as often as necessary to maintain good hygiene standards. Chemicals used must be safe for the specific animal. Manufactures instructions for dilution rate, contact time and usage must be followed. Staff must be trained in the safe use of chemicals.

Guidance
To maintain a clean environment, a cleaning Standard Operating Procedure (SOP) should be provided and detail the routine daily cleaning regime and the procedure for cleaning between periods of occupation.

1.8 Where accommodation is on a tiered system, water, food or droppings must not be allowed to enter the lower housing.

Guidance
This will prevent contamination of the lower cages. This does not apply to centrifuged fish systems or aviaries where perching and ground birds are housed together.
1.9 All accessories provided for environmental enrichment in the accommodation must be appropriate for the species.

\textit{Guidance}
\textit{To stimulate the performance of natural behaviours.}

2. \textbf{Exercise Facilities}

2.1 Suitable and sufficient facilities must be available where appropriate.

\textit{Guidance}
\textit{Animals must be able to exhibit normal behaviour, this may require a suitable exercise facility.}

3. \textbf{Register of Animals}

3.1 A purchase register must be maintained for all animals detailing their source and identification where appropriate,

\textit{Guidance}
\textit{This can be by cross referenced to an invoice file. The purpose of the register is to ascertain the source of the animals.}

3.2 A sales register must be maintained for: Dogs, Cats, Psittacines and Species contained in the Schedule to the Dangerous Wild Animals Act 1976

\textit{Guidance}
\textit{The purpose of the register is for emergency contact of purchasers. The name, address and telephone number of the purchaser should be obtained. This is not required for other species.}

3.3 Animals under veterinary treatment must be identifiable.

4. \textbf{Stocking Numbers and Densities}

4.1 No animals other than those specified in the licence, may be stocked. The licence conditions should clearly state the numbers for each species or species group that may be kept on the premises, except fish. Please refer to Schedules for individual species for more details.
Animals are defined as any vertebrate animals; invertebrates are exempted from the regulations.

4.2 Where appropriate, all animals must be housed in social groups of suitable size.

\textit{Guidance}
\textit{Details can be found in the relevant schedules.}
5. Health Disease and Acclimatisation

5.1 All animals for sale must be in good health

**Guidance**

Vendors and staff are responsible for providing the animals’ needs including good health care. Illness and obvious parasitic infection should be addressed before the animal is sold. Veterinary advice must be sought in any case of doubt. Transport and the introduction to a novel environment are stressful and animals must be allowed to acclimatise before being further stressed by being offered for sale. Where animals are obtained for sale to a specific client it may be acceptable for the animal to be sold immediately. All animals should receive appropriate vaccination where required for the species, as advised by the retailer’s veterinary surgeon. Veterinary advice must be sought whenever necessary. A Record of Treatment should be provided to the purchaser. Vaccination courses should begin at the appropriate age for each species.

5.2 Any sick or injured animal must receive appropriate care and treatment without delay. These must only be treated by appropriate competent staff under the guidance of a veterinary surgeons or by a veterinary surgeon.

**Guidance**

“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 Provision must be made for the isolation of sick/injured/infectious animals and those that might reasonably expected to be carrying serious infectious diseases.

**Guidance**

*Isolated animals should be kept in a secure, comfortable location where their condition and needs can be kept, also detailing treatment. 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 manufacturers’ recommendations.*

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

**Guidance**

*Information on any known conditions should be provided to the new owner.*

5.5 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.

**Guidance**

*Precautions should include regular cleaning and good personal hygiene of staff in addition to effective quarantine of incoming groups of animals except for fish. Staff handling animals should wash or disinfect, and rinse if appropriate, their hands between groups. The shop*
should be registered with a veterinary practice and there should be veterinary input to SOPs where appropriate. It is important that the supplying breeders should have a policy for inherited and infectious disease control agreed. Staff should be aware of zoonotic transmission.

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

Guidance
“Rodent” and “Insect” excludes animals for sale or feeding

6. Food and Drink

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

Guidance
Water should be available at all times except for those species where it may be harmful. An SOP should be produced for basic nutritional needs for each species or species group, and age group if appropriate. The owner should be advised to continue feeding consistent with the diet given by the pet shop.

6.2 Food and Drink receptacles must be appropriate to the species, constructed and positioned to minimise faecal and urine contamination and spillage. Receptacles must be cleaned out at regular intervals.

Guidance
Faecal and urine contamination is a risk to health. Maintaining a clean environment may require regular cleaning of receptacles. Receptacles should be thoroughly cleaned before being moved between batches/groups

7. Food Storage

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

Guidance
Such containers prevent spoilage of the food or attraction of rodents or pests to the premises.

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

Guidance
There must be suitable facilities for cleaning of receptacles and equipment which should be separate from staff facilities.

8. Observation

8.1 All animals must be attended to at regular intervals, except where defined in the schedule, at least once daily, and appropriate to the individual animal.
Guidance
Regular checks and observation records aid in early detection of illness, injury or behavioural problems and should be considered very important for all animals. A system of recording observation should be maintained.

9. **Disposal of Waste**

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

Guidance
This is important for biosecurity and odour reduction. Excreta and soiled bedding should 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. Premises should maintain a contract for removal with an appropriate company and adhere to local authority regulations. There should be appropriate arrangements in place for removal of dead animals.

10. **Transportation to the Premises**

10.1 When receiving animals, the licensee must make reasonable effort to ensure that they are transported in a safe and suitable manner.

10.2 Any animals received or consigned shall be transported in accordance to current legislation.

10.3 Animals must be transported or handed to purchasers in suitable containers,

Guidance
Buyers should be advised how to transport animals home so as to minimise stress.

11. **Sale of Animals**

11.1 No mammal shall be sold un–weaned or, if weaned, at an age at which it should not have been weaned.

Guidance
Young mammals require nutritional and behavioural support from their mothers.

11.2 In the case of non–mammals, they must be capable of feeding themselves.

11.3 No animals to be sold to a person under the age of 16 years unless accompanied by a parent/guardian.

12. **Dangerous Wild Animals** as defined by the Dangerous Wild Animals Act 1976

12.1 When dangerous wild animals are kept, the cages must be of a secure construction appropriate to the species and kept locked.
Guidance
Safety of staff and the general public should be of utmost importance and safety barriers may aid in this, as well as prevention of escape.

12.2 The local authority must be notified if a pet shop wishes to offer for sale, any animal on the Schedule to the Dangerous Wild Animals Act.

Guidance
The primary requirements of the Act are to protect the public but there are also welfare implications.
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 and care of the animal. 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. Licensees should take note of the latest guidance from DEFRA.

13. Pet care advice, staff training and knowledge

13.1 New applicants must have a qualification or be registered with a recognized body such as City & Guilds. They must have suitably progressed in 12 months and have completed the qualification within 2 years.

Guidance
Qualifications should be City & Guilds or Level 3 equivalent and appropriate to the species kept.

13.2 The licensee must ensure that the purchaser is informed of the correct care of the animal covering feeding, housing, handling, husbandry, accessories and veterinary care.

Guidance
Pet care leaflets or other similar written instructions suitable for the species (or group of species) in question should 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. Information can be in the form of Codes of Practice issued by governments. In addition, information may also be made available electronically.

13.2 Appropriate reference materials on the care of each species must be available for staff.

Guidance
Further advice can be obtained from the organisations listed in the Model Licence Conditions and Guidance for Pet Vending Licensing 2013.

13.3 Staff members must be able to provide suitable advice to purchasers and answer questions as required by them. No animal should be stocked or sold unless the staff or at least one member of staff on call is familiar with the care and welfare of the animals stocked and has a recognised qualification and/or suitable experience/training.

13.4 The licensee must be able to demonstrate appropriate staff training is carried out and that staff are competent in pet shop management and animal handling.
Further advice, guidance and training can be obtained from the organisations listed in the Model Licence Conditions and Guidance for Pet Vending Licensing 2013.

14. Fire and other emergency precautions

14.1 Suitable emergency precautions and written procedures must exist and be made known to all staff, including arrangements for evacuation of animals.

Guidance
Staff should be aware of these procedures and a copy should be displayed for staff to refer to as and when needed. Evacuation should be regularly practised and practices recorded. All staff should undergo regular training and records should be kept of such training.

14.2 Entrances and exits must be clear of obstructions at all times

Guidance
To facilitate risk free evacuation if needed, when designing accommodation, consideration should be given to using systems which would allow timely removal of the animals in the case of emergency. This provision would not usually apply to aquaria and ponds.

14.3 Suitable fire-fighting, prevention and detection equipment must be provided, maintained, regularly serviced and sited as advised by the local fire protection/prevention officer and approved by the local authority.

Guidance
This will ensure that, if needed, the equipment will function correctly. Staff should be properly trained on the use of equipment provided.

14.4 The licensee, or a designated key holder, must at all times be within reasonable travelling distance of the premises and available to attend in case of emergency.

Guidance
A reasonable distance is no more than 20 minutes travelling time.

14.5 A list of key holders must be logged with the local police and local authority.

Guidance
For contact in cases of emergency.

14.6 In the interests of animal welfare, the following notice must be displayed prominently at the front of the premises: “In case of an emergency dial 999”.

Guidance
For information of the public in cases of emergency, when a staff member is not on site.

14.7 When pet shops are sited within other premises, the licensee or key holders must have access at all times to the premises containing the animals.

Guidance
This is vital for access to the animals at all times to ensure correct care is provided.
14.8 All electrical installations and appliances must be maintained in a safe condition as per current legislation.

Guidance
For health and safety of staff and animals.

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

Guidance
Some species are very sensitive to temperature fluctuation.

Schedule B – Dogs

1. Puppies must be weaned before leaving the mother.

Guidance
To ensure puppies can eat the food provided. Puppies must be 8 weeks old or over. Council Regulation (EC) No. 1/2005 on the protection of animals during transport and related operations prohibits the transport of puppies without their mother before this age.

2. The minimum kennel size must be:

   • For a batch of small breed puppies – max 6 pups – 1.5m² for sleeping, plus 2m² for exercise.

   • For a batch of medium breed puppies – max 4 pups – 2m² for sleeping, plus 2m² for exercise.

   • For a batch of large breed puppies – max 2 pups – 2m² for sleeping, plus 2m² for exercise.

These are minimum requirements, for larger batches the size of the pens should be adjusted pro-rata accordingly. Ideally the puppies should have free access to the exercise area at all times. Any covered pens should have a minimum height of 1.8m or removable covers to allow adequate access by staff for cleaning. These are minimum standards and meeting the correct size of pens alone are not a defence if the welfare of the animals are in question.

Guidance
The kennel area should be large enough to allow separate sleeping and activity areas. The kennel should allow each puppy to be able to walk, turn around and wag its tail without touching the sides of the kennel. The puppies should have sufficient room to play, stand on their hind limbs and to lie down without touching another individual. The kennel size required will increase in relation to the size and number of puppies housed at any one time. The length and the width should be sufficient to allow all the puppies to lie outstretched without their noses or tails touching the walls or other individuals. In certain circumstances it is permissible to have separate exercise areas to sleeping areas but in such cases puppies must be given access to the exercise area at least four times a day. Any separate exercise area should be fully cleaned and disinfected between its Uses by different batches of puppies.
3. Suitable and sufficient exercise facilities must be available and accessible where appropriate.

4. Extreme temperatures must be avoided.

   Guidance
   Puppies are relatively sensitive to high/low temperatures. Temperatures should not normally go below 12°C or exceed 26°C

5. General bedding must include an adequate amount of absorbent material.

   Guidance
   Absorbent material must allow urine and faeces to be contained to reduce contamination of the puppies.

6. Any soiled material must be removed at least four times a day or as required to ensure the puppy does not have to lie in a soiled area.

   Guidance
   Puppies do not discriminate in where they toilet and this maintains a clean environment. A Cleaning schedule or SOP should be provided

7. A specific lying place must be provided lined with soft material.

   Guidance
   The use of soft material will prevent skin lesions being caused by soiling or pressure sores.

8. Puppies must be fed at least four times daily, at appropriate intervals.

   Guidance
   The diet should be appropriate for puppies.

9. Puppies must have frequent, quality contact time with staff.

   Guidance
   “Suitable intervals” for puppies to be visited are frequent, as they require to be socialised. It is recommended that this should be a minimum of 4 times per day with 20 minutes of interaction per batch. There should be an SOP.

10. Batches of puppies must not be mixed until they have been on the premises for seven days or have shown no sign of infectious disease for seven days.

    Guidance
    Puppies are particularly susceptible to disease as they have immature immune systems. The new owner should be advised to register the puppy with a vet.

11. Ideally, single puppies must not be left alone in a kennel, but where they are, special attention should be paid to specific human interaction. When they are mixed they should be of similar size, age and temperament and there should be good supervision of mixing.
Appendix 5

Guidance
Isolating healthy puppies does not allow them to exhibit natural behaviour patterns.

12. There must be environmental enrichment in all kennels.

Guidance
To allow puppies to exhibit normal behaviour patterns. Toys should only be given under supervision and should be easily cleaned or replaced between batches.
** Please see ‘Schedule A – General Conditions’ for food, water and isolation conditions

Schedule C – Cats

1. Kittens must be weaned before leaving the mother.

Guidance
To ensure kittens can eat the food provided. Kittens must be 8 weeks old or over. Council Regulation (EC) No. 1/2005 on the protection of animals during transport and related legislation prohibits the transport of kittens without their mother before this age.

2. The minimum pen floor area for a batch of up to 4 kittens, up to 12 weeks of age, must be 1 m², with a minimum height of 0.6 m (for example, 0.6 m x 1 x 1) No dimension must be less than 0.6 m. Any shelving or platforms must be in addition to the minimum floor area. Each additional kitten must have 0.25 m² additional floor space.

Guidance
Kittens require adequate space to play together and to have space for a litter tray and bed. Varying heights to enable climbing should each also be provided. There should be adequate space for feeding, drinking, sleeping and litter tray to be kept separate.

3. Extreme temperatures must be avoided.

Guidance
Kittens are relatively sensitive to low temperatures owing to their small body weight. Temperatures should not normally go below 15°C or exceed 26°C.

4. Disposable or washable bedding must be provided and kept clean.

Guidance
Kittens need a warm sleeping, soft area, away from the litter tray and food.

5. A litter tray and appropriate litter must be available at all times and cleaned and disinfected at least once daily with an appropriate disinfectant which is safe for use with cats and cleaned as appropriate. The disinfectant should be anti-viral and used in accordance with manufacturers’ instructions, as some disinfectants are toxic to cats.

6. Kittens must be fed at least four times daily, at appropriate intervals.

Guidance
The diet should be appropriate for kittens.
7. Batches must not be mixed and if several batches are kept in one area then the pen must have solid sides.

Guidance
Diseases spread very easily between litters, both by direct contact or by sneezing. Kittens are particularly susceptible to disease as they have immature immune systems. The new owner should be advised to register the kitten with a vet.

8. Kittens must have frequent, quality contact time with staff.

Guidance
It is recommended that this should be a minimum of 4 times per day with 20 minutes of specific interaction per batch. Kittens should be protected from over-handling by staff or the public as they require time to rest.

9. There must be environmental enrichment in cages such as toys, climbing frames and platforms.

Guidance
To allow kittens to exhibit normal behaviours, particularly climbing. Toys should be easily cleaned or replaced between batches.

Schedule D – Rabbits

1. Rabbits must be correctly sexed and housed in same sex groups.

Guidance
Rabbits are easier to sex at 8 weeks than any earlier, which will help prevent mix-sexing and unwanted litters.

2. The minimum enclosure size must be: 0.4m² for up to 4 standard juvenile rabbits and a height of 0.4m. 0.5m² for up to 2 giant breed juvenile rabbits and a height of 0.5m. These are minimum requirements, for larger batches, larger breeds or adult rabbits the size of the pens should be adjusted pro-rata accordingly.

Guidance
Dwarf Lops/Dutch rabbits are the most commonly available in pet shops and weigh up to 4kgs. The height should allow the rabbit to rear up to perform natural behaviour. Rabbits should be kept in store in groups. Rabbits need to be able to move freely and to be able to perform vital behaviours such as caecotrophy and rearing.

3. There must be environmental enrichment in all enclosures. A hiding place must be provided.

Guidance
To allow rabbits to exhibit normal behaviours, indestructible toys; cardboard boxes; chewing substrates should be provided. Toys should be easily cleaned or replaced between batches. Rabbits are prey animals and should have the opportunity to hide if scared or stressed.
4. Extreme temperatures must be avoided.

**Guidance**

*Ambient temperature should not normally go lower than 12°C or exceed 26°C. Providing cool water, cool packs in their bedding, air movement and air conditioning may each help to avoid the stress caused to rabbits by high environmental temperatures.*

5. Rabbits must be provided with a suitable substrate and bedding material in sufficient amounts.

**Guidance**

*Rabbits need a warm, softly-bedded sleeping area away from the litter and food/water.*

6. Visibly soiled substrate and bedding must be removed daily. The pen should be thoroughly cleaned and disinfected before introducing a new animal.

**Guidance**

*The disinfectant should be effective against both viral, bacterial and parasitic infection and safe for use on rabbits. Check with a vet or manufacturer if unsure. Diseases such as E-cuniculi can be spread via urine, so thorough cleaning is required between new occupants. Rabbits often choose to toilet in the sleeping area of a hutch and a litter tray could be placed here.*

7. If batches are mixed you must ensure all animals are free from obvious parasitic infection.

**Guidance**

*Diseases spread very easily between litters. Rabbits should be housed with batch mates where possible.*

8. Rabbits must have a constant supply of fresh hay and water, and be offered an appropriate amount of dry food for the breed and age. Feed dishes should be suitable to ensure feed does not get contaminated by urine or faeces.

**Guidance**

*Rabbits teeth are open rooted and therefore constant access to good quality hay is essential, for dental health, gastrointestinal health (without a constant supply of fibrous food, rabbit GI tracts slow down) and behavioural reasons (to relieve boredom). It is vital that hay is available throughout the day and sufficient provided for them at closing time to last them until the next business day. Dry food should be provided for youngsters to assist growth, see manufacturer’s instructions, but should not be fed ad-lib.*

9. Animals must be provided with an appropriate diet, any new feeds must be introduced slowly.

**Guidance**

*Due to the delicate digestive system, particularly under stress, if diets are to be changed then a slow transition between diets is advisable.*
Schedule E – Other small mammals

1. All small mammals must be correctly sexed and housed in single sex groups unless a solitary species (or sold as a breeding pair).

   **Guidance**
   To help avoid unwanted litters, all animals should be sexed immediately on arrival to the premises and housed in single sex groups. Animals from different sources should not be mixed.

2. Animals must at all times be kept in suitably sized accommodation.

   **Guidance**
   Animals should be able to freely move around the accommodation and be able to perform natural behaviours. See attached table for species relevant sizing.

3. Animals must be provided with a suitable substrate in sufficient amounts.

   **Guidance**
   Providing sufficient and appropriate substrate keeps the accommodation clean and dry and allows digging where appropriate. There are a number of substrates available and the type used will depend on the animal kept.

4. Animals must be provided with a suitable bedding material in sufficient amounts.

   **Guidance**
   Bedding provides a place to sleep and rest, the type used will depend on the animal kept. It should be provided in sufficient quantities to enable the animal to feel secure and warm.

5. Animals must be provided with places to hide. Accessories and enrichment should be provided, suitable to the species.

   **Guidance**
   Animals must be given the opportunity to hide as a natural instinct and be given suitable accessories to allow for stimulation and to reduce stress. Chinchillas and Degus should be given the opportunity to use a sand bath by offering one on a regular basis, e.g. 10 minutes daily. Rodents need to express natural behaviour such as running and chewing/gnawing. Toys such as hides, tunnels, paper bags filled with hay and fruit twigs are ideal for expressing natural foraging behaviour. Animals should be able to move away from direct lighting. Cool hides should be provided to prevent over-heating.

6. Suitable food and drink receptacles must be provided and positioned to avoid faecal contamination.

   **Guidance**
   Water for small animals is usually provided in clean gravity fill drinking bottles, (which should be of a suitable size for the species) or automatic or semi – automatic drinking systems. Fresh water should be available at all times, or as appropriate to the species; some desert-dwelling species such as jerboas [family Dipodidae] should not be given water ad- lib. Bottles should be kept clean and free from algae.
7. All rodents must be fed a suitable diet, ad lib and have free access to hay where required.

Guidance
The diet should be appropriate for the breed, life stage and species. Food should be refreshed regularly. Guinea pigs should have sufficient vitamin C in their diet. Guinea pigs are unable to synthesise Vitamin C.

8. All rodents must be fully weaned on admission.

Minimum accommodation requirements – small rodents

<table>
<thead>
<tr>
<th>No. of Animals</th>
<th>1-4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>Minimum Cage Height (m)</th>
<th>Minimum Cage Depth (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mice, Hamsters, Gerbils</td>
<td>0.068</td>
<td>0.079</td>
<td>0.09</td>
<td>0.100</td>
<td>0.113</td>
<td>0.124</td>
<td>0.135</td>
<td>0.30</td>
<td>0.25</td>
</tr>
<tr>
<td>Rats</td>
<td>0.135</td>
<td>0.157</td>
<td>0.18</td>
<td>0.202</td>
<td>0.225</td>
<td>0.247</td>
<td>0.27</td>
<td>0.30</td>
<td>0.28</td>
</tr>
<tr>
<td>Guinea Pigs, Degus</td>
<td>0.225</td>
<td>0.263</td>
<td>0.3</td>
<td>0.338</td>
<td>0.375</td>
<td>0.413</td>
<td>0.45</td>
<td>0.30</td>
<td>0.30</td>
</tr>
<tr>
<td>Chinchillas</td>
<td>0.25</td>
<td>0.375</td>
<td>0.5</td>
<td>0.625</td>
<td>0.75</td>
<td>0.875</td>
<td>1.0</td>
<td>0.45</td>
<td>0.45</td>
</tr>
<tr>
<td>Chipmunk</td>
<td>0.25</td>
<td>0.375</td>
<td>0.5</td>
<td>0.625</td>
<td>0.75</td>
<td>0.875</td>
<td>1.0</td>
<td>0.90</td>
<td>0.45</td>
</tr>
</tbody>
</table>

Schedule F – Ferrets

1. Ferrets must be at least eight weeks old

Guidance
Ferret kits can find separation from their mother very stressful and the stress response in a ferret often results in diarrhoea which can prove fatal.

2. Ferrets must be housed with batch companions

Guidance
Ferrets are naturally social animals that depend on the companionship of their own kind. Lone ferrets often suffer depression including poor appetite and lack of enthusiasm to move or play.

3. Ferrets must be housed in groups or pairs of either sex. Adult hobs (males) require individual accommodation.

Guidance
Ferret kits can be easily be sexed at 8 weeks of age. Adult, un-neutered hobs (males) may exhibit dominant behaviour and fight, so requiring individual accommodation. House the Jill (female) kits at a reasonable distance to prevent aggression between the hobs as they mature at around 20 weeks. Adult jills (females) should be prevented from having repeated seasons. Jills (females) left in season are prone to oestrogen induced anaemia, a factor in shortening their normal lifespan. Veterinary advice should be sought.
4. Batches of ferrets must not be mixed.

Guidance
Not mixing will reduce the risk of disease spreading. Mixing can be stressful for ferrets.

5. The minimum pen floor area for a litter of up to 4 ferrets, up to 12 weeks of age, must be 1 m², with a minimum height of 0.6m. No dimension must be less than 0.6m. Any shelving or platforms must be in addition to the minimum floor area. Each additional ferret must have 0.25m² additional floor space.

Guidance
Enclosures should be placed on a hard surface and anchored to the ground. Ferrets require space for their toilet area removed from their sleeping or eating areas. Ferrets require space to exhibit their normal active behaviour – running backwards, forwards and sideways and to climb, explore and play. Ferrets are naturally clean and will usually select one corner as their toilet.

6. Sleeping quarters must be draught free and dark.

Guidance
Ideally sleeping quarters should be raised. Ferrets seek dark areas for sleeping and sleep for long hours, up to twenty a day in the winter. Their natural instinct is to hide whilst sleeping.

7. Ferrets must have suitable bedding.

Guidance
Suggested bedding includes fabric items that can be laundered, straw and dust extracted wood shavings.

8. Extreme temperatures must be avoided.

Guidance
Temperatures should not normally go below 12ºC or exceed 26ºC. Ferrets tolerate cold better than heat. Provide plenty of warm bedding for when it is cold. Be aware heat prostration is likely at 32ºC.

9. Ferret kibble must be provided at appropriate intervals.

Guidance
Feed a recognised and branded ferret kibble / biscuit. Small, frequent meals or ad lib feeding are recommended as ferrets have a rapid rate of digestion.

10. Water must be supplied in both a heavy based bowl and a water bottle attached to the side of the enclosure.

Guidance
Ferrets are renowned for tipping bowls.
Schedule G – Birds

1. There must be adequate perching space for all birds at the same time. Outdoor aviaries must include sufficient sheltered and non-sheltered space. Cage size must be adequate to allow birds to open their wings fully in all directions. Cages must include appropriate environmental enrichment.

\emph{Guidance}
Stocking densities will depend on the type of bird as well as cage dimensions and number of perches. Access to rain can be beneficial for plumage. Some species will need adequate space to fly. Chickens require an appropriate area and substrate to perch.

2. Perches must be positioned so that birds do not defecate on each other and must be of appropriate size and shape for each species

3. Ambient temperature must be appropriate for the species. Extremes of temperatures must be avoided.

\emph{Guidance}
Birds are more sensitive to high temperatures.

4. There must be adequate drinkers/feeders commensurate with the number of birds and these must be cleaned regularly. Bowls etc. must be positioned so that birds do not defecate in food/water

\emph{Guidance}
Birds should not have to compete for drinkers/ feeders and risk exclusion. Passerines should have food available at all times. Enrichment and feeding devices need to be provided for larger psittacids. For parrots, it is preferable to use swinging systems such that the keeper does not need to enter the cage in order to change food/ water. Bowls should not be able to be removed from holders by the parrot.

5. Cages must be constructed from materials suitable to the type and size of birds. Materials must be safe to birds and in good repair.

\emph{Guidance}
Enclosures should be placed on a hard surface. Some species require more robust materials. Materials such as loose zinc coating can be toxic to birds.

6. Windproof nest boxes must be provided in all outside housing and inside where appropriate.

\emph{Guidance}
Many birds find sleeping or sheltering in nest boxes an essential form of security or for sheltering from inclement weather but it is recognised that some species, such as canaries, will rarely if ever voluntarily enter nest boxes.

7. Flooring must be drop-through or easily washed/hosed.
Appendix 5

Guidance
If ground living birds are kept with perching birds then attention should be paid to flooring such that bumblefoot issues are addressed - i.e. no concrete/rough stone. Where natural turf flooring is used, parasite status of the birds should be checked on a regular basis every few weeks.

Stocking Densities for Birds in Cages

<table>
<thead>
<tr>
<th>Type</th>
<th>Length of Bird (cm)</th>
<th>Floor Area (m²) housing up to 4 birds</th>
<th>Linear cms per additional bird on either cage length or depth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgerigar</td>
<td>0.15</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Canary</td>
<td>0.15</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Cockatiel</td>
<td>0.48</td>
<td>7.5</td>
<td></td>
</tr>
<tr>
<td>Finches</td>
<td>Less than 12.5</td>
<td>0.113</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>12.5-17.5</td>
<td>0.15</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>More than 17.5</td>
<td>0.225</td>
<td>7.5</td>
</tr>
<tr>
<td>Parakeets and Lovebirds*1</td>
<td>Less than 25</td>
<td>0.42</td>
<td>7.5</td>
</tr>
<tr>
<td></td>
<td>25-30*1</td>
<td>0.48</td>
<td>7.5</td>
</tr>
<tr>
<td></td>
<td>More than 30*1</td>
<td>0.675</td>
<td>7.5</td>
</tr>
<tr>
<td>Parrots</td>
<td>Less than 30</td>
<td>0.225</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>30-35*2</td>
<td>0.4050</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>More than 35*2</td>
<td>0.4725</td>
<td>20</td>
</tr>
<tr>
<td>Chickens</td>
<td></td>
<td>1.6</td>
<td></td>
</tr>
<tr>
<td>Bantams</td>
<td></td>
<td>1.6</td>
<td></td>
</tr>
<tr>
<td>Quail</td>
<td></td>
<td>1.6</td>
<td></td>
</tr>
</tbody>
</table>

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

Schedule H – Reptiles and Amphibians

1. Stocking and density must be appropriate to the species.

Guidance
Most reptiles and amphibians are not social and may, therefore, be kept individually. Communal enclosures should not be stocked as to appear overcrowded, common sense should be observed. Mixing of species, although possible, should be undertaken with caution. Some species may require or seek seclusion or privacy either sporadically or permanently and provision for this should be made.
Snakes: may be housed individually or in small groups, of the same species. Snakes known to be cannibalistic, e.g. king snakes (Lampropeltis sp), should be housed individually.

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

Tortoises and Terrapins: only terrapins of similar size and habit and from the similar geographical area should be kept communally. Tortoises of different species should be housed individually. Also, adult males in breeding condition should be housed individually.

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

Newts and Salamanders: only species of similar size and from similar geographical areas should be kept together. Generally mixed taxa [e.g. lizards and tortoises] are not recommended, although paludaria which combine fish with small reptiles and/ or amphibians of appropriate species are acceptable.

2. The enclosure size must be appropriate to the species and adjusted according to its size.

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

Lizards: the length of the enclosure should be three times the full length of the lizard, or larger.

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

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

Newts and Salamanders: the length of the enclosure should be minimum 30cm x 30 cm x 30cm, or at least three times the full length of the amphibian, or larger. Aquatic species should be able to swim adequately, i.e. water depth should be at least 4 times the depth of the animal. Height and Width: of the enclosure should be appropriate to the species, with arboreal species requiring more height than terrestrial species.

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

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

These are guidelines only and individual species should be researched as requirements for some species will fall outside of these recommendations. Vendors and staff must have access to relevant reference material (books, internet etc.). Basking spots may be provided by convection or radiant heat sources (e.g. light bulb, or heat mat), as appropriate to the species.
Ventilation should be appropriate to the species and should allow sufficient change of air without jeopardising the temperature or humidity in the enclosure.

4. Lighting must be appropriate to the species.

   Guidance
   An appropriate light period should be observed. Species requiring UVB lighting, e.g. diurnal lizards and tortoises, should have appropriate UVB emitting lamps. These should be replaced according to manufacturer’s recommendations. Mercury Vapour or Metal Halide UVB emitting lamps may also be used to provide a daytime heat source. UV light sources must not be screened by non UV transmitting glass or plastic. Animals should have areas of shade so that they can escape from the light if desired.

5. Substrate appropriate to the species must be present.

   Guidance
   Substrate should be appropriate to the species concerned and may include, but not be limited to: newspaper, paper towel, bark chip, wood chip, terrarium humus, moss, gravel, calcium carbonate, terrarium sand etc. Measures should be taken to ensure that substrate is not ingested.

6. Enrichment must be provided appropriate to the species.

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

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

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

8. Hygiene: enclosures must be cleaned appropriately.

   Guidance
   Spoiled food stuffs should be removed at appropriate time periods, at least daily. Substrates should be replaced as appropriate, and spot cleaned daily. Décor should be sanitised as appropriate. Enclosures should be disinfected with appropriate disinfectant as necessary and
always between different batches of animals. Disinfectant should be appropriate for the contaminants likely to be encountered. Disinfectant hand gels should be available for staff to use between animals, to prevent the external environment being contaminated. Water bowls should be cleaned as appropriate and disinfected at least weekly. Slough [shed skins] should be removed daily.

9. Handling must be kept to a minimum at all times.

Guidance
Handling must be kept to a minimum at all times. Staff should receive training on how to handle animals and animals which may be aggressive should only be handled by competent staff. Staff and customers should wash hands after handling specimens, and any equipment used should also be disinfected. Customers handling animals prior to purchase should be supervised and offered facilities to wash their hands afterwards.

Schedule I – Fish

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

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

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

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

Guidance
It is virtually impossible to determine the quantity of aquatic organisms to be kept in a system purely on a weight or number of aquatic organisms per unit, volume, or water surface area. The variation in holding system used, the quality of husbandry and the types of aquatic organisms stocked vary so greatly that it would render any such system too complicated to be practical or too simple to be useful. The maintenance of water quality standards can be used to determine working stocking densities. The water quality standards should not be met at the expense of a correct feeding regime. Exceptions to these standards might occur e.g. when aquatic organisms are diseased, after transport or other stress. However in these cases appropriate remedial actions e.g. treatment, acclimatisation or isolation should be undertaken. Sea water holds less oxygen than fresh water. The recommended level is 5.5 mg/l so extra care is needed to ensure that levels do not routinely fall below this.

2. Water quality must be checked regularly and records kept of all tests. Centralised systems must be tested weekly. 10% of individually filtered tanks or vat must be tested weekly. On aquaria or vats in which visual inspection indicates unusual behaviour or deaths, water quality inspections should be undertaken.
Appendix 5

Guidance
One test is representative of all the water in the system of centralised systems. Standalone systems must each be tested. Poor water quality is often the underlying cause of problems presenting as disease or mortalities.

3. Holding systems must be cleaned and checked regularly.

Guidance
Aquaria must be checked daily and cleaned as often as is necessary to maintain good hygiene standards, consistent with the rate of stock turnover and consequent stocking densities.

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

Guidance
No fish or other aquatic organism should be subject to rapid fluctuation in light (lights should be on dimmers if automated), temperature and chemical composition of their water, other than for the controlled treatment of disease or as part of a controlled breeding programme. There are in excess of 4000 fish species in trade and thus the acceptable conditions may vary substantially and often counter intuitively. In case of doubt expert advice should always be sought.

Useful Contacts

Hart District Council, Civic Offices, Harlington Way, Fleet, Hampshire. GU51 4AE. 01252 774282

General
British Veterinary Zoological Society Email: secretary@bvzs.org
Chartered Institute of Environmental Health Chadwick Court, 15 Hatfields, London SE1 8DJ Telephone: 020 7928 6006 www.cieh.org

Department for Environment, Food and Rural Affairs Animal Welfare Unit, Nobel House, 17 Smith Square London SW1P 3JR Telephone: 08459 33 55 77 Email: helpline@defra.gsi.gov.uk https://www.gov.uk/government/topics/wildlife-andanimal-welfare

Local Government Association, c/o LGconnect, Local Government Group, Local Government House, Smith Square, London SW1P 3HZ Telephone: 020 7664 3000 Email: info@local.gov.uk www.lga.gov.uk

Veterinary Contacts
British Small Animal Veterinary Association Woodrow House, 1 Telford Way, Waterwells Business Park, Quedgeley, Gloucester GL2 2AB Telephone: 01452 726700 www.bsava.com

British Veterinary Association 7 Mansfield Street, London W1G 9NQ Telephone: 020 7636 6541, bvahq@bva.co.uk www.bva.co.uk
Appendix 5

Royal College of Veterinary Surgeons Belgravia House, 62-64 Horseferry Road, London SW1P 2AF www.rcvs.org.uk

**All Species**
The Blue Cross Shilton Road, Burford, Oxon OX18 4PF Tel: 01993 822651 Email: info@bluecross.org.uk www.bluecross.org.uk

Pet Industry Federation Bedford Business Centre, 170 Mile Road, Bedford MK42 9TW Telephone: 01234 273 933 www.petcare.org.uk


Royal Society for the Prevention of Cruelty to Animals

Wood Green Animal Shelters Kings Bush Farm, London Road, Godmanchester, Cambs PE29 2NH Telephone: 0844 248 8181 Email: info@woodgreen.org.uk www.woodgreen.org.uk

**Cats**
International Cat Care Taeselbury, High Street, Tisbury, Wiltshire SP3 6LD Telephone: 01747 871872 Email: info@icatcare.org www.icatcare.org

Governing Council of the Cat Fancy 5 King’s Castle Business Park, The Drove, Bridgwater, Somerset TA6 4AG Telephone: 01278 427575 Email: info@gccfcats.org www.gccfcats.org

**Dogs**
Dogs Trust 17 Wakley Street, London EC1V 7RQ Telephone: 0207 833 7685 Email: info@dogstrust.org.uk www.dogstrust.org.uk

The Kennel Club 1-5 Clarges Street, Piccadilly, London W1J 8AB Telephone: 08444 633 980 Email: info@thekennelclub.org.uk www.thekennelclub.org.uk

**Fish**
Ornamental Aquatic Trade Association 1st Floor Office Suite, Wessex House, 40 Station Road, Westbury, Wiltshire BA13 3JN Tel: 01373 301353 www.ornamentalfish.org

Permanent identification databases
Microchipping Advisory Group www.bsava.com/Advice/MicrochipAdvice/tabid/154/Default.aspx

National Dog Tattoo Register Telephone: 01255 552455 www.dog-register.co.uk

Animalcare Telephone: 01904 487 687 Email: office@animalcare.co.uk www.animalcare.co.uk

AVID Plc PO Box 190, Lewes, East Sussex BN7 9GD Telephone: 0800 652 7 977 Email: pettrac@avidplc.com www.avidplc.com
Appendix 5

**Petlog**
The Kennel Club, 4A Alton House, Gatehouse Way, Aylesbury, Bucks HP19 8XU
Telephone: 0844 463 3999 Email: petlogadmin@thekennelclub.org.uk www.petlog.org.uk

Pet Protect Furness House, 53 Brighton Road, Redhill, Surrey RH1 6RD Telephone: 0800 587 0660 www.petprotect.co.uk
Rabbits and small mammals, British Rabbit Council Purefoy House, 7 Kirkgate, Newark, Notts NG24 1AD Telephone: 01636 676042 www.thebrc.org

Rabbit Welfare Association and Fund PO Box 603, Horsham, West Sussex RH13 5WL Telephone: 0844 324 6090 Email: hq@rabbitwelfare.co.uk www.rabbitwelfare.co.uk

Reptiles REPTA (Reptile & Exotic Pet Trade Association) Telephone: 02380 440999 Email: info@repta.org www.repta.org

Qualifications and Training Contact your trade association, local technical or agricultural college for information on current training and qualifications

Animal Medicines Training Regulatory Authority Unit 1c, Woolpit Business Park, Windmill Avenue, Woolpit, Bury St. Edmunds IP30 9UP Telephone: 01359 245801 Email: info@amtra.org.uk www.amtra.org.uk

City & Guilds 1 Giltspur Street, London EC1A 9DD Telephone: 0844 543 0000 www.cityandguilds.com

LANTRA Lantra House, Stoneleigh Park, Coventry, Warwickshire CV8 2LG Telephone: 0845 707 8007 Email: connect@lantra.co.uk www.lantra.co.
**Hart District Council – Riding Establishments Act 1964 and 1970**

**Requirements of the Riding Establishments Acts**

For both new and existing riding establishments it is necessary to obtain planning permission in the following instances: To use the premises as a Riding Establishment, to erect new stables or other buildings on the site, to change the use of all or part of the premises. When planning permission has been gained it will be necessary to submit detailed plans for building regulation approval if the proposals involve substantial alterations, new build or drainage works.

Requires that anyone operating a riding establishment must obtain a licence from the local authority for the area where the premises are located. The licence is renewable annually.

A 'riding establishment' is defined as 'the carrying on of a business of keeping horses to let them out for riding, or for use in providing instruction in riding for payment or both'.

If catering for staff and/or customers is provided at the premises, it will be necessary to comply with food hygiene regulations and register as a food business with the Hart District Council.

The Riding Establishments Acts set out certain requirements in respect of the construction, layout and management of the premises which must be met before the licence is issued or renewed.

In the event of the death of the licensee, the Licence shall be deemed to have been granted to his personal representatives in respect of the premises and shall (subject to the provisions of the Acts with respect to cancellation) remain in force until the end of the period of one year beginning with the death and shall then expire.

For suitable forms to be used under the act please contact The British Horse Society, British Equestrian Centre, Stoneleigh, Kenilworth, Warwickshire CV8 2LR. Tel. 01203 696697 or The Association of British Riding Schools, Unit 8, Bramble Hill Farm, Five Oaks Road, Slinfold, Horsham, West Sussex RH13 0RL Telephone: +44 (0)1403 790294 Email: office@abrs-info.org

**Appeal**

Any person aggrieved by any condition subject to which this licence is granted may appeal to Basingstoke Magistrates' Court and the Court may on such appeal give such directions as it thinks proper.

**Conditions subject to which this Licence is granted**

1. **The number of horses accommodated** at the establishment at any one time must not exceed [INSERT NUMBER] Any change in the horses for hire shall be notified in writing within seven days to Hart District Council.

2. **Horses must be maintained in good health** and in all respects be physically fit. Horses kept for hire for riding or riding instruction must be suitable for this purpose. All licensees must be aware of and follow the Code of Practice for the Welfare of Horses, Ponies, Donkeys and their Hybrids.

4. **The following horses must not be hired** out for riding, or used in return for payment for instruction or in demonstrating riding:
   - any horse aged three years or under;
   - any mare heavy with foal;
   - any mare within three months of foaling.
   - any horse that has not been vetted either by the Council’s vet or the establishment’s vet and passed as fit to be used under the Act.
   - any horse that has not been assessed by a competent person to ensure its temperament is suitable to be used under the Act.

5. **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.

6. **The feet** of all animals must be properly trimmed and, if shod, their shoes must be properly fitted and in good condition.

7. **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 licensee has provided Hart District Council with a veterinary certificate that the horse is fit for work.

8. **No horse may be let out** on hire for riding or used for providing instruction in riding without supervision by a responsible person aged 16 years or over unless in the case of a horse let out on hire for riding the licensee is satisfied that the hirer of the horse is competent to ride without supervision. The responsible persons must be named in the licence application.

9. **Horses maintained at grass** must have available adequate pasture, shelter and water. Supplementary feeds must be provided as and when required. All fencing must be regularly checked and maintained in a safe condition. Any protruding nails or loose wire must be removed. Post and rail is recommended as suitable fencing (rails inwards).

10. **Poisonous plants** such as ragwort must be removed from grazing areas and anywhere where horses may have access.

11. **Horses** must be adequately supplied with suitable food, drink and bedding material. All horses must be adequately exercised, groomed, rested and visited at suitable intervals.

12. **All reasonable precautions** must be taken to prevent and control the spread of infectious or contagious diseases. Veterinary first aid equipment and medicines must be provided and maintained in the premises. Drugs, medicines and
Appendix 6

13. **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.

14. **Guidance** Suitable dimensions for a loose box would be:- 3.7m x 4.3m (12ft x 14ft) for a large hunter 3.7m x 3.0m (12ft x 10ft) for a pony. Headroom must be adequate with a recommended minimum of 3m (10ft). The stable must be warm, dry and free from any projections likely to cause injury to the horse or attendant. Stable doors should be 1.2m (4ft) wide by 2.7m (7ft) high, be divided in two, open outwards or sideways and be fitted with anti-slide bolts and a kick latch at the bottom. (N.B. These dimensions may be adjusted for ponies.) A suitable size for stalls is 1.8m (6ft) wide x 2.7m (9ft) deep, with a passage to the rear of the stall which has a minimum width of 1.8m (6ft). Dividing partitions should be 2m (6ft 6") high at the front and 1.5m (5ft) high at the rear.

15. **Establishments** must have enough grazing, accommodation and facilities for the number of animals kept. Lighting must be sufficient so that artificial illumination is not necessary in daylight.

16. **Ventilation** must provide fresh air without draughts. Where windows are glazed they must be protected by grilles or iron bars, these must be in good condition.

17. **Drainage** must be adequate to carry away liquid waste and keep the standings dry.

18. **There must be provision for storage** and disposal of manure and spoiled straw.

19. **Adequate accommodation** must be provided for forage, bedding, stable equipment and saddlery.

20. **The licensee** must ensure that suitable arrangements exist for the protection and evacuation of horses in case of fire. The name, address and telephone number of the licensee or other responsible person must be displayed in a prominent position on the outside of the premises. Written instructions for action to be taken in the event of fire, particularly for evacuation of horses, must be displayed in a prominent position on the outside of the premises. (See Annex 1)

21. **There must be a ban on smoking** in all parts of the establishment.

22. **No person under 16 years** of age must be left in charge of the business at any time or be permitted to instruct or be in control of a lesson. Any person left in charge of the establishment must be adequately trained (suggested minimum BHS
stage 3) to ensure the safety of any staff or visitors and maintain the welfares of the horses.

23. **The licensee** must hold a current insurance policy providing which insures them against liability for any injury sustained by those who hire a horse from him for riding and those who use a horse in the course of receiving from him, in return for payment, instruction in riding and arising out of the hire or use of a horse as aforesaid 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, the hire or use of a horse as aforesaid.

24. **A register** must be kept by the licensee of all horses aged three years and under kept on the premises. This must be available for inspection by an authorised officer at all reasonable times.

25. **The licensee must be over 18 years** old and be sufficiently knowledgeable to manage a horse riding establishment to ensure the safety of staff and customers and the welfare of the horses. The person responsible for the day to day running of the establishment must be suitably trained, either by experience or being the holder of an approved certificate/qualification. Experience must be demonstrated by having an extensive knowledge of horse management (references required). Accepted qualifications are; British Horse Society Assistant Instructor, Instructor, or Fellowship Certificate, Fellowship of the Institute of the Horse, Association of British Riding Schools Teaching Certificate, Principals Diploma or Fellow of the Association. Consideration may also be given to persons holding the BHS Horse Masters or Stable Managers certificate from approved agricultural colleges.

26. **Persons put in charge** of a ride, lesson or hack must have sufficient experience, be competent handlers of horses and either hold appropriate qualifications or have substantial practical experience.

27. **Anyone taking charge** of a ride on the road must have passed the BHS Riding and Road Safety test.

28. **A hack leader** must carry a basic first aid kit and carry a mobile phone with a list of essential phone numbers, including the riding establishment, a vet and emergency services. A safe operating procedure must be in place in the event of an accident or incident.

29. **Indoor/outdoor schools and exercise areas** should be flat and free from obstructions/distractions that may cause alarm to the horse or rider. Jumps must be constructed/placed on level ground, take-off and landing areas must be maintained regularly to ensure that they remain in good condition. Jumps must be examined regularly to ensure they are in good condition so as not to present a risk to horse or rider. When not in use, jumps must be stacked neatly, away from the exercise area. All exercise surfaces must be of a suitable material and maintained in good condition to prevent injury to horse or rider. Access doors must be kept closed during lessons or activities.
30. **Kick boards** should be 1.35m (4' 6") in height and maintained in good condition.

31. **Facilities must be available** for the isolation of a sick horse in the event of an outbreak of infectious disease. Veterinary advice must be immediately sought.

The Chartered Institute of Environmental Health (CIEH) has published a new guidance document for people working in horse riding schools and livery yards in order to help them improve and implement safe working.

This is freely downloadable from [http://www.cieh.org/media/health-and-safety-guidance-for-horse-riding-schools-1612](http://www.cieh.org/media/health-and-safety-guidance-for-horse-riding-schools-1612)

**Annex 1 – Fire information and notice**
Adequate precautions must be in place to minimise the risk of fire, equipment necessary to fight a fire must be regularly maintained and be readily available. In general the sort of fire likely to occur at riding establishments will involve wood, straw or animal feeding stuffs, for which water is a suitable fire-fighting medium. Some fires, however, for example those involving electrical apparatus, highly flammable liquids, should not be fought with water and special equipment is necessary. The licensee must contact the Fire Prevention Officer on 02380644000 to ensure they have the necessary equipment and procedures in place.

**Notice**
Instructions re actions to be taken in the event of fire must be prominently displayed on the premises.

**On discovering fire sound the alarm.**
- Dial 999, ask for the fire services, give name, address, including postcode of fire and the telephone number you are speaking from.
- If safe to do so, evacuate those horses nearest to the fire to an area not likely to be affected by the fire. Head collars and lead ropes should be conveniently placed for a smooth evacuation.
- Remove all horses, working progressively away from the fire area.
- Do not attempt to fight an established fire until all the horses are removed and it is safe to do so.
- If you are present at the onset, small outbreaks of fire which can easily be contained should be tackled if the equipment is to hand.
- Never tackle a fire where there is a lot of smoke, or which is near flammable materials, electricity, a gas supply or other dangers.
- Never turn horses out loose in the yard unless there is no alternative. Close all loose box doors after removing horses as they regard their stables as a place of refuge and might attempt to return to the burning building. A yard full of loose horses will cause great difficulty to the fire brigade on their arrival and may result in horses escaping onto the highway.

Designate an area away from likely seats of fire to contain the horses whilst the fire is being tackled.

**Prevention**
Consult with the fire prevention officer for advice. Stable yards should always be equipped with the following:
• An alarm which is regularly tested.
• Extinguishers which are regularly tested.
• A hose pipe permanently attached to the mains supply, and of sufficient length to reach all buildings. The pipe should be maintained on a reel and regularly extended and tested for leaks.
• No smoking notices must be displayed around the premises.
• Have a no smoking policy on the establishment.
• No flammable materials e.g. LPG, petrol, paraffin, paint, solvents must be stored close to stables.
• All staff must have received instruction on the fire drill, and the drill must be rehearsed regularly.
• Where several horses are stabled in the same building, there must be more than one exit.
• Internal stabling must have a passageway of a minimum of 1.183m (6ft) wide and all box doors must open outwards or be of a suitable sliding design.
• Never allow bonfires, BBQ’s or fireworks near the stables.
• Consider the installation of a fire hydrant.

**Suggested format of fire precautions notice**

• Colour: White lettering on a red background.
• Location: To be fixed on the outside of the main building.
• Heading: ‘Action to be taken in the event of fire’
• On discovery of a fire sound the alarm (If fire bell or triangle is installed the location of this equipment must be shown on the notice).
• If the stables are on fire or could be involved release horses into .........................(state location of field or designated place of safety on the notice). When releasing horses start with those nearest to the fire and work away from it.
• Call the fire brigade or ensure that they have been called. (The location of the nearest telephone together with that of the next nearest should be stated). Tackle the fire with extinguishers or other appliances. (The position of such appliances should be stated). Never put yourself at risk.

**Further sources of Information**

Hart District Council, Council Offices, Harlington Way, Fleet, Hampshire, GU51 4AE
Tel: 01252 774282 email: eh@hart.gov.uk
Your veterinary surgeon
The British Horse Society, British Equestrian Centre, Stoneleigh, Kenilworth, Warwickshire CV8 2LR
Tel. 01203 696697
The Association of British Riding Schools, Unit 8, Bramble Hill Farm, Five Oaks Road, Slinfold, Horsham, West Sussex RH13 0RL Telephone: +44 (0)1403 790294 Email: office@abrs-info.org

**Legislation:**

• Animals Act 1971
• Animal Welfare Act 2006
• The Code of Practice on How to Prevent and Control the Spread of Ragwort 2006
Appendix 6

- Council Regs (EC) No 1/2005 on the protection of animals during transport and related operations
- The Farriers (Registration) Act 1975
- Horse Passport (England) Regulations 2005
- Guidance on the Disposal Options for Common Ragwort 2005
- Ragwort Control Act 2003
- The Weeds Act 1959

**Websites of relevant organisations:**
- www.aht.org.uk
- www.bluecross.org.uk
- www.beva.org.uk
- www.beta-uk.org
- www.bhs.org.uk
- www.bva.co.uk
- www.defra.gov.uk
- www.thedonkeysanctuary.org.uk
- www.equinegrasssickness.co.uk
- www.farrier-reg.gov.uk
- www.horsetrust.org.uk
- www.redwings.org.uk
- www.rspca.org.uk
- www.theragworthub.co.uk
- www.worldhorsewelfare.org
HART DISTRICT COUNCIL - DANGEROUS WILD ANIMALS ACT 1976
STANDARD CONDITIONS FOR DANGEROUS WILD ANIMALS LICENCES

NOTE
If person is aggrieved by the refusal of Hart District Council to grant a licence under this Act, or if a licence holder is aggrieved by a condition of the licence (whether specified at the time the licence is granted or later) or by the variation or revocation of any condition of the licence, he may appeal to Basingstoke Magistrates Court; and the court may on such appeal give such directions with respect to the grant of a licence or, as the case may be, with respect to the conditions of the licence as it thinks proper, having regard to the provisions of this Act.

Prior to the erection of any enclosure you are required to contact Hart District Councils planning department on 01252 774419 or email planningadmin@hart.gov.uk to determine if any permissions are required

INTRODUCTORY

Interpretation:
“Local Authority” and “Licensing Authority” means the Hart District Council.
“damage” includes the death of, or injury to any person.
“licensee” means the person to whom the licence to which these conditions are annexed has been granted or transferred by the Council.
“premises” means the premises to which the licence relates.
“veterinary surgeon” means a person who is for the time being registered in the register of veterinary surgeons.
“veterinary practitioner” means a person who is for the time being registered in the supplementary veterinary register.

GENERAL CONDITIONS

1. While any animal is being kept under the authority of the licence:-

   • the animal shall be kept by no person other than the persons or persons specified in the licence.
   • the animal shall normally be held at such premises as specified in the licence.
   • the animal shall not be moved from the premises except in the following circumstances, namely, where that movement is subject to a specific variation of this licence granted by the Council for emergency reasons.
   • where any stock covered by this Licence is to be moved, the conditions listed in Section 11 shall also apply. Any movement must be subject to a specific variation of the licence granted by Hart District Council prior to the movement taken place
   • the person to whom the licence is granted shall hold a current insurance policy which insures them and any other person entitled to keep the relevant animal(s) under the terms of the licence and attached conditions against liability for any
damage which may be caused by the animal. The insurance policy documents must always be made available to the Local Authority and any insurance policy will only be accepted by the Local Authority if in their opinion it’s deemed to be satisfactory.

• the person(s) to be licensed must be considered suitable and qualified, either by demonstrating their experience in the management and care of the specific listed species to be licensed OR by undertaking an approved training course for a suitable period of time relating to the species to be licensed such as by the BIAZA (British and Irish Association of Zoos and Aquariums) as agreed with the Local Authority.

• The licensee must 18 years of age or over.

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 of this licence.

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 a DWA licence.

4. A list of key holders, updated on a regular basis, must be provided to both the Local Authority and the local police.

5. Hart District Council and the police shall be informed immediately or within 24 hours following an escape from the designated enclosure at the premises listed in this licence.

6. The designated veterinary surgeon must have access to a darting or alternative remote chemical immobilisation system appropriate for the species listed in the schedule of this licence in the event of an animal escaping from the premises. Written evidence that access is available in a timely response must be provided to the satisfaction of the Local Authority.

7. A written ‘Escape Response Protocol’ detailing the response to the escape of an animal listed in the schedule of this licence outside of its enclosure must be submitted to the Local Authority. This must be reviewed on a yearly basis and be to the satisfaction of the Local Authority. This must include, but not be limited to, arrangements for the humane live recapture by the designated veterinary surgeon or the humane destruction of any escaped animals which represent a danger to the public.

8. Suitable warning signs in the form ‘KEEP OUT DANGEROUS WILD ANIMALS’ shall be posted at all entrances to the premises.

9. Access to the premises shall be provided to Hart District Council officers and to the designated veterinary surgeon/practitioner at all reasonable times.

10. Any alterations to the existing premises can only be carried out with the authorisation of Hart District Council and the designated veterinary surgeon/practitioner.
11. Movement of animal(s):

- The licensee must inform Hart District Council on 01252 774421 or email eh@hart.gov.uk of any proposals to move the animal(s) away from the licensed premises for any reason.
- The Licensee must give Hart District Council a minimum 7 days’ notice of their intent to move the animal(s) so as to allow for consultation and approval. If the animal(s) will be kept, for a continuous period exceeding 72 hours, at a premises outside the area of the Licensing Authority, Hart District Council shall be notified in good time to allow them opportunity to consult with the authority in whose area those premises are situated. (In an emergency situation the Licensing Authority must be notified as soon as possible prior to the movement of any animal(s))
- A proposals to move the animal(s) must include details of:
  - animal(s) species (common and scientific name)
  - numbers
  - destination
  - journey details including duration
  - means of transportation
  - systems of care provided (food, drink, rest, etc.)
  - details of control and care of animal(s) at the destination
  - details of the veterinary surgeon/practitioner providing supervision or guidance
- The insurance conditions relating to the licence must cover the transportation of the animal(s) as proposed in 11(iii) and a copy of the schedule shall be filed with Hart District Council (prior to commencement of transport).
- Any container(s) or vehicle(s) used for the transportation of the animal(s) must be suitably marked with the warning signs in the form of “KEEP OUT DANGEROUS WILD ANIMALS”.
- In the case of emergency transportation on the grounds of veterinary care Hart District Council can be informed that the move has taken place within a period of 24 hours of the move. In addition to the information provided in Section 11(iii) a letter must be submitted from the receiving veterinary surgeon stating that the move had been for emergency veterinary care. This exception does not include elective animal husbandry and the Local Authority must be informed of any moves as outlined above.

12. The person to whom the Licence is granted shall ensure that, by virtue of keeping the animal(s) specified in the licence, all reasonable precautions are taken to protect the safety of the public; and to ensure that no nuisance is caused to the public.

13. Issuing of a DWA licence does not exclude the Licence holder from compliance with other animal legislation. Specifically the Licence holder must comply with the requirements of the Animal Welfare Act (2006), including, but not limited to, the need for the listed animals to:

- be kept in a suitable environment
- be provided with a suitable diet
- exhibit normal behaviour patterns
- be protected from pain, injury, suffering or disease etc.

14. Any animal which is being kept under the authority of the Licence shall be:
• held in secure accommodation preventing escape, which is of suitable construction, size, has adequate lighting, ventilation and drainage services, maintains thermal comfort, has the ability to be kept clean, and is suitable for the number of animals and species proposed to be held;
• supplied with adequate and suitable food, drink and bedding materials and be visited at regular daily intervals by a competent person.

15. Adequate proposals shall be made for the protection of animals in case of fire or other emergency. Such proposals will be submitted in writing for approval at the time of application and again with each renewal application.

16. All reasonable precautions shall be taken to prevent and control the spread of infectious diseases. The licence holder shall be guided by any specific recommendations made by a veterinary surgeon or veterinary practitioner. Advice from a veterinary surgeon or veterinary practitioner must be immediately be sought at the first sign of illness or injury. All licensed animals must receive all necessary vaccinations and treatments as required by the veterinary surgeon.

17. Animals kept at the premises must be allowed to take adequate exercise within the confines of the accommodation they occupy.

18. When transporting animals from the premises to another location as within point 11, all vehicles and cages used must be suitable for the number and species of animals and all reasonable steps taken to avoid unnecessary suffering of the animals during transit. Where appropriate the vehicle shall be fitted with double security doors and windows to prevent any part of the animal protruding. You must comply with The Welfare of Animals (Transport) (England) Order 2006 where applicable.

19. At all times, including transit, the animal(s) must be in the charge of a suitable experienced person capable of controlling them. That person must be at least 18 years of age.

20. The holder of a licence shall be deemed to be the keeper of the licensed animal(s) and all references within these conditions to the term “the person to whom the licence is granted” shall be construed accordingly.

21. A person is deemed to be the keeper of the animal in his possession and the presumption of possession continues even if the animal escapes or it is being transported whether under the keeper’s authority or not.

22. Where an animal is transported outside of the Council’s administrative area, the person to whom the licence is granted shall comply with any reasonable instructions in respect of the animal given by an authorised officer of the Council or the Council in whose area the animal is to be held for, and shall provide a copy of this licence for the information of the said authorised officer(s).

23. Where a person has been convicted of an offence under the Dangerous Wild Animals Act (1976) and subsequent amendments or under any other animal welfare related or animal licensing legislation, or has been disqualified from keeping animals, this will be
considered sufficient grounds to prevent issuing of a Dangerous Wild Animal licence or the revoking of a licence at subsequent renewals.

24. If a dangerous wild animal is kept in contravention of a licence condition, the Council may seize the animal and retain it, humanely destroy it or otherwise dispose of it. The Council shall not in consequence of exercising the powers under the provision be liable to pay compensation, and may recover its costs incurred in exercising those powers from the keeper of the animal at the time of this seizure.

25. An authorised Council officer may enter premises licensed under the DWA (1976) Act or specified in an licence application, at all reasonable times, for the purpose of inspection to assess its suitability for the issue of a licence or to assess its compliance with the terms and conditions of a licence.

26. Suitable warning signage is to be displayed as agreed by the Council.

27. The Council may attach supplemental, proportionate conditions to any licence in relation to the species to be kept. Any supplemental conditions added will be with agreement of a specialised veterinary surgeon and/or accredited organisation. This information will be sought prior to the issue of a licence, and will vary depending on the species of animal to be kept. Different conditions may apply to different species of animal (s) held at the same premises under the terms of the licence granted.

Hart District Council, Fleet, Hampshire. GU51 4AE

email: eh@hart.gov.uk
telephone: 01252 774282
web: www.hart.gov.uk

Extra Conditions relating to the keeping of Servals F1 Savannahs

1. Licensee experience: In order to protect the public, to promote animal welfare and provide suitable conditions for these animals, keepers must be able to demonstrate suitable animal husbandry knowledge and handling techniques for the species they wish to keep. This can be demonstrated either by previous experience or by undertaking an approved training and handling course, such as one arranged by BIAZA (British and Irish Association of Zoos and Aquariums). Any training and handling course must be to the satisfaction of the Local Authority and relate to the species to be licensed and be of a duration of at least 6-8 weeks.

2. There must be a second named person nominated and included on the licence who is competent to care for the animals should the owner be absent or incapacitated.

3. Accommodation: Small felids must have access to a natural, planted outdoor enclosure where they will spend most of the day and indoor accommodation that are of suitable size and design to allow the cats shut up for a period of time. The design of the enclosure(s) must allow the cat (s) to:

   a. exhibit their natural behaviour: all features, furnishings, water structures and plantings are to be designed to promote the species’ normal behaviour.

   b. The Licence holder is required to provide documented evidence that enrichment is provided of an appropriate design and frequency
c. Outdoor enclosure size and design: an absolute minimum of 8 meters by 10 meters per animal, this must be increased by 50% for each additional cat. The enclosure must be of sufficient size to fit all furnishings, enrichment, hiding places etc, and allow animals to escape one another when more than one cat is kept. Outdoor enclosures should have high sides (at least 2.7m) with a suitable roof or overhang combined with appropriate electric fence design.

d. Outdoor enclosures should have a natural substrate (e.g. grass, soil, bark or wood chips), be planted and have a small number of elevated resting platforms. Sleeping platforms must be of a sufficient size, positioned at different levels and accessible to the animal(s) day and night. Branching, platforms and other suitable climbing materials should be positioned to prevent escape in open topped enclosures.

e. Weld mesh or suitable chain link fence must be set into concrete foundations to prevent digging underneath. Fencing must be of sufficient strength to withstand the weight of the cats climbing on it or jumping against it, and the mesh size used must be small enough to prevent the animals head going through (for servals 2 inch weld mesh sufficient). All fencing must be well maintained.

f. The drainage of the outdoor enclosures must be capable of rapidly removing all excess water. Drains must be designed to avoid injury to the animal(s). Any open drains, other than those carrying surface water, should be outside the enclosure.

g. Outdoor enclosures should be maintained in a clean state, with faeces, food debris and litter being removed on a regular basis. Any faecal material must be disposed of in an environmentally sound manner. Cats “scent mark” by rubbing their cheeks and head and urinating on their enclosures, disinfectant should be used sparingly. Any cleaning products must be suitable and safe for animal use. Manufactures instructions must always be followed when using any chemicals.

h. The indoor accommodation must be of a suitable construction and attached to the outdoor enclosure, therefore an addition to the enclosure size as detailed within point. It must be designed to allow cats to be locked in or out to allow keepers to safely enter enclosures to clean, and to permit the veterinary treatment of the animals if necessary. As a general rule, three separate den areas should be allowed for two cats, allowing the confinement of one animal whilst still being able to use the other dens in rotation and to allow cleaning. Dens must be designed to prevent one animal cornering another in a dead end. Suitable sleeping platforms must be provided.

i. Indoor enclosures must be a minimum of 1.8 x 3.7m.

j. The cats must be free access to both indoor and outdoor areas at all times, except.

k. There should be physical and visual barriers if more than one animal is held in an enclosure, to allow for hiding.

l. If a breeding pair is kept, there must be a way to separate the female from the male to give birth and rear her young. It is important that the male is able to hear and smell the female during any separation if he is to be reintroduced later.

4. Feeding: Feeding times must reflect the Serval’s natural hunting patterns, early morning and late afternoon. These cats require a meat diet. Whole prey items should be included, including the skin and bones. Appropriate supplements should be provided if necessary.
Appendix 7

5. All meat must be from an approved supplier to ensure it is free from any contamination.

6. Fresh drinking water must be provided at all time in clean and suitable receptacles.

7. Security: All doors and gates should be locked at all times. The animals must be secured in a holding pen that can be operated from outside, before a keeper enters the enclosure. A double door system must always be used to prevent the animals escaping past the keeper as a gate is opened.

8. The Licence holder must be a written contingency plan in place to be used in the event of an emergency, for example fire, flood, animal escape or injury to the keeper, the details of which must be to the satisfaction of the Local Authority.

9. The Licence holder must have a suitable method of confining the animals to allow the safe cleaning of the enclosure and the administration of veterinary treatment. The door mechanisms for these holding pens should be operable from outside the enclosure.

10. Provision should be made to allow the separation/isolation of sick or injured animals.

11. The Licence holder must provide details of their veterinary arrangements with a practice prepared to treat these animals. A schedule of veterinary care, including vaccination and routine parasite control is required, and the keeping of records of veterinary attention is essential.

12. The Licence holder must provide a written procedure detailing how you intend to introduce different sexes/species for the purpose of breeding, care of the animal during pregnancy and care queen and kittens to point of weaning, your weaning procedures and any reintroduction procedures for the queen to the tom. This document will be assessed by a competent person for its suitability.

Points for your consideration.

Wild cats are generally solitary animals and so should be kept alone, in compatible pairs or a female and her offspring. Introducing cats can be dangerous and is not advised unless expert advice has been sought. Provision therefore should be made for each adult to have their own enclosure, each meeting the standards as outlined above.

REFERENCES:


FOX (2013) Husbandry Care sheet for the Serval (Leptailurus serval), British and Irish Association of Zoos and Aquaria

GFAS (2013) Standards for felid sanctuaries, Global Federation of Animal Sanctuaries

## Differences between the old and the suggested new conditions

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Old</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home Boarding</strong>&lt;br&gt;Dogs</td>
<td>No maximum number of dogs</td>
<td>Maximum to be 6 to match most LA’s and insurance company’s requirements.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A suitable risk assessment to be made of licensed establishments.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Puppies not to be boarded with other dogs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Age restriction of children residing in the licenced property.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Appeals procedure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Permissions required from landlord if renting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Premises to have own entrance and no shared garden</td>
</tr>
<tr>
<td></td>
<td></td>
<td>More detail on adequate separation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Requirement to allow freedom to express normal behaviour</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Owners permission gained if mixing dogs from different households</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maximum length of time a dog can be left. (3 hrs)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Licensee to be registered with a veterinary surgeon.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Specific details for vaccinations.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Details on disease control and notification to LA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Separation of bitches in season and entire males.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Requirement to transport dogs safely and comply with animal transport national legislation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To ensure all electrical appliances are safe and do not present a danger</td>
</tr>
<tr>
<td></td>
<td></td>
<td>More detailed information required for boarded dogs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Register for any administered medication.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Guidance has provided to assist licensee to complying with conditions</td>
</tr>
<tr>
<td><strong>Home Boarding</strong>&lt;br&gt;Cats</td>
<td>None</td>
<td>All</td>
</tr>
<tr>
<td><strong>DWA</strong></td>
<td>Very general conditions CIEH only produced conditions for ostriches.</td>
<td>New conditions agreed by zoo inspector’s veterinary surgeon.</td>
</tr>
</tbody>
</table>
## Differences between the old and the suggested new conditions

<table>
<thead>
<tr>
<th>Generally conditions not suitable for all listed DWA’s</th>
<th>Appeals procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directed to planning department prior to erection of any construction and to discuss possible land change of use.</td>
<td>Includes interpretations.</td>
</tr>
<tr>
<td>Process for movement of any DWA</td>
<td>Enhanced requirements for insurance policies.</td>
</tr>
<tr>
<td>Qualification/experience requirement of person to hold a DWA licence.</td>
<td>Requirement to have up to date key holder details.</td>
</tr>
<tr>
<td>Details for warning signs.</td>
<td>Details for access by HDC staff and designated veterinary surgeon.</td>
</tr>
<tr>
<td>Requirements of licensee for any alterations to be carried out.</td>
<td>Protection of public safety and prevent nuisance.</td>
</tr>
<tr>
<td>Details of other relevant legislation licensee must comply with. (AWA and WofATEO)</td>
<td>Protection against fire or other emergencies.</td>
</tr>
<tr>
<td>Disease control, treatment of injuries.</td>
<td>Requirements for the transportation of a DWA.</td>
</tr>
<tr>
<td>Requirements for the supervision of a DWA.</td>
<td>Requirements for DWAs transported out of HDC area.</td>
</tr>
<tr>
<td>NONE</td>
<td>Details for the keeping of Serval.</td>
</tr>
</tbody>
</table>

**Riding Establishment Acts**

| Details of appeals process. | To be updated to reflect BVA veterinary inspection form, The British Horse Society guidance for riding schools, DEFRA’s Code of Practice for Equines and The Animal Welfare Act |
## Differences between the old and the suggested new conditions

<table>
<thead>
<tr>
<th>Nothing previously suggested.</th>
<th>Details on requirement for planning permissions, licensing and registration. Qualifications to reflect The British Horse Society requirements. (BHS approve riding establishments when have suitable health and safety procedures, suitable facilities and suitable staff)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ride leaders to have the BHS Road Safety Test if taking rides out on roads.</td>
<td>Licensee to be aware of DEFRA code of practice for the welfare of equine.</td>
</tr>
<tr>
<td>Any changes to horses used for hire to be notified to Hart DC.</td>
<td>Greater detail on requirements for hire.</td>
</tr>
<tr>
<td>Requirements for horses kept at grass.</td>
<td>Requirements to control poisonous plants such as ragwort. (DEFRA)</td>
</tr>
<tr>
<td>Prescription drugs to be kept locked up</td>
<td>Details on size of stables, size and design of doors and the suitability of grazing.</td>
</tr>
<tr>
<td>Ban on smoking in all parts of establishment.</td>
<td></td>
</tr>
<tr>
<td>Requirements for hack leaders, first aid kits, mobile phones SOP</td>
<td></td>
</tr>
<tr>
<td>Requirements for indoor and outdoor schools, safe and free of obstructions.</td>
<td></td>
</tr>
<tr>
<td>Annex 1 Fire Information and Notice Also links to CIEN Health and Safety guidance for Riding Schools and other useful sources of information.</td>
<td></td>
</tr>
</tbody>
</table>

### Breeding of Dogs

<table>
<thead>
<tr>
<th>To reflect new CIEN model standards. Enhanced definition of a breeding establishment includes DEFRA’s recent guidance.</th>
<th>Definition of a kennel, run, crate and outside exercise area.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidance to comply with conditions.</td>
<td>Use of crates.</td>
</tr>
<tr>
<td>Enhanced detailed information on construction requirements for accommodation, (specific floor, walls, ceiling, ventilation, heating) including guidance to comply with each of the conditions.</td>
<td>Requirements for sleeping areas, including bedding and exercise facilities with guidance.</td>
</tr>
</tbody>
</table>
## Differences between the old and the suggested new conditions

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Old Conditions</th>
<th>New Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirements for cleaning and the need to have a SOP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requirements for whelping facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requirements for supervision during whelping and required detail of records to be kept at the time of birth.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staffing numbers/training/experience and supervision requirements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental enrichment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handling and examination requirements for breeding dogs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enhanced feeding requirements including dietary and weight monitoring sheets.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details for weaning procedures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen facilities and food storage requirements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First aid requirements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Isolation facilities requirements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requirement for licensee to be registered with a veterinary surgeon.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Evacuation and Contingency plans to be agreed with Hart District Council</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condition for the safe transport of dogs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condition for the health and welfare of breeding stock including safe guarding against genetic health problems.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social contact for dogs and socialisation of puppies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record keeping requirements.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Pet Shops

- To reflect CIEH new module standards.
- To incorporate the latest relevant animal welfare legislation.
- Appeals procedure
- Guidance on how to comply with conditions
- Enhanced conditions for accommodation so more specific and relevant to species.
- Housing designed to minimise stress
- Accessibility of animals to allow for ease of inspection.
- Safe use of chemicals for staff an animals.
- Condition for tiered system.
- Environmental enrichment.
# Appendix 8

## Differences between the old and the suggested new conditions

<table>
<thead>
<tr>
<th></th>
<th>Enhanced condition for stocking density and numbers.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enhanced conditions for dealing with sick or injured animals.</td>
</tr>
<tr>
<td></td>
<td>Enhanced observation requirements.</td>
</tr>
<tr>
<td></td>
<td>Enhanced conditions for DWA’s</td>
</tr>
<tr>
<td></td>
<td>Enhanced conditions for pet care advice, staff training and knowledge.</td>
</tr>
<tr>
<td></td>
<td>Enhanced emergency precautions including electrical safety and maintenance of essential heating, ventilation and aeration/filtration.</td>
</tr>
<tr>
<td></td>
<td>Schedules for dogs, cats, rabbits, small animals, ferrets, birds, reptiles and amphibians and fish.</td>
</tr>
<tr>
<td></td>
<td>List of useful contacts.</td>
</tr>
</tbody>
</table>

### Dog Boarding

<table>
<thead>
<tr>
<th></th>
<th>To reflect new CIEH model standards.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Appeals procedure</td>
</tr>
<tr>
<td></td>
<td>Stray dogs boarded only with HDC approval</td>
</tr>
<tr>
<td></td>
<td>Enhanced requirements for accommodation, including construction and building material, door and windows</td>
</tr>
<tr>
<td></td>
<td>Enhanced temperature monitoring requirements.</td>
</tr>
<tr>
<td></td>
<td>Enhanced cleaning requirements including the use of suitable chemicals.</td>
</tr>
<tr>
<td></td>
<td>Requirement to ensure dogs are not adversely affected by sound, stressors and elderly and nervous dogs are catered for.</td>
</tr>
<tr>
<td></td>
<td>Any dogs that are transported comply with the Welfare of Animals Transport (England) Order 2006.</td>
</tr>
<tr>
<td></td>
<td>Enhanced feeding requirements to include weight gain/loss.</td>
</tr>
<tr>
<td></td>
<td>Enhanced isolation facilities.</td>
</tr>
<tr>
<td></td>
<td>Enhanced supervision requirements.</td>
</tr>
<tr>
<td></td>
<td>Conditions for long stay dogs.</td>
</tr>
<tr>
<td></td>
<td>Condition for ensuring normal behaviour.</td>
</tr>
</tbody>
</table>